

**Website Committee
Conference Call
April 12, 2007**

SUMMARY

The committee met at 3:00 pm EDT on Thursday, April 12, 2007 by telephone conference call. The Committee Chair, Art Clark, led the meeting. Other committee members participating were: Keith Ward, Brooke Connor, and Bob DiRienzo. Jerry Parr participated as TNI staff.

Committee Role

Art explained that because Jerry Parr has not been able to implement the recommendations from the committee due to other TNI priorities, and thus the committee will now need to begin performing these activities, either by having an individual volunteer to take on a specific task or by having the committee work on the task during the monthly calls. Brooke Connor has been given administrative privileges to the website in order to assist Jerry and John Applewhite.

Posting of TNI Board Minutes

Jerry reported that the Board minutes are ready for posting pending some minor formatting to improve consistency. The approved minutes from Board meetings should be posted sometime in April.

Information from Denver meeting

Art asked if information from the Denver meeting had been posted. Jerry indicated this information could be obtained by going either to the Presentation or to NELAC Institute Meetings pages. This discussion is indicative of improvements needed as it should be easier for individuals to find such information.

Use of the ClubExpress (CE) Site

Jerry and Brook explained the CE site is designed for those that cannot program in html and thus limits our ability to add capability and have custom features. TNI has another website, primarily being used for the National Environmental Monitoring Conference (NEMC) that can be used for our purposes. The original concept was that we would link into this site for those pages where additional features were needed. On discussing the issue, the committee decided the better approach may be to use the NEMC site as the basic site and link into the CE site for those few features where CE provides a functionality that we do not have. Keith cautioned the committee to be aware of some software that may prevent this type of approach and volunteered to test the approach. In reviewing the existing site, the functionalities provided by CE are:

- Member renewal,
- Member directory,
- Events calendar,
- Member login, and

- Member profile.

Committee Application Form

Jerry told the committee that John can build the form, once we decide what it should look like and what process should be used. Brooke will work with John to develop a form for the committee to review at the next conference call.

Event Calendar

Although many committees are now showing when their meetings are occurring, all are not. Art will contact the committee chairs to remind them they need to provide this information to John.

Committee Minutes

Although many committees are now posting their minutes in a timely manner, all are not. Jerry will contact the Program Administrators and ask them to review the committee pages and ensure that minutes are posted.

Standards Page

The current Standards page is a hodgepodge of information not well organized. This page needs attention, but the committee decided to first start with the Home page (see below).

2003 NELAC Standard

Because Jerry gets frequent inquiries of how to find to the current NELAC standard, it needs to be easier to get to. (It now requires you to go to Links, then NELAC and then dig for it.) Two options were suggested. 1. Have it as a link right below the red text on the home page. 2. Build a new button on the home page that says <2003 NELAC Standard>. In both cases, this would link to the pdf file that is currently on the NELAC website.

Because there are 2 versions of the 2003 standard, the original version published in 2003 and a “cleaned-up” version published in 2004, Art will verify with the NELAP Board which version will be posted.

Homework for Next Call

The committee decided they would start by focusing on the Home page. Jerry will convert this web page to a Word document and distribute it to the committee for review and comment.

Next Call

The Website committee will meet on May 10 at 3:00 pm EDT.

ACTION ITEMS

Item Number	Date Proposed	Action	Date to be Completed	Date Completed
1	4/12/07	Jerry Parr will send Board Minutes to John for posting	5/1/07	
2	4/12/07	Brooke Connor and John Applewhite will investigate options for using the NEMC site as the basic website and report back o the committee on the next call	5/10/07	
3	4/12/07	Brooke Connor and John Applewhite will build a prototype committee application form for the committee to discuss at the next call	5/10/07	
4	4/12/07	Art Clark will contact those committee chairs that are not posting the times of their meetings and remind them to send this information to John.	5/1/07	
5	4/12/07	Jerry Parr will ask the Program Administrators to check the website for posting of minutes.	4/13/07	4/13/07
6	4/12/07	Art Clark will verify with the NELAP Board which version fo the NELAC standard to post and then have John Applewhite build a link to this document on the Home page.	5/1/07	
7	4/12/07	Jerry Parr will send a Word version of the Home page to the Website committee as a homework assignment for the next call.	4/13/07	