

**INELA Website Committee  
Conference Call  
July 27, 2006**

**SUMMARY**

The committee met at 2:00 PM CST on Thursday, July 27, 2006 by telephone conference call. Interim chair, Carol Batterton, led the meeting. Members attending included: John Applewhite, Rip Starr, Keith Ward and Jerry Parr.

- At today's conference call, the committee reviewed the first few weeks' operation of the new website. Committee members' experiences were generally very positive and all functions seemed to working as intended. Jerry Parr reported a lot of activity on the membership renewal and new members' function.
- John Applewhite followed up with ClubExpress to provide the following additional information:
  - Voting system – the deploy date for this system is August 3. If for some reason this date is missed, the date will slip to August 8.
  - Banners - for \$250, our site can be moved to a different template with a content box at the top of the page.
  - eCommerce – this is a priority for ClubExpress, but they don't expect deployment until next year.
- The next topic included discussion of the agenda for the Kansas City meeting. The agenda will include:
  - A live demonstration of the new website
  - A discussion of additional functionalities that members would like to see, and status of planned additions, e.g. document collaboration
  - What should the conference registration site look like, how (if) to recognize organizational members on the website
  - Possible migration of the NELAC website
- The committee also recognized the need for an SOP to control the format and saved information related to documents posted on our website. The SOP should also include a protocol for who can post information on the website and the approval process. Carol will prepare a draft for discussion at the next conference call.

The next meeting of the Website Committee will be a face to face meeting on Thursday, August 17, 2006, from 1:30 – 5:00 pm CDT at the Kansas City meeting.