

APSCUF Web Team Committee Minutes
Wednesday August 29, 2007 2:30pm
Robinson 306

Members present: Erin Kennedy, Tara Mitchell, Charles Morgan, Carina Howell, Tom Farley, Stephanie Kulas (via phone).

1. Tara Mitchell was elected to serve as chair. Erin Kennedy was elected to serve as secretary.
2. The group listed the duties that need to be covered by members of the Web Team. Erin will e-mail a copy of the proposed charge (dated 11/2/06) to the committee. Although official approval of this charge was never given, Tara says that it was approved.

Erin will update committee pages. Charles will be in charge of all forms and will attempt to set up an online meeting place to facilitate Stephanie's inclusion on the committee. Tara will continue to upload, organize, and caption event photos for the website. Carina will contact all committee chairs for submission of minutes. Stephanie will convert and upload minutes to the website. As an aside, Charles is examining the possibility of automating minute submission. Tom will work to backup the website and will be Cheryl's "go-to guy" for small needs she might have here and there.

3. Tara will put a plan together for cleaning and organizing the website. She will reassign all the "extra" folders on the site and will assign folders to each committee member for further re-organization. This effort is being undertaken to make the website cleaner and more coherent for future members.

The meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Erin A. Kennedy, Secretary