

Minutes for Communications Reevaluation and Redesign sub-committee meeting

Wednesday Sept 13, 2017 9:55am - 11:05 am (Google Hangouts)

Attendees: Chris Hitchcock, Mylene DiPenta, Anne Trudell (clerk/recorder)

Opening worship

We discussed inviting Maggie Knight to join this sub-committee. We agreed that her experience and expertise would be a welcome addition, particularly in regard to Internet matters (usability being a major one) and contracts. Anne Trudell will contact and invite her.

With Maggie's help, we may be ready to let a contract for work on usability research on the quaker.ca site and update proposals as are result of that research.

We are concerned that the site be compliant with the Ontario Disabilities Act. Chris Hitchcock will ask Glen Newberry to evaluate the site's compliance and make recommendations.

We discussed the current theme in use with the website. It needs to clearly designated links and automatically provide the date on posts. Can we alter the theme? Did we pay for the ability to do so? Should we move to another theme that better fits our needs? Chris will ask Glen Newberry these questions and have him provides us with two or three choices on how to proceed.

We see the need for some style guides: for documents in advance for CYM, possibly for websites (especially after we get work back from the usability contract and survey what monthly meetings are doing for their websites), and guidelines for what is a post and what is more properly a page.

We have an unofficial Facebook page for CYM that Chris Hitchcock moderates. We suggest that the Publications and Communications Committee look at making the page official and set up guidelines/procedures for its moderation.

We hope to have another meeting before the face-to-face committee meeting in October. Once we know if Maggie will join the sub-committee, Anne Trudell will set up a Doodle poll to determine the date/time.

Closing worship