

## **Communications Re-evaluation and Design Sub-Committee**

**Report for Oct 14, 2017 Publications and Communications Committee Meeting**

**Submitted by Anne Trudell**

We welcomed Maggie Knight to the sub-committee. The sub-committee is now comprised of Chris Hitchcock, Anne Trudell, Mylene DiPenta, and Maggie Knight.

We've asked Glen Newbury about revising/changing the WordPress theme for the website to address usability issues such as dating of posts (now turned back on) and a more user-friendly highlighting of links.

As requested, Bruce Dienes has registered CYM with Tech Soup. He is now doing some test work to be sure that email forwarding will work for us in Google Apps for Non-Profits.

Maggie Knight is doing a scoping document/list of work we will want from a usability expert. We will have two contract phases: the first is a broader assessment of usability; we will review this to decide what can be done "in-house" and what should be done with a second contract.

We would some advice from the wider committee on how to approach style guides/templates for documents; possibly we can highlight these in the communications plan for CYM.