Communications Committee Meeting
November 14, 2008

Present: Bill Coste, Marion Coste, Lillian Funamura, Anne Lopez, Barbara Nomura,
Sharon Oshiro, Betty Shimogawa, Jenna Wong

Topic: NECA Web Site

Notes:
1. Jenna Wong gave an overview of the current status of the web site.
    - The web site at newtownestates.com does not have any information on it. The person who originated the web site cannot be contacted.
    - Jenna created the newtownestates.org site using Dreamweaver and holds the passwords to that site.
    - The last entries on the .org site were in July.
    - The .org site is down because it has been paid automatically by credit card, and NECA's credit cards had been cancelled.

2. Bill noted that NECA is in the process of purchasing the rights to the .com domain name just so we have it in our possession. Richard is renewing the contract for the .org domain name, and we will use the .org domain as our web site. (newstownestates.org)

3. Lillian shared copies of pages from another community association website to help stimulate ideas for the organization of the NECA site.

4. Question: can we either post something on the .com site that redirects visitors to the .org site, or can we set up an automatic redirect command? Jenna will research this.

5. Jenna is willing to continue working with the web site. She recommended creating a flow chart to show what pages will be created and how they will link with each other. If she finds she needs more training or consulting assistance, she will let the committee know.

6. Information for the web site can be submitted in Microsoft Word or PDF. Images (pictures) should be either jpg or gif format.

7. Automatic updates can be posted by Jenna without prior approval, as can already-published content. (e.g.workshop times and dates, event information, etc.)

8. All other content must be approved by the NECA Board of Directors.

9. Question: can we count the "hits" to the website? Jenna will find out how to do this.

10. Suggestion: Create an email list of members. Possible uses:
    - Notify members when items of interest to the entire community have been posted on the website
    - Send information about special events, activities, and classes.
    - Send out calendar updates.

11. Suggestion: Enable members to submit questions to the Board before meetings so that Board members can consider them in advance and prepare responses.

12. Suggestions for "buttons" on home page which will link visitors to specific topics:
- Calendar of Events
- Activities
- NECA contact information
- Board and Staff
- Frequently-Asked Questions (FAQ)
- NECA Mission and Vision
- Association Committees (link to committee minutes)
- Board of Directors (BOD) minutes and contact information
- Newsletters
- Rules and Guidelines (to include fees)
- Forms and Applications
    - For now, upload form that can be printed out and filled in
    - Find out how to set up forms that can be completed online and sent back electronically
- Special Items, such as survey results
- Neighborhood Watch Notices
- Fiscal Information
- General Manager (?)

13. Follow-up:
- Committee members are asked to review the suggestions for "buttons" and make recommendations for additional content or suggest ways to consolidate existing content to reduce the number of buttons.
- Jenna will draft a flow chart for the web site.

14.   Bill announced that the publishing deadline for the January/February Newtown Reporter is December 7. This will be an 8-page issue, as was the November/December issue, but we are hoping to increase the newsletter to 12 pages. Jeff Davis, our publisher, has to secure the necessary advertisement support first.