

Communications Committee Meeting February 10, 2009

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

Absent: Lynn Park, Betty Shimogawa

Topic: NECA Web Site

Notes:

1. Bill announced that the computers in the Rec Center have been connected to the Internet and staff now have email addresses.

2. Jenna reported that Warren Kuamo, who teaches a course in Dreamweaver at Waipahu High School, has taken our website as a class project and will have his class develop templates for our consideration. This project has the double benefit of giving our committee ideas from young students who are technologically “savvy” and providing those students with the chance to produce a working web site.

Jenna distributed mock-ups of the web pages earlier suggested by the committee to show which topics are on which pages and how they all link together. Key points of the ensuing discussion:

- a. Home page
 - 1) We will use the aerial shot for the intro photo
 - 2) Lillian will contact Don Devaney about developing a mission statement to be displayed on this page
- b. About Us
 - 1) BOD info will include each Director’s responsibilities
 - 2) Move President’s Message to this page from Community Bulletin Board
- c. Activities and Events
 - 1) Information will come from the Program Committee and the Program Director
 - 2) This page will include a link to a calendar of events (in calendar format)
 - 3) Calendar will include all classes and events as well as Board and Committee meetings
- d. Board and Community News
 - 1) Board Minutes will include an archive that goes back one year
 - 2) “BOD actions” repeats what should be posted on the Bulletin Board and should be deleted from this page
 - 3) Committee reports will be the responsibility of the committee chairs
 - 4) Contract/ongoing projects will include planned projects
 - 5) Link to newsletter – provide current and back issues for one year
- e. Community Bulletin Board
 - 1) Eliminate General Manager Message
 - 2) Provide link to events calendar
 - 3) Post photos (photo gallery of events, happenings, etc.)

- 4) Don Devaney to provide info for postings (news, board actions, etc.)
 - 5) Welcome new members – omit until the idea is discussed further
 - f. FAQ
 - 1) Don Devaney and Board to provide questions from Board meetings and suggestion box, plus any recurring questions from the community
 - 2) General Manager, Covenant Inspector, and Staff brainstorm to identify recurring questions that can be posted
 - 3) This page will take time to develop.
 - g. Newsletter – delete separate page and put link on Board & Community News page
 - h. Rules and Guidelines
 - 1) Provide a copy of the MDCCR and By-Laws – Anne will see if she can create a searchable document and will also see if Mike Dwyer will share his clean (re-typed) copies.
 - 2) Jenna can provide information about fees
3. The committee will work with the Board to determine which items need Board approval before posting and which routine items the Webmaster can post.
 4. The committee hopes to have the web site online by March 15, 2009.
 5. The site should be updated at least every two weeks.
 6. From now on, Communications Committee meetings will take place on the Tuesday after monthly Board meetings, at 5:30 PM. Next meetings are March 10 and April 7.