



**Subcommittee Members:**

Lance Clampitt  
Jason Danielson  
Joshua Dorris  
Michael Fashoway  
Erin Geraghty  
Lee Macholz  
Diane Pappineau

**MAGIP Web Subcommittee Meeting  
August 10, 2010**

**Attendees:**

Lance Clampitt, Jason Danielson, Michael Fashoway, Erin Geraghty, Lee Macholz

**Create Board Member Only Page:**

We had a general discussion regarding creating a page only viewable by current Board Members. Erin volunteered to begin creating “how-to” documents and contact information for inclusion on this page:

Survey Monkey (Secretary – Mindy)

Paypal (Treasurer – Jon)

Website (Administrator and Web Chair - Lee and Jason)

Listserve (Erin, Michael)

WebEx (Erin, Lee)

**Created Web Subcommittee Work Plan for 2010-2011:**

1: Create MAGIP web committee mission statement

2: Create Website Privileges Document

- Will create a “how to” document for steps to gain access to update web page
- Every Chair of a committee will have responsibility for their own website (or delegate a committee member) - if delegated, Chairman must contact the Web Chair for access and confirmation – delegated member must read procedures and guidelines (short set of criteria) and sign document. When Chair (Jason) provides privilege, he will CC Administrator (Lee)

3: Create Web Policies and Procedures document

- Standards, Style Guide, File naming conventions, Forum Activities, etc.

4: Add Following Additional Pages to Website

- General Elections (Linda and Erin)
  - Will include a general elections page (how/when, etc.)
  - Results and information for previous years’ elections to be available as well
- Spring Meeting (Erin)
- GISP (Lance and Ricki?)

- Page has been created, but is waiting for content before publishing
- Job Posting (Jason)
  - Prior to posting this page, Linda Vance (MAGIP President) will send an announcement
  - Jason will create a procedure document that will include naming conventions and expectations.
- Resumes (Jason)
  - Prior to posting this page, Linda Vance (MAGIP President) will send an announcement
  - Jason will create a procedure document that will include naming conventions and expectations.
  - Will include a “disclaimer” or agreement that resume will be posted for 60 days
- FAQ’s (Jason)
  - Jason will send email to MAGIP Board members for FAQ’s and answers
  - Will be located on the front page for anyone visiting site (not just MAGIP members)
  - How do I log in?
  - How do I renew my membership?
  - Who do I contact if I want access to edit a MAGIP web page?
  - Who do I contact if I want to determine years of being a MAGIP member?
  - Who do I contact if I want help adding content to my web page?
  - Who do I contact to create a WebEx meeting?
  - Etc.

### **Historical Reference/Preservation**

We will continue to keep links to old Conferences and documents and will look to add abstracts to our website for historical reference. Currently, near the bottom of Conference/Workshops pages, links exist for previous Conferences/Workshops for preservation

### **Activities Database**

MAGIP Activities – Lee will work on trying to create a database for MAGIP members – including which conferences they’ve attended, years of membership, etc.

### **2012 Intermountain Conference**

The Web Committee will contact Mindy and Wendy regarding expectations for 2012 Intermountain Conference. The Web Committee will want to coordinate with them (and Conference Committee) for posting abstracts and relevant conference information.

### **Front Page:**

General discussion about the importance of keeping our front page up to date/fresh. Perhaps the Web Committee can create a module for “current events” for members to post articles/news. Lance suggested that our committee meet every other month to review the home page and discuss any necessary changes/updates. Perhaps the same person who uploads documents to our front page can update our social media page(s) at the same time?

### **Vector:**

Lance suggested the potential to change the Vector to an ongoing posting process within our website (keeping the home page up to date – current events) (instead of quarterly, select some posts for an annual Vector document) We will speak with Nat about this possibility, and possibly bring this suggestion to the MAGIP Board.

### **Social Media:**

General discussion relating to MAGIP’s involvement with social media (LinkedIn, Facebook, Twitter). We would need a commitment from someone to keep these sites up to date – agreed it would be a great marketing tool for MAGIP – perhaps we test with the Fall Technical Session for a trial period – will bring this suggestion to the MAGIP Board. LinkedIn seems more professional, and Erin has volunteered to commit to creating a MAGIP LinkedIn page.

### **Forums:**

General discussion about potentially creating forums for different interest groups. GISP, Technical, public versus private, etc.

### **Current MAGIP Website Privileges**

Committee members reviewed current privileges for website, and agreed that the following members’ permissions should be revoked:

Gerry Daumiller

Kris Larson

Tony Thatcher

Allen Armstrong

Jenny Connelley

Stuart Challender

Jason will send out an email and notice to these members clarifying reasoning (events and positions have expired, etc.)

### **Listserve:**

General discussion about the importance of the listserve - many are not members of MAGIP. Michael will research Listserve options, as we will no longer have access to our current listserve sometime next summer