

Trustee Website Committee Report for Cherry Hill, May 2022

I am grateful to be able to take care of the trustee website, as I was the Chicagoland, area 8 website admin for many years, I know how important having up to date information and access to it can be! I hope that you will be patient in the short and long term as I transition to this new roll, as I am new to the WordPress platform and the deadlines involved with trustee meetings.

This committee would like to thank Mike R for all the work he has done in previous years to organize and maintain the current website. Additionally, Mike has trained the new admin, and has been available for support for all the website contributors and has been available as needed during the admin transition, thank you for that additional help!

Others contributing and editing the website: (Thank you!)

Walter G	Memorial
Steve P	Trustee Line
Butch G	Rolling Agenda

SHORT TERM GOALS:

1. Keep the existing website up and running, essentially maintaining the site as needed
2. Outlining all the roles others have in helping to maintain the site, encouraging others to help, as able
3. Find a new replacement for Steve P who currently does the Trustee Line, or eliminate the Line, please let us know if you have any interest, Steve is willing to give top level training!
4. Maintain trustee mail lists, current and past.
5. Provide information to trustees about the process of forming the agenda
6. Respond to all inquires that come into the website, forward as needed

LONG TERM GOALS: *(rolled over from previous trustee meeting)*

1. Review the current local area website guidelines and propose possible amendments.
2. Once finalized, send the updated guidelines to all areas, especially those with websites, and perform a review of those sites to assist in compliance. (would require additional help)
3. Discuss ways to incorporate a basic website layout for local areas to use, if they wish, that could become a "one-click" install setup after the area establishes web space.

Respectfully submitted,

Doug K
Website Administrator
Trustee Website Chair

Ed G
Area 10 trustee
Trustee Website Co-Chair