Trustee Website Committee
November 2016

As the new cycle begins after the San Diego agenda, of setting everything up for the next BOT meeting, the site has been converted to the Cherry Hill agenda.

Karen has sent all the Trustees the preliminary minutes for any changes or edits to what is contained within that file. Preliminary minutes do not get posted to the website. One the 30 day time limit is past, then the minutes will be posted to the site, for reference by all who need the information.

The BOR has approved the necessary programming to have the Life-Line Bulletin removed from the Trustee website and permanently moved to the ISO website. Discussions with the website programmer are in place to accomplish this. We expect that the will be 1 more issue posted to the Trustee website, before the changeover occurs.

Committee Information page has been removed. This had a listing of:
> Each committee
> Liaison
> Last updated (sorted by)
> Chair
> Co-Chair
> Members

It was intended to have committee chairs update their individual page. There were a number of rooms that have not been updated in over 3 years. No one made any changes, so the page was deleted due to lack of participation.

A word of instruction regarding the Submission of committee reports and submitting items to the Trustee website by qualified members.

1) – Monthly committee reports should be clearly marked with the month the reports cover.
2) - All attachments and/or monthly reports must be in PDF format. Word docs are only necessary if Karen is going to have to be involved in posting them to the printed minutes, etc.
3) - Agenda items must conform to the outline of procedures that are in bold print on the submission page. If they are not, the item will not be posted, until the person submitting the item is in compliance with those procedures.

David M. – Trustee Website Admin