

Notes of a Website/Communications Committee meeting 28 June 2016

1. **PRESENT:** C Evans (Chair), W Jones, R Hendy (Reporter)
2. **APOLOGIES:** S Jordan, R Doyle, M Ward, S Jordan, C Lees
3. **INTRODUCTION:** CE asked what the perceived problems were.

WJ had found no real problems (yet) with using the website, but was concerned that she had no experience with using Excel when she eventually takes over as Dining Secretary.

RH's problems as Webmaster were mainly lack of access to the innards of the website, for example to trim long, old menus. Also, it was often hard to get photo information to post on the website. Members want fresh information but seem reluctant to submit it. It has been suggested that eXtraDigital (or another Software house) should redevelop the site using modern responsive tools.

4. ACTION ITEMS:

- 4.1 RH has an Excel Tutorial CD-ROM for WJ to explore, but only if she has an "old" 32-bit e.g. Windows XP PC. As Excel is key software it may make sense to ask the Club to buy a copy of Microsoft Excel and a Tutorial for WJ to use. **ACTION: RH**
- 4.2 Plan to chase esp. Service Committee chairmen to submit material (other than minutes) to keep the website fresh. **ACTION: CE**
- 4.3 This Committee should start meeting about fortnightly, e.g. at 11:45 on lunch days. **ACTION: All**
- 4.4 Move next International Committee meeting from 12/7 to 19/7 on Club Programme. **ACTION: RH - Done**
- 4.5 Publish Stewards' names in the weekly automated emails and possibly on Club Programme **ACTION: RH - Done**
- 4.6 Put new President Martin Ward's photo on Home page of website to replace Duck Race photo. **ACTION: RH – awaits text from MW**
- 4.7 Publish Sailor Ted winner (Mike Talbot) on website. **ACTION: RH - Done**
- 4.8 When available publish 100 Club winners also. N.B. both of the above to be in Members' Area only. **ACTION: RH - Done**
- 4.9 Approach Steve Bradley (a Web Developer who wrote the family of 20 Kent Area NADFAS websites, to one of which RH is Webmaster) to see if he is interested in and capable of redeveloping & supporting our website **ACTION: RH**

5. DATE OF NEXT MEETING

Mon July 4th, 2 pm at CE's house: 10 Chestfield Rd Whitstable CT5 3LJ.