

Notes of a Website/Communications Committee meeting 25 July 2016

1. **PRESENT:** C Evans (Chair), W Jones, R Hendy (Reporter)

2. **APOLOGIES:** S Jordan, R Doyle

3. ACTION ITEMS: PROGRESS from 4/07/2016

3.1 Club History stops at 75th Anniversary – Ask Archivist (AF) to update

ACTION: CE

4. NEW ACTION ITEMS

4.1 We need to know who accesses our website (Members, Visitors, Overseas)

RH will ask eXtraDigital to supply a list of logins for 1 week/1 month

ACTION: RH

4.2 We have heard nothing from eXtraDigital about a proposed new website. Need to ask President Martin if he has information on this matter.

ACTION: CE

4.3 Innovation Competition: we await photographs from the University. Needs chasing.

ACTION: CE

4.4 Need to find out if Rosemary Doyle will continue as Press Officer.

ACTION: WJ

4.5 RH has sent a draft webpage about her induction to Jo Nolan but has heard no response. Need to ask her on Tuesday if she has received the email.

ACTION: CE

4.6 RH is trying to shorten the overlong Gallery list. Will delete rather than archive old webpages.

ACTION: RH

4.7 RH has been Webmaster since 2009 and would like a replacement.

ACTION: CE

4.8 Speakers are still not being notified to Robin by the Speaker Secretary. We need a formal way to tell RH of speakers' names and whether they need IT help.

ACTION: CE

5. DATE OF NEXT MEETING - not discussed.

Suggest: Mon Aug 8th, 2 pm at CE's house: 10 Chestfield Rd Whitstable CT5 3LJ.