

Notes of a Website/Communications Committee meeting 8 August 2016

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

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

3a. **OUTSTANDING ACTION ITEMS: PROGRESS from 4/07/2016** (numbers as recorded)

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

ACTION: CE: Ongoing

3b. **OUTSTANDING ACTION ITEMS: PROGRESS from 25/07/2016** (numbers as recorded)

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 has asked eXtraDigital to supply

4.2 We have heard nothing from eXtraDigital since October 2015 about a proposed new website. Need to ask President Martin if he has information on this matter.

ACTION: CE: Ongoing

WJ had raised at Club Council the concept of there being an “understudy” for each of the functionaries in the Club, e.g. Dining Secretary, Service Committee Chairs.

4. NEW ACTION ITEMS

a) **Dining Matters:** Members need to contact WJ for these, esp. if they want to bring Guests. Need to advise Members of this via an email and/or on website.

ACTION: WJ

b) **Website Home Page:** Good idea to keep this fresh, e.g. by posting a recent Gallery image with a link to actual Gallery item(s). Investigate best way to do this.

ACTION: RH

c) **Pentangular 2016:** neither photos nor text were submitted for the website describing this major event.

ACTION: WJ to Ask MW if there are any extant

d) **Announcements:** Since there is never full attendance at meetings, useful to circulate announcements from business sections of meetings. Does the Secretary type up his announcements and could these be posted on Web or circulated by email?

ACTION: RH to ask

e) **This Committee:** The other members of this Committee have been unable to attend meetings so far. Ask them for suggested dates/times/venues, e.g. 30/31 August.

ACTION: CE

f) **Jacqui Bartlett** has resigned from the Club; her name should be removed from list.

ACTION: RH - Done

g) **Information:** Years ago there were “Job Descriptions” for the principal office holders and “User Guides” describing the tasks and events during the Rotary Year, e.g. Duck Race, Stewards tasks, Safari Supper, Christmas Dinner etc. Could be very useful to find and resurrect these if still in existence to benefit new members.

ACTION: RH

5. **DATE OF NEXT MEETING** – possibly 30/31 August. See Item 4 e) above.