

TRAILER ESTATES PARK AND RECREATION DISTRICT

Website Committee Meeting

Thursday, March 6, 2008

2:00 pm – Computer Lab

DRAFT

The Website Committee hosted over 40 visitors at an Open House today in the Computer Lab, designed to show our new site to all interested residents, explain its operation and field any questions that may arise. We were available from 9:30 am to 7:30 pm and appreciated all visitors at the open house, as well as those that attended a portion of our scheduled meeting.

The Website Committee met at 2:00 pm during the Open House.

ROLL CALL

Present were Kay Hislop, Shirley Klotz, Ed Ogle Bruce Smith and John White. During the meeting our visitors were Joe Bigley, Bob Durrin, Martha Brauer,

The minutes of the meeting on February 21, 2008 were accepted with corrections and filed in the office.

John White reminded all that we should make sure that we have the required **Agenda posted** for meetings.

OLD BUSINESS

Our **2009 budget** request submitted for \$3,000, as been renegotiated to \$2,000.

NEW BUSINESS:

The **Website Change Form**, submitted to the Office for approval on February 29th has been reworked and will be resubmitted for approval. Upon receipt of the corrected form by Ed Ogle, Kay will forward both the original form and the correction to the Trustees, with a letter requesting approval at their earliest convenience. Her cover letter should include the note that the original change form had been given to the office on the 29th of February.

Another form for Committee use (**Public Concern Form**) on incidental changes such as misspellings, typo errors, incorrect dates or other information, will be worked on and submitted. The form should include the name of the web page and location of the error and signed by person submitting, as well as including a phone number. We will then make the changes as necessary. Kay will forward the new form and write a letter to the trustees to approve it.

Discussion continued on forms which have all been scanned and listed on the site. Discrepancies were found in some old forms in use after revisions had been issued. All of those scanned into the site will be checked against the Policy and Procedures Manual to insure that the PP-numbers are shown on the forms and that we are not missing revisions. Martha Brauer explained the reasons for adding the Policy and Procedures Index to the website.

The Trustees will advise us if the projected budget will be shown on the site, as well as the prospective Deed Restrictions. We will ask Pam Cole about approval of adding these items as possible "Draft" copies for delivery by website to the residents. We will also check in with TJ about the possibility of e-mailing Trustee Board minutes to Ed.

At the present time, the Committee does not feel that it is prudent to list a **Webmaster e-mail address** on the site because of time constraints. Until the number of work hours necessary for additions, corrections and updating to the site is determined, answering e-mail would be time consuming. This may be included in discussions of our **5-Year Plan**. As the workload increases, people must be trained to work on keeping information current.

John displayed his idea of a **business card** and he will work with Barb McNeil to develop it further. The card will not include any e-mail addresses or telephone numbers of the Committee.

The changes for the **Sympathy page** were e-mailed to Ed Ogle on March 5th and all of our **website committee minutes of meetings** were forwarded to him by e-mail on March 7th. We should also add the Fire Department Auxiliary to our list of groups and organizations. Ed Ogle is working on setting up a **step-by-step procedure** for publishing to the website.

Bruce Smith said we should continue to add items from the **Disaster Committee**. In case of an emergency, the web could be the contact site for northerners wishing to discover and see the extent of damages, and where it occurred. Those here in the Park would be able to add photos and information on damages. Full time block captains could send information to their "street" neighbors, etc. All website members should have a list of phone numbers and destinations of the members if evacuating the Park becomes reality.

The meeting adjourned at 4:00 pm. The next meeting will be March 20th in the small hall at 2 pm.

Shirley Klotz

TE Web Min 08.3.06

TRAILER ESTATES PARK AND RECREATION DISTRICT

Website Committee Meeting
December 6, 2007 – 1 PM

JAN 7 2008 AM 9:15

Those present, introduced themselves;

Present: Kay Hislop, Shirley Klotz, Bruce Smith, Ed Ogle, Chairman John White

Guests: Joan Deitz, Walter Deitz, Chet Force, and Flo Mallory

Pam Cole, Bob Durrin, and Bev Lew arrived later.

The Trailer Estates website has been established as: trailerestatesparkrecreadist.gov. and our goal is to be on line by January 1st, 2008, after a presentation to the Board at their December 17th meeting. We plan to have a book of Committee Minutes and a book of Procedures available soon for the Website Committee.

Kay read minutes of November 15th meeting. Minutes of November 1st and 15th were approved as read.

Bruce spoke about the need for a dedicated computer, perhaps hosted by 2 or 3 webmasters. John, Kay and Bruce will operate as webmasters when the site opens, with other interested members and residents learning its operation. The decision is yet to be made on the placement of the equipment. John will use a new e-mail address for "Webmaster @ TE", "trailerestates@yahoo.com" and any mail sent to him could be forwarded to other members upon receipt. This would eliminate the problem of not having a full time resident to work on any problems. We should give some thought about the placement of computer to operate the website, with internet connection, scanner, printer, etc Also, to having classes on the use of the computer and how to reach the website, etc.

We will obtain documents to be uploaded, i.e., Trustees' Agendas and Minutes of Meetings, etc. John White will be the acting Chairman of the committee beginning December 1st.

Trustees have allocated \$3,000 for the website development.. We estimate beginning expenses to be less than \$200.

Bruce suggested we use the services of Linux as our host. He is presently using that site and describes them as helpful and has had no problems. He also knows of other web users who have had good experience with them.

A few pages of the "sample" website were available and comments and changes were made on each section. For example, the elimination of the Shuffleboard and Marina links at the present time, and a change in the calendar items.

There was discussion about the presentation to the Board. Is it necessary to first have their approval before going forward further with expenses. Inasmuch as we had previously been commissioned with the assignment to study and come up with a new website for TE, and money had already been placed in the budget, that we should be able to expend a small amount for presentation to the Trustees.

JAN 7 2008 AM 9:16

We plan to meet twice or more a week if need be—however often necessary to have obtained our website and present a site to the Trustees by the 17th of December. Possible schedule: 12/9, 12/10, 12/11, 12/13, 12/15, 12/18, 12/20.

Meeting adjourned 3:15 p.m.

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Notes below are for use of possible additional pages or items for pages already linked.

Amenities/Activities: ---- Clubs/Organizations

- Large swimming pool/hot tub
- Shuffleboard and National Tournaments
- Exercise Room
- Pool/Billiard Room
- Share-A-Craft
- Hobby Club
- Video and Computer Labs
- Cards, Dominoes, Bowling
- Seasonal weekly dances
- Bingo
- Ceramics
- Dance Classes
- Wood Shop
- Laundry
- Post Office