

Oakland Hills Website Committee Meeting

October 18, 2017 6:00-&7:45 Linda Teare's

Chairperson: Linda Teare

Committee Members Present: Jeff Lee, Bob Love, Babs Smith

Guest: Peter Gudlaugsson, Website Developer

Old Business

Email Rejection from Website Email Distributions

We continue to have difficulty with some emails being rejected. (Action Item) Petur will work on this problem and will be sending some test emails to a variety of addresses. (Action Item) Bob Love will contact a few residents to ask them to be part of the test.

Petur did share with us that there are some other solutions, but remaining with the current arrangement is easiest on resident experts.

Archiving

Petur performed the archive for Pre April 2015 documents on the Association document section of the website, and as requested, documented the steps for the process. (Action Item) Jeff Lee will meet with Petur in the new year to go over the process and then Jeff is willing to archive appropriate documents. The intent is to archive documents older than 24 months.

Printing the Directory

The directory is constantly being changed. New residents and their email are added regularly. Therefore, the committee does not recommend running a hard copy of the directory. However, if individuals still wish to have a hard copy this can be done by placing the cursor within the document, pressing ctrl A to copy the entire document, and then press ctrl P to print. The document is about 15 pages long.

New Business

Budget for 2018

The committee determined that the current budget of \$1500 should be sufficient for the 2018 website needs. The basic hosting cost is \$50 per month (\$600 per year). The additional funds give will allow us to continue to work on issues with our developer.

Committee Policies and Procedures

Bob Love has been updating the Policy and Procedures documents as they have been received from committee chair. (Action Item) It was determined that the only email listed, would be the chairs. The reason for this is the complexity involved in the linking process. (Action Item) In the future, Bob will send out the templet for committee chairs to use when making changes which will make the posting process easier.