

Overall Goals

- Ensure that the website is set up in a straightforward and logical way, so that it will be understandable to the next person to take up this job. Assume that transition to another site management group will happen -- and ensure that this transition will be easy.
- Ensure that it is simple and logical to know how and when to add new [WordPress] posts so that the monthly maintenance costs are low.
- We want to maximize our outreach and connect with people who may not reach out to us.
- We want a secure website and want to protect the privacy of our users.

Graphic Design

Digitize/revise logo; Independence Workbook

Website Changes & Social Media presence

- Review Security – prevention of attempts to hack into website.
- OK with Donation button?
- How to increase hits to our website (other keywords?)
- Add Membership button and Build Membership list
- Social Media: Facebook & Instagram ... possibly Twitter
- Add Chat page? What are some alternatives?
- Add [WordPress] Post-it page? How do we assess/evaluate the success of this?
- Add Recent Meetings page by date (3 most recent meetings only)
- Revamp Archives by subject, based upon 5 key issues, and list by date, identify collaborators
- Add to Events – distinguish between our collaborations and those of our friends

Website monthly work

- Post events
- Post meeting summaries
- Check security
- Monitor website hits. (Track)
- Maintain membership list (names & contact info) – add & remove
- Maintain Resources (names & contact info) - add & remove?