

Web Steering Committee Meeting Minutes 08/24/2025

Present at the meeting: Shu D. (Webservant Area 72), Patrick M. (Tech and Web Chair Area 72), John B. (Tech 5 Area 72), Shane M. (DCM 12), Eddy M. (Past Webservant), Jen R. (Archives Chair), Mike B. (District 39 Web Chair), Lisa J. (DCM 24), and Tami B. (District 36 web and Tech).

The Web Steering Committee meeting began with introductions, followed by a review of the Declaration of Unity and shared experiences among members. The committee then addressed various web-related projects, including efforts to reduce spam, roll-out plan around the digital newsletter (should the motion pass), and create landing pages for different committees. The conversation ended with updates on current rotations, expressions of gratitude, and confirmations of upcoming events.

Summary

Area 72 Tech and Web Committee Updates (Patrick)

The Area 72 Tech and Web Standing Committee held a quarterly meeting in July to discuss the structure of technical committees and address challenges faced by web servants/chairs of the districts. Patrick reported on efforts to reduce spam on the website using a new plugin and mentioned ongoing work to identify and remove existing spam accounts. The committee also invited several members, including Lisa, Mike, and Tammy, to gain insight into technical service roles for future rotations. Patrick noted a temporary issue with the website's homepage loading but confirmed it was resolved.

Team Updates and Security Planning

Shu and Patrick discussed their weekly team meetings and a security issue involving the homepage. Shu mentioned preparing for her first assembly in her current position and working on cleaning up registrants. They planned to review and remove unused plugins with Eddy's help. Shu also mentioned collaborating with archives on setting up a digital archival system for documents. The team then moved on to discuss a proposed digital newsletter, with John taking over the presentation.

Newsletter Website Development Plan

John outlined a plan to roll out the proposed newsletter website, should the motion pass, with a January 1st launch, requiring a 30-day production cycle starting in December. He proposed spending November training DCMS, elected and trusted servants on account management, article submission, and content processing. John emphasized the need for an MVP by mid-October to allow time for training materials and video production. The committee agreed to start production immediately, with John leading the development effort and Shu providing oversight on Area policies. Patrick raised concerns about integration with the existing website and potential performance issues, but John assured that necessary changes would be minimal and reversible.

Digital Newsletter Implementation Plan

The group discussed the potential implementation of a digital newsletter, with Eddy expressing confidence that a digital version would pass while acknowledging challenges with the physical printed version. Patrick supported the proactive work being done by John, noting that the effort was time-based rather than financially costly, and Tami emphasized the importance of having the digital version live by January 1st, even if printed versions continue. John was given a mandate to proceed with the digital initiative while ensuring no harm to existing processes.

Siteground Access and WordPress Planning

John and Shu discussed coordinating access rights for the Siteground, with Shu or Patrick having admin rights. John mentioned staying in close contact for weekly updates to the committee and ensuring no harm to the production website. Eddy suggested using a tool called Scribe to create how-to guides, which John found helpful and would investigate. Patrick confirmed they could install another WordPress site but raised concerns about potential resource issues and the need for approved funding. John assured that the new site would not affect the current production website, and Shu planned to set up a meeting with Eddy and Patrick to discuss plugins.

Website Registrant Analysis and Landing Pages

Shu discussed the need to analyze statistics on website registrants, noting that while there are over 5,000 registrants, many may be invalid. She also addressed the creation of landing pages for various committees, clarifying that these pages are distinct from existing committee pages and are intended for specific audiences. Patrick explained that the landing pages would serve different purposes, such as providing information for professionals, and Shu mentioned that Julie and Sooz's committees had requested landing pages. The group agreed to gather more information from the committees about their desired content for the new pages.

Web Projects and Committee Updates

The group discussed several web-related projects, with John offering to help with a CPC landing page and Lisa volunteering to assist after learning about the time commitment. Jennifer provided an update on the web and tech committee's work, including plans to update the Archives Standing Committee page and create a second draft for review. Julie mentioned she was focusing on preparing for the Assembly and working on the King County Metro Bus proposed motion. Mike expressed support for the standing committee page updates and mentioned he would be working with Jennifer and Mary on archival projects.

Web Servant Position Interest Update

The meeting involved a discussion about progress in the current rotation, with Patrick noting that at least three people have expressed interest in the web servant position, an increase from the previous rotation where only one candidate was qualified. Lisa shared her experience seeing event-related signs on the light rail, and Shane M offered his availability as a volunteer to assist with any tasks. The conversation ended with expressions of gratitude and the Responsibility Statement.

Next steps

- Shu: Prepare for the upcoming Assembly, ensuring all website content is correctly posted and updated.
- Patrick and Shu: Continue working on spam reduction for the website, including identifying and clearing out previous spam accounts.
- John: Lead the development and integration effort for the digital newsletter website.
- John: Email weekly status updates about the newsletter website development should the motion pass.
- Shu: Work closely with John to ensure the newsletter website conforms with area policies and web policies.
- John: Create training materials and videos for DCMs, elected officials, and trusted servants on how to use the newsletter website should the motion pass
- John: Investigate and implement session sharing between the main website and newsletter website, all contingent on whether the motion passes.
- Patrick, Shu, and Eddy: Schedule a meeting to review and remove unused plugins from the website.
- Patrick: Follow up on connections made at the Tech and Web Standing Committee Quarterly regarding district web and tech support.