

# Website Committee Minutes

From meeting DATE: **Tuesday -- January 16, 2011** TIME: **4:00**

<b>Members &amp; Guests Present</b>	Brenda Boyer, Elisabeth Larson, Deb Leiferman, Lance Quick	
<b>Members Absent</b>	Jenna Odegard, Dave Hageman, Jean Bender	
<b>TOPIC</b>	<b>PRESENTATION - DISCUSSION</b>	<b>RESULT/LEADER</b>
<b>Devotions</b>	Lead by Elisabeth – Familiar Expectations	THANKS Elisabeth
<b>Time of Sharing</b>	Members of the group talked about what they have been doing lately.	Everyone present
<b>Computer used for website updates</b>	Software Contribute, will be moved from the copier room computer to the front computer	Deb will contact Dean to handle this & some other things
<b>We will be updating the website to be more user friendly for smart phones &amp; ipads/tablets</b>	<p>More info will be "above the fold" so you don't need to scroll down. Times of services easier to find. We talked about having 3 buttons at bottom (above "fold") that link to:</p> <ol style="list-style-type: none"> <li>1) announcements or Star so it's quick for anyone to find details about upcoming events</li> <li>2) Time &amp; talent survey (using software "Survey Monkey") to get more volunteers</li> <li>3) Note sure what this would be at this time</li> </ol> <p>One thing we won't be able to do, is to put that services or events are cancelled due to snow, because someone would need to come to church to do that. We don't want anyone to be able to update the site from a remote location for security reasons.</p>	Brenda looking for original PhotoShop file used for current home page. Then will rearrange items to take up less space, then show to all of committee for any other changes or corrections. Then when it's finalized, will show to Wendy at Q, she will then give us a price to reformat the site to fit the new layout of the home page
<b>video recording of sermons</b>	Music & Worship should do this, not our committee -- it would be complicated with the size of the sanctuary, the camera will be quite a distance from the front of the church, so the sound won't be picked up by the camera. To make it work the sound recording part would need to go thru the sound board, so the recording is coming from the Pastor's microphone. If record the whole service, then the board would be used to pick up the sounds from the choir, band, organ, readings, etc.	Brenda contacted Laurie Rossow, and told her that the website committee would be happy to upload and link the recording, she should let us know when they start recordings
<b>Wi-Fi in Grounds for Joy room</b>	Lan wonders about running cable to that room	Brenda wrote email that Deb will send to Bob Brown & copy Lan & Brenda
<b>New TV commercial for Welcome Wagon</b>	We will upload to You Tube, then link to site. Move link for current commercial to Sunday School area of website.	Lance & Elisabeth will do this
<b>BLC Facebook</b>	This is updated by BLC staff and website committee helps run it. They can have it link to current announcements to let all know about upcoming events. Elisabeth updated the BLC Facebook & made it a business type.	Thanks Elisabeth!
<b>Devotions for 2012</b>	Everyone sign up for 2 months: Feb - Brenda, March - Elisabeth, April - Jean, May – Deb, June - ?, July - ?, Aug - ?, Sept - ?, Oct - ?, Nov - ?, Dec – no meeting	Let Brenda know which months you'd like
<b>Instruction Sheet for updates</b>	Written instructions on how to do updates is in office binder. We added " <b>Don't turn off Deb's computer</b> ".	Elisabeth updates this as needed. THANKS!!!

**Next Meeting:** the third Tuesday of the month – Feb. 21, 2012 -- Tuesday – 4:00

Respectfully Submitted, Brenda Boyer