

**2016 Transitional Leadership Team Meeting**

**Holiday Inn Express Hotel**

**900 W. Yellowstone Highway**

**Douglas, WY**

**June 3 - 5, 2016**

2014-2016 Board & Committee Chair Reports

**Name**: Susie Nulty

**Position / Committee**: webmaster

**Goals:**

* Provide training on members only section and updating calendar to D12 leadership team by Feb. 1, 2015.
* Develop a plan to implement or assist in rolling out new club websites by March 1, 2015
* Update website to align with ZI changes, such as new mission, vision, theme and logo.

**Accomplishments**

* Accomplishments:

-Training completed for Board to update the on-line Google calendar

-New club websites – there are 8 District 12 clubs that are self-hosted. At least one of eight have incorporated the new WordPress format

-Updated the 13 clubs hosted under D12 plus one other with new logos; one club still using old logo on self-hosted site.

-District site logo updated with help of designer

-Added club histories provided by historian to hosted 13 hosted sites

-Added generic District Conference planning documents to Members Only section

-Contacted 9 clubs asking for updates to posted information: 4 clubs up-to-date, 4 clubs needing minor updates, 5 clubs needing significant updates.

-WordPress accounts set up for Janet and Pam.

-WordPress security issue handled by contractor.

-Attempted to respond quickly to club requests

* Plans:
  + Research feasibility of setting up Members Only access linked to Membership Directory records in order to allow members to maintain individual access passwords
  + Contact clubs not hosted under the D12 site regarding conformity and identity options.
  + Work with District officers and clubs to update mission statements.
  + Request for officer-specific email accounts, [treasurer@zontadistrict12.org](mailto:treasurer@zontadistrict12.org), for example
  + WordPress use by Janet and Pam
  + Follow up with all hosted clubs for updates

**What worked well?**

* The new WordPress site works well although not quite as easy to update as the prior format. It does reflect a more up-to-date format and mimics the organization of ZI so navigation is easier.

**What would you change?**

* Individual members have difficulty accessing the Members Only area. Would like to further engage the Area Directors to be passing along the access information verbally as they visit clubs.
* Important to have a backup person and hope that Pam and/or Janet find extra time to help with the web site maintenance.