

WGC Website Maintenance – Carol Ralph

The current budget is \$400.00. \$220.00 is spent annually for webhosting.

In August, the Website needs major revisions to the following pages.

Home page: change the “Presidents Message”.

About the Club - Board of Directors: Update any changes

Workshops: Add those scheduled for the year.

Membership: Edit any changes to forms and links.

Club Meetings: Replace all speaker information with those scheduled for the next year.

Event Calendar: Update with all events scheduled in the new Yearbook.

Around & About: Replace all A&A’s with those scheduled for the next year.

Review entire website for accuracy and link errors.

During the Club year, the areas needing the most attention are:

Club Calendar: Any new activities are posted along with links to pertinent information.

Member Resources: Update and or upload documents which includes our Articles of Association, Policies, Financial Reports, BOD and general meeting minutes, Allamanda Newsletters, Club Forms, and our Yearbook.

Photo Gallery: Assemble and post photos of major events.

Login: Help members resolve any login issues.

MailChimp email service – Carol Ralph

This site is \$13.00/month so there is no budget.

Maintain email listing for 3 separate email groups: Executive Officers, Board of Directors and full Membership

Create and send emails to one of our 3 groups under the direction of the President.