

## **NWNC Website Transition and Update July 2020**

### **Home Page**

- Suggestions? Best in class
- Simplify background (lower priority)
- What goes here / how often are we updating
  - Other: Breaking News (Do we want this. Time sensitive)
  - Update Contact info at bottom (new address)
  - Is the GBM virtual call in # always the same? If yes, add
  - How do we easily access GBM agenda / handouts (Currently via calendar and posting on front page – but it goes away day of meeting. Need it to stay up until after the meeting)

### **About Us**

- Add new Standing Rules
- Update Board Member profiles (head shots?)
- Remove Letters (?)
- Do we want to keep / remove Operation Clean Sweep? What is the role of this in the future?

### **Agendas & Meeting Minutes**

- add General Board Meeting to heading
- Do we collapse history?

### **Committees**

- Add Description for each (from Retreat Strategy session)
- Add Committee Chair / Members

### **News (do we need? Repeat of home page. Is this the achieve of all info?)**

### **Calendar (Need better way of maintaining)**

### **Contact (Update address)**

### **NEW: Tools, Resources, Forms, Project Folders or Pages**

- Board member reference guide / handbook
- Project status folders

## NWNC Website Process for Transition

### NWNC Primary Contacts

- Kelly Sooter, VP Outreach & Communications [ksooter@northridgewest.org](mailto:ksooter@northridgewest.org) (818)807-5109
- Rana Sharif, President. [rsharif@northridgewest.org](mailto:rsharif@northridgewest.org) (818)314-4956

### Committee Chairs

Committee	Chair	Contact Info
Beautification	Kathleen Edwards	kedwards@northridgewest.org
Budget	Joel Lowell	Joel.lowell@gmail.com
Bylaws, Standing Rules & Grievance	Josh Toscano	toscanoj@gmail.com
Education	Yi Ding	Yding.nwnc@gmail.com
Executive	Rana Sharif	rsharif@northridgewest.org
Election	Glen Wilson	gwilson@northridgewest.org
Homelessness	Gail Lapaz	glapaz@northridgewest.org
Government Affairs	Abby Bailes	abbybailes@gmail.com
Community Outreach	Kelly Sooter	ksooter@northridgewest.org
Planning Land Use and Zoning	Pam Bolin	Prb99grad@aol.com
Public Safety	Kathleen Edwards	

### General Process

- Website Oversight: Kelly Sooter / Rana Sharif
  - Includes general posting of information, events, news, etc.
  - Shared posts to social platforms
  - Maintain passwords
- Meetings: Posting of Agendas, Minutes, Handouts – Committee Chairs / Yi Ding, Secretary
  - Determine who / how to post on social platforms (KS created template that could be shared with Committee Chairs. Do they create and KS sends out / give to webmaster to post?)
- Eblasts

- Published 2 / month; prior to GBM (second Tues of the month) and ECM (last Thursday of the month)
- Kelly Sooter and Rana Sharif provide content direction
- Individual Chairs provide item specific / flyer specific materials
  - › Do we send an eblast with each Committee Meeting ?
  - › Would like to include a message from the president to go with GBM eblast
- Calendar: Yi Ding, Secretary and Committee Chairs
  - Create rolling 3 month standing meeting schedule
  - Committee Chairs are responsible for ensuring their meetings are properly calendared and cancelled.
- Other?