

Web Site Committee MEETING Minutes of November 17, 2023 Held via Zoom starting at 11:36 AM

Present: Blake Roberts (Web Site Committee Chairperson and DE SILC Secretary, Sandra Farina (DE SILC Chairperson), Arte Mays (DE SILC Vice-Chair) and Elizabeth (Lizzy) Phillips (DE SILC member).

Meeting Commencement

The meeting commenced at 11:36 AM. The new website Committee members, Arte and Lizzy, were welcomed.

Approval of Minutes

Sandra made a motion to approve the October 20 website Committee Minutes. Arte seconded; motion carried unanimously with no opposition, questions or changes.

Organization Spotlight Update (Blake)

After the October website Committee meeting occurred, a Spotlight article focused on the Brain Injury Association of Delaware (BIADE) was created collaboratively by the DE SILC Executive Director and Blake. On November 1, 2023, the document was shared with BIADE for their approval. The Board of Directors President and Vice-President, as well as the agency Executive Director, approved the submitted document. An Executive Assistant employed by BIADE then offered edits. During today's website Committee meeting, Sandra reviewed those edits. The Committee approved the recommended word changes. BIADE's Executive Assistant had put links on same line as article text, which can pose an accessibility barrier for screen reader users. Sandra will ensure that links are on their own line, as they had been in the version submitted to BIADE by the DE SILC website Committee Chairperson. Blake will inform BIADE that suggested word edits have been approved today and ask if BIADE would like to include photos for the Spotlight. If pictures are provided by BIADE, Sandra volunteered to write picture descriptions to accommodate people with visual limitations. If necessary, Blake will edit Sandra's wording of picture descriptions. The BIADE Spotlight will be published on DE SILC's website.

Next Spotlight

Sandra suggested that the Hearing Loss Association of Delaware be the next organization spotlight. All Committee members supported this idea. The website Committee Chairperson will contact the Director of that organization to determine level of interest.

Monthly Acronym (Blake)

The acronym article for October, created by Debbie, explained independent living. Blake suggested that the next acronym definition be ACL. The website Committee agreed to this idea. The website Committee

Chairperson will create an ACL acronym article for review by the website Committee before Thanksgiving on November 23.

Website Updates (Blake and Sandra)

Sandra removed references to Needs Assessment survey and listening session. Today Blake recommended that the “We Are Hiring” notice be deleted from the home page because Executive Director application deadline has passed. Sandra agreed to that suggestion. Based on a recommendation provided by Debbie before today’s meeting, the Partnership for Inclusive Disaster Strategies will be added to the Resources page.

Blake and Sandra agreed that the Independent Living, Advocacy Corner and Latest News pages need content. The National Federation of the Blind of Delaware President provided to DE SILC Chairperson information about voting accessibility for Delawareans who are visually-limited. The Committee agreed to this item being added to the Advocacy Corner page of DE SILC’s website. Sandra stated SILC is outreaching to organizations.

Next Steps

Blake will follow-up with the Brain Injury Association of Delaware requesting pictures for the BIADE spotlight. He will also communicate with the Director of Hearing Loss Association of Delaware to determine if HLADE would like to be the next Spotlitged organization. Sandra encouraged the Committee to identify content for the DE SILC website pages currently under construction.

Next Meeting and Adjournment

Sandra said this Committee will be on hiatus during December due to holidays. The next website Committee meeting will occur in January, date to be determined. Today’s meeting adjourned at 12:20 PM.

Respectfully submitted,

Blake Roberts, DE SILC Secretary