

Web Site Committee MEETING Minutes of January 19, 2024

Held via Zoom starting at 11:32 AM

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

Meeting Commencement

The meeting commenced at 11:32 AM. The new website Committee members, Arte and Lizzy, were welcomed.

Approval of Minutes

A website Committee meeting did not occur in December 2023 because of holidays. Sandra made a motion to approve the November 17, 2023 website Committee Minutes. Lizzy seconded. Motion carried unanimously with no opposition.

Old Business

Organization Spotlight

In December 2023, the website Committee interviewed an organization for the next Spotlight to be published. The website Committee Chairperson drafted a Spotlight article. Editing recommendations were provided by the SILC Chairperson (Sandra) and previous DE SILC Executive Director (Debbie). The draft was sent to the organization founder on December 29, 2023 for approval. Due to no response, Blake followed-up on January 11, 2024. Due to a continued lack of response, Blake will follow-up with the organization again.

Accessibility Issue on Resources Page

During today's meeting, Blake informed website Committee members about an accessibility issue he encounters and previously shared with DE SILC Chairperson in December 2023. For mouse users, opening the "Resources" tab brings up a menu which includes "Organization Spotlight" and "Acronym of the Month" options. Those two items are not currently available to Blake as a screen reader user. Sandra reiterated today that she will follow-up with the Information Technology company which hosts the website to determine if they have a solution to resolve this accessibility problem.

New Business

Goodbye Debbie, Hello Kathryn

Before today's meeting occurred, the previous DE SILC Executive Director had suggested that two articles be written for the DE SILC homepage. One would be a reflection on what Debbie has done for SILC during her years of contributions. The other article would be a statement from the new Executive

Director, Kathryn, about Kathryn's vision for SILC's future. During this meeting, the Committee members mutually agreed it would be best for one article to be written. It would be a collaboration between the former ED and new ED, with the website Committee members also contributing. All website Committee members supported this plan of action. Blake volunteered to provide a quote for the article. At request of the Committee Chairperson, Kathryn agreed to communicate with Debbie to determine if she is open to the article collaboration idea.

New Business

Next Organization Spotlight

During today's meeting, the next organization to be interviewed was agreed upon by everyone present. Arte will talk to the organization President in-person at this year's LIFE Conference on January 24. If the organization expresses interest, Arte will also follow-up by email on the following Monday copying DE SILC website Committee.

January Acronym of the Month

It was agreed that this month's acronym should be AOD. Blake will research this before writing an article because he is not familiar with the term. He will then write an AOD Acronym article for publication this month.

Comments Plug-in

A plug-in is available which can be used for the public to provide State Plan for Independent Living (SPIL) feedback. The plug-in can also be useful for communication from the public after the 3-year SPIL process is complete (example: Contact page). The one-time \$225 Plug-in set-up cost and annual (once each calendar year) \$120 plug-in subscription fee must be approved by the entire SILC. After approval by full Council, Sandra will follow up with the IT company so that the plug-in can be implemented after purchase.

Next Steps

Kathryn will follow-up with Debbie about collaboration article idea. Arte will follow-up with organization President about her organization being the next one to be interviewed for a Spotlight article. Blake will create the January Acronym of the Month and follow up with the most recent organization interviewed for DE SILC's Spotlight series. Sandra will follow-up with TechnoGoober about feedback plug-in and accessibility issue on Resources page.

Meeting Adjournment and Next Meeting

Today's meeting adjourned at 12:27 PM. The next website Committee meeting is scheduled to occur on Friday February 16, 2024 at 11:30 AM.

Respectfully submitted,

Blake Roberts, DE SILC Secretary