

Virginia Beach Friends Meeting
1/10/2016
Communications Committee Report To Meeting For Business

Website Changes Phase 1:

We have scaled back changes planned for Phase 1 of the website revamp to include:

- Each main webpage now has a footer indicating which committee is responsible for the content of the webpage and last revision date.
- Communications cmte has also started a Change Tracking system to maintain older revisions of 'content' of our website's main pages.
- Communications cmte is recommending changes to our cmte's webpage description.
- For Spam control reasons we are changing the way our VBFM Email addresses are listed on our Contact Us page.
- Detailed planning is being worked out and is linked to from the VBFM Document Review and Comment webpage - http://vbfriends.org/DocPad/Review/_main.html.

Content vs. Presentation:

- **Content** can be compared to the 'food' of a webpage.
- **Presentation** can be compared to how the 'food' is presented on the 'plate' of the webpage.

Communications cmte proposes that:

- **Content** for each main page of the VBFriends.org website will be in charge of the '**owning**' cmte.
- **Presentation** of all the pages of the VBFriends.org website, as well as overall structure of the website, will be determined by our Communications cmte, with monthly review by MFB before going '**live**'.

MEO's About Us webpage:

- CC agreed to ask MEO to revise the "About Us" page of our website with the goal of shortening this document making it easier to read and access.
- CC can assist MEO in this process.

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