UUSS Website Team Minutes

Monday, April 6, 2015

Teleconference 1:00 p.m. – 2:33 p.m.

In attendance: Bob Oyafuso (Chair), Dirk Tuell, Judy Lane, Kathy Styc

Notes by Judy Lane

1.) Comments on the website from team members:

Bob asked Dirk if he was finished with what was agreed to do for the contract. Dirk: Almost, want to finish mega-menus and 3 or 4 training videos, e.g. how to upload documents.

What's a mega-menu? Dirk: think of it as a dropdown menu with multiple columns. See "activities" on the old webpage at http://uuss2.org.

Judy: navigation is clear, video snippets liven the look, and there are plenty of opportunities for users to give feedback. Dirk: there is now a "report problems" at bottom of each page.

Stanton has indicated that the new system reduces typing time tremendously, doing a certain amount of automatic updating, as of the sermon descriptions.

Majority of feedback to Dirk has been positive, with people liking the look of the website and being able to find what they are looking for. Google Analytics show about 100 visitors a week from people searching things like "liberal church in Sacramento". Another very positive sign is that 50% of visitors stay on the site to look at pages beyond the home page. 20-30% of people look at the Newcomers page.

Bob wants to be able to submit blue sheet articles directly as on the old website. Dirk will see to this as part of getting the mega-menus going.

Kathy was looking for history of our Green Sanctuary accreditation, and it can be found on the archived website at http://uuss2.org. By the way, as visitors search for us via Google, they are getting some 404 error messages as Google will take about a month to find our new location. Dirk will work on the error message so that it links to the new website.

2.) Committee is re-branding itself as the "Website Team" and Dirk will be identified as the "web designer" rather than "webmaster" which he says is too grand a title.

3.) What about searchable archives, especially of the PDF back issues of the Unigram? Searches can be done via Google by adding `site:uuss.org` to the search string. Dirk will ask Roger if it's OK to save the old Unigram PDFs so they will be searchable. Note: areas that are protected by password cannot be searched by Google.

4.) Meet once a month instead of twice a month: All agreed on the first Monday of each month.

5.) Some comments/questions from the Board of Trustees:

More pictures on the home page? Thoughts from the team--The home page picture of the building rather overwhelms the page and also isn't as interesting as the pics of people on other pages. We might have a smaller picture at the top, maybe a rotating banner with photos of people.

Too many boxes? We're not sure what an alternative would be. We do want special events to be highlighted. To get more pictures on the page, each special event should feature a photo; and "upcoming sermon" could have a picture of the minister. As a comparison, look at http://uua.org. They have some simple links at the top and plenty of photos below.

 Why have a single password for members to log in to see the member directory? We understand there may be a security concern about a password too widely distributed, but creating individual logins is a big technical issue, requiring about a month to do. The team would like to have a group password, but we can have the office change it every month to add security if desired. By the way, members and friends may download the directory and refer to it on their own computers. That way, you need to use the password only once. [Related issue for those who have logins because they post updates: Dirk said that you can log out and the site will be much faster for you; then when you need to post content again you can just log in. Note that if you ARE logged out, you see only a cached version which gets refreshed about every half hour.]

Afterword: The Website Team wants to thank and recognize Dirk Tuell for the work and time he has contributed, going well beyond requirements of the website contract. He has gone out of his way to make the office systems user-friendly for staff and to explain technical issues to the Website Team.