

# 2017-10-04 Meeting Agenda

miércoles, septiembre 27, 2017 10:10 AM

**Attendees: KC, AS, AC (call-in), KN (call-in)**

## Tabled Business

- E-Week/K-12 Partnership (KC)
  - Inactive; will resume planning for February in November
- Community Outreach
  - Habitat for Humanity (KC)
- ACEC Coalition Volunteer Hour Tracking (LM)
  - No Update

## Old Business

- SEAOG Shirts
  - SEAOG awarded NCSEA Grant
  - PubComm needs direction from ExComm regarding:
    - Desired number of shirts and sizes
    - Distribution:
      - Confirmation that ExComm is handling distribution OR
      - Provide PubComm distribution budget
    - Ordering
      - Confirm shirts should be shipped to AI's home address OR
      - Provide alternate destination
      - AND provide reimbursement instruction
- AIA Emerging Professionals Presentation/Team-up
  - YMG representatives unable to attend September event. Need more advanced notice from AIA
  - Awaiting AIA ARE Studio dates; will provide volunteer structures tutors
- Pub Comm to engage with ACEC GA and get our events on their calendars
  - AS received confirmation from ACEC that our cal will be published on theirs. Has not happened yet.

## New Business

- Meeting Format (AS)
  - Most PubComm meetings have been Go-To only. KC expressed need for more in-person meetings
  - Agreed to meet primarily via GoTo, but designated one meeting per quarter for face-to-face
- Website Upgrade (AS)
  - AS presented sample home page and content page
    - <https://seaog.wildapricot.org/>
    - No changes in content, only an illustration of how a template could help update website
  - AS presented member management software vehicle, which was used for website generation
    - Surveyed 43 other state SEA chapters
      - 21 have membership management platforms, with member login portal
      - 1 uses Facebook
      - 5 use professional website design firms
    - Utilized WildApricot as trial platform
  - Concerns (KN)
    - Data transfer
      - AS: download membership as .csv
    - Admin rights
      - AS: ability to assign multiple admins and limit their access rights
    - AS reminded all that this was an illustration of concept only, and that further research into individual platforms would be required

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- Committee Vision/Responsibilities (KC/AS)
  - Preview presentation for Monday's ExComm meeting
  - Identified need for agreement between operation of organization and bylaws
  - PubComm Recommendations:
    - Re-split Membership and Publicity Committees
    - PubComm responsibilities:
      - Create consistent, uniform branding of organization
        - Manage website
        - Format and distribute all internal and external communication (content by others -committees, board, etc.)
      - Organize outreach events to educate public/K12 about profession
      - Foster relationships with other professional organizations

*Next Meeting: Thursday, November 1, 12pm @ Walter P Moore*