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| **Date:** 02/18/2013 | **Time:** 7:30pm | **Duration**: 1 hour | **Location**: JMC Office |
| **Team:** Janesville Western Star #55 Website Committee | **Date published**: 2/15/2013 |
| **Facilitator:** TBD | **Secretary:** TBD | **Created by:** Robert A. Hanson |

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| **Invitee / Attendee** **Website Committee****[x]**  Robert Hanson **[x]**  Chad Snyder**[x]**  Ryan Lovelace | **Additional Invitees****[ ]**  [Type text]**[ ]**  [Type text] | **Type**: **[ ]** Issue Resolution Meeting **[ ]** Performance Review **[x]** Planning Meeting**[ ]** Status Meeting**[x]** Technical Review**[ ]** Training Meeting**[x]** Other Meeting: Committee Structure |

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| **Attachments /Hyperlinked Files/ References or Work Products to be Reviewed** | No. of Products: **1** |
| [PayPal Donations.doc](http://www.jvlmasons.com/uploads/3/6/1/9/3619807/_paypal_donations.doc) |  |

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| **Agenda Items** |
| **Item** | **Discussion Leader** | **Item / Minutes** |
| 1 | n/a | **Meeting Introduction*** Welcome Ryan Lovelace to Website Committee
* Create Committee Structure
* Appoint Chairman & Secretary
 |
| 2 | Chad Snyder | **Strategies & Upcoming Development*** On The Level
	+ Create list of potential members to be interviewed
	+ Create template for Interview process
	+ Discuss creation of Interview team to initiate interview processes
* Find volunteers for Interview team
* Contact Interview team
* Secretary Access for Calendar Updates
	+ Discussion Topic: Use of admin@jvlmasons.com email account for access
* Scheduling of Training Sessions Master & Secretary
* Content Famous Mason Quotes
	+ Placement within website
* Site mapping for Google
* E-Library Expansion
	+ Available resources, free for use
	+ Copyrights
* Current LEA Standings
	+ Provide to Rob for placement on LEA Page.
 |
| 3 | Robert Hanson | **Operational Overview & Updates*** FAQ Additions
	+ Create Question regarding charities and charitable activities we participate in
	+ Answer for question: 2 High school scholarships at $500 each, Fire pup fire prevention program, YMCA youth t-ball team, ECHO, TAGOS flapjack fundraiser
* Programs Page & Donation Plan (PayPal)
	+ Overview of documentation & presentation plan to Trustees
	+ Requirements
* Addition to Programs page for: Janesville Western Star #55 Charitable Endowment Fund
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| 4 | All | **Planning, Ideas & Goals** * Create a plan with goals for the year in regards to books, videos, and useful links
* Secure Log in area for member-only accessible content
	+ Log in potentials & protocols
	+ Training Modules
	+ Secure content consisting of: Leadership, Lodge etiquette, New member information, EA, FC, and MM
	+ Manual and important publications
	+ Code book, hand book, trustee manual, website editing manual for secretary, master, and webmasters
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| **Action Items** |
| **Item** | **Assigned Updates** | **Description / Remarks** | **Status** |
| 1 |       |       |       |
| 2 |       |       |       |
| 3 |       |       |       |
| 4 |       |       |       |