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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**  Robert Hanson  Chad Snyder  Ryan Lovelace | **Additional Invitees**  [Type text]  [Type text] | **Type**:  Issue Resolution Meeting  Performance Review  Planning Meeting  Status Meeting  Technical Review  Training Meeting  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](mailto: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 |
| 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** |
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| 2 |  |  |  |
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