

The October quarterly website committee meeting was held October 27th in the James PH at 7:00 p.m. The following minutes are provided for your information. Next regular meeting is scheduled for January 2011.

Ron Miller
Chair - Webmaster@JamesKilmerCondo.org

Members Present: Ron Miller, Webmaster; Paul Francuch, Photographer; Mary Occhipinti; Neighborhood Content Review.

AGENDA

A. Review of projects with status report from project POC (Point Of Contact).

1. Management and Staff photos on website: Photos of management and staff on the website. Staff photos would have first names only. Inclusion of photo is decision of each individual management and staff member. This project was approved by Richard Vicens, JK Manager. NOTE: Photos will be created by Paul Francuch, committee photographer. Photos will be located on appropriate webpages. E.g. Maintenance personnel on the Maintenance webpage.
POC: Richard Vicens, JK manager. Photos: Paul Francuch
STATUS: Approved by Richard Vicens; Photos in process.

2. Board of Director photos on website: Photos of board members on the website. Inclusion of photo is decision of each individual board member. This project is subject to approval by the board. Board member photos have been approved by Duane Hickling, board president.
POC: Paul Francuch for photos.
STATUS: Paul advised that the board has decided to table the photo project because not all board members wanted their photo displayed.

3. WEBSITE UPDATES

Windows Project Page: Modifications as requested by the Communications Committee (POC: Karla Ross/Judy Barnes & Webmaster). Background information and documents are now linked to a sub page - James Windows Project background information and documents; James Window Installation Information & Status will be provided 'soon' by the Communications Committee.

POC: J/K Communications Committee & Webmaster

STATUS: In Progress. Additionally, Paul will take photos of Window Project progress showing the evolution of James House for inclusion on the Window Project page (coordinated with Judy Barnes/Communications Committee).

4. DK created J/K website

The DK Condo management website has added a link to our website (J/K Hosted Website). However, when an owner logs into the DK residents login page there are outdated (2008) documents and information that is not correct or current; there are two files dated January 2010. DK management should eliminate all files from their owner login area; our website should be the source of Association documents. Additionally, their James/Kilmer Association entry page shows a photo of James House and lobby;

the James lobby photo should be replaced with an image of Kilmer House. This link is to DK's James/Kilmer info page: http://www.dkcondo.com/chicago_condo_associations/james_kilmer/community.htm

POC: J/K Board; DK Management; JK Management.

STATUS: It is recommended that the JK Board contacts DK Management to resolve the incorrect information on their JK Association website. The out of date and incorrect data in the owners section remains. Also, Paul Francuch noted that the DK credit card payment option carries a very large monthly fee in the fine print.

B. NEW BUSINESS:

A website Content Review Program to be implemented. The purpose of this program is to ensure, as much as possible, that the website content is up to date. The idea is for all content 'owners' (e.g. maintenance, management, board, garage, committees) to review their content periodically as determined by each 'owner' i.e. annual, quarterly, or monthly. For example, the board might review annually in January (Board election and committee changes might need changing). The web committee will recap the review status at quarterly meetings.

POC: Webmaster and Content 'Owners' (POC's as determined by each 'owner.')

STATUS: Ron Miller, Webmaster, will contact content POC's to implement the website content review program.

B. Sandburg Village HOA Minutes received and posted. April, May, June and July HOA minutes have been received and posted on the HOA section of our website.

POC: HOA Steve Habib, Property Manager; Ron Miller, Webmaster

STATUS: On Going.