

**JamesKilmerCondo.org Website Committee
July 1, 2011 Quarterly Meeting**

Meeting called to order at 7:05 and adjourned at 7:20.
Present: Ron Miller & Paul Francuch

OLD BUSINESS:

A. Quarterly Website Statistics:

The JamesKilmerCondo.org Website Reports show continued good usage of almost every available site feature and content. POC: Ron Miller, Webmaster

STATUS: On Going.

2011 RECAP	Unique Visitors
January	371
February	368
March	518
April	420
May	494
June	489

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

1. 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 has taken new photos of the James House Window Project progress which have been uploaded onto the Window Project page.

2. 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However, when an owner logs into the DK residents login page there are outdated (2008) documents and information that is not correct or current; there are two files dated January 2010.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 Liaison Dave Beck; DK Management; JK Management.

STATUS: No update

ACTION: Dave Beck

3. Website Content Review Program. 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, committee chairs) to review their web content periodically as determined by each 'owner' i.e. annual, quarterly, or monthly.

STATUS: On Going. Webmaster sends a monthly email reminder as part of the website monthly report. HOA minutes for 2011 uploaded; finance committee info updated; Management items updated; photos updated (home page Kilmer lobby).

ACTION: Webmaster

4. Sandburg Village HOA Minutes. Minutes received (last received/posted: May 2011).

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

STATUS (ongoing):

ACTION: Dave Beck to ensure latest minutes provided for our website.

NEW BUSINESS:

1. Sandburg Village Buildings Short History. A concise listing of the the buildings contained in Sandburg Village noting for whom they were named, which will be placed on the History page.

STATUS: In Progress

ACTION: Paul Francuch