



Website Committee Meeting Minutes

November 17th, 2016 12:00pm

Sheep Creek Lodge

1. Review the previous RFP fro 2015/16

A. Discussed the maintenance of website who will make changes the Chamber or a web person/company.

1. The Chamber handles most of the changes now but those changes are limited to what the currant company Efelle offers.
2. How a company handles maintenance and the cost will play a part of the decision.
4. It will depend on the platform our website is build on.

B. Discussed the look of the website.

1. Do we want a vintage similar to the new visitor guide or do we want to maintain the folksy look we currently have on the website?
2. Would like to have theme headers that change with the seasons.
3. We need to choose a color palate.
4. We need to choose a font package.

C. Discussed the functionality of the website for our members.

1. Make pages such as members pages and events page easier for members to use.
2. Lock down the users (members) abilities to make crazy changes to their membership page.
3. Do we want a featured business listing is it valuable to our members?

D. Discussed the back end of the website to make changes.

1. We would like the back end to be easily managed by the chamber if we want to manage our own site.

E. Discussed ecommerce on the website.

1. Do we want sell products?
2. Do we want to offer advertising?
3. We want to be able to sell tickets to events and the ability for members to pay their dues on the website.

F. Discussed the platform and the development of the website.

1. WordPress is the platform we want to build the new site in.
2. Need to have access to the development server.
3. The access Efile give the design company will determine how seamless the migration process will be.
4. Kathy Stoltz will help with the migration of content.
5. Hoping to have a 60 days in which the chamber members can test site and find issues.

G. Discussed RFP's Submissions

1. Trevor Walter agreed to be the liaison between the chamber and the designers.
 - a. Trevor Walter's Company would like to submit a bid for the project.
 - i. If his company were chosen then Trevor Walter would not participate on the website committee.
2. Chamber will utilize a score sheet to help chose the best company.
3. They will also interview potential companies.
4. The website committee will make the decision on the company who will design the new website and bring this decision to the board.
5. Send the RFP's out the first week in Dec. 2016

Minutes respectfully submitted by:

Kerry Walter

Administrative Assistance

Talkeetna Chamber of Commerce