

## 2020 SC4ARC Website Committee Report

**About:** This committee formed in January 2020, with its first active meeting in November. Current active members are: Irma Mitton (chair), Eva Knodt, David McIntyre, Bob Mitton, Mary Panton, Neil Panton. The committee currently holds weekly work sessions via video call on Tuesday evenings, and archives information on the club's Google workspace under Website Committee.

**Purpose:** Update the visual design, content, navigation, and other functionality of the club website (sc4arc.org) to better support the club's mission and members, and recommend policies and practices for its continued maintenance.

In particular, the committee is focused on updating the website to:

- Make it easier to share knowledge and retrieve information
- Increase member participation in club activities
- Help all members improve radio skills
- Recruit new members by providing clear path, sharing fun stories and technical info
- Attract community support for club events and related orgs (ARES, LHFB, etc)

### Minimum Design Requirements:

- Most frequently used and more recent information on home page
- Easier search of library files
- Discussion forum by topic
- More images of club activities
- Clear navigation for members, new hams, ARES
- Responsive and accessible design

### Work to Date:

- Set out committee's charter and project phases; presented to club at November meeting
- Completed functional and visual assessment of current site

- Examined similar club/non-profit sites for inspiration and insights
- Gained access to “sandbox” site redesigned by the 2016 club website committee and assessed which parts could be leveraged for 2020 version
- Drafting functional and technical requirements, risks, and migration paths to consider for platform evaluation
- Cataloging and tagging all content in existing library to determine duplicates, outdated/archival material, records of club business, 3<sup>rd</sup> party content, reference resources, etc with a goal to develop more topical content management system
- Creating user experience workflows for 5 user types: veteran members, general members, new hams, general public, affiliated / reciprocal visitors

**2021 Objectives:**

- Complete content cataloging
- Complete functional and technical requirements specifications
- Investigate and choose suitable platform for new website
- Draft recommendations for Board review
- Prototype visual design options and user-based workflows
- Test prototypes with select audience groups
- Build new site structure and integrate content
- Document site structure and technical details
- Deliver new site and demo to members
- Provide process guidelines for site maintenance, content curation, and support to Board
- Train content providers/webmasters as needed

Respectfully submitted,

Irma Mitton, chair