

**CALL Website Editorial Board
2016 Annual Conference Business Minutes
Sunday, May 15, 2016**

Attendance: Susannah Tredwell (DLA Piper), John Kerr (Wellington Law Association), Helen Mok (Parlee McLaws), Mary-Jo Mustoe (Welland County Law Association), Annette Demers (University of Windsor), Michel-Adrien Sheppard (Supreme Court of Canada), Maryvon Côte (McGill / CALL executive liaison), Svetlana Kochkina (McGill), Nicole Cork (CALL National Office)

- 1. Welcome comments from chair (Michel-Adrien Sheppard): circulate e-mail list, appoint note-taker for the meeting**
 - Michel-Adrien called the meeting to order
 - Michel-Adrien volunteered as note-taker for the meeting

- 2. Adoption of minutes of the 2015 annual business meeting**
 - Mary-Jo Mustoe had questions about where Vendor Liaison Committee (VLC) materials from the old CALL website had been moved. There may have been miscommunication last summer when the new site was launched. Before the launch, CALL National Office had e-mailed the chairs of SIGs and committees to ask them what files people wanted to keep. Other files would be archived. Any VLC content not on the current site exists in an archive
 - Susannah Tredwell moved for adoption of the 2015 minutes, seconded by Svetlana Kochkina. 2015 minutes are adopted

- 3. Discussion of any feedback concerning the new website**
 - Feedback has generally been favourable
 - However, people have noticed some problems
 - Svetlana Kochkina expressed the opinion that the menu options under “About > Committees & Groups” in the top navigation were non-intuitive. Committees and SIGs have been divided into categories such as Membership Services, External Relations, Professional Development, etc.
 - People from the VLC asked about administrative (editing and posting) rights for SIG and committee chairs. Nicole Cork explained that the original idea during the redesign process had been to give admin rights to chairs but that it was decided instead to have SIGs and committees go through the National Office to have material published on the website. This avoids too many people having full access to the website and helps avoid confusion due to the frequent change over in leadership of SIGs and committees from year to year
 - People wondered how to get more material for publication on the website. Annette Demers explained that the CALL Executive decided at a preconference meeting to ask that Nicole Cork ask people submitting material for inclusion in the *In Session* monthly bulletin what they would like to repurpose for publication on the website and on the CALL Twitter account

- Michel-Adrien Sheppard explained that he would be attending the Wednesday morning breakfast meeting (May 18) of incoming SIG and committee chairs where he would clarify what kinds of materials should stay on the private Basecamp site and what should go on the website

4. Ideas for improving the website

- There was some discussion about the large size of the CALL banner on the home page. Nicole Cork said she would check with the developer about a skinnier home page banner
- Nicole Cork explained that the National Office has archives of all old files. National Office will send a reminder to the chairs of all committees and SIGs asking them to review their content on the website. If anything is missing, National Office can generate a list of archived files on request
- Nicole Cork explained that the drop-down menu under “About” can be changed. Svetlana Kochkina suggested that the listings under “About > Committees & Groups” be changed to something more simple: Officers, Committees, SIGs. She added that the committee names associated with each Officer on the “Officers” page should contain hyperlinks leading to the relevant committee pages
- There was discussion about providing all SIGs and committees with larger pages as opposed to the current brief summary pages (in PDF format). Annette Demers explained that many committees are not very active and that restructuring the entire website to provide more space to everyone would not be feasible. It would be a better idea to customize the pages of specific SIGs or committees such as the VLC that do/may require more frequent updates and that do want to post more material. Any committee that wanted its page/space to be in HTML format instead of PDF should contact Nicole Cork. Similarly, Nicole explained again that it was not feasible to provide all committee and SIG heads with admin rights but that an exception could be made for those that will be more active on the website such as the VLC
- Annette Demers suggested that the CALL board liaisons who have responsibility for staying in touch with specific committees and groups should examine their respective web pages and decide together with the heads of those committees what needs changing or tidying up

5. Adjournment

- Michel-Adrien adjourned the meeting

Minutes prepared by Michel-Adrien Sheppard, May 27, 2016