

# 08 / August 2021: Website, Design & Maintenance Committee Notes

## Website, Design & Maintenance Committee Notes: May 2021

Jessee Maloney & Scott Newman

### Completed Tasks:

- **Multiple Pages have been updated throughout the website:** When we were updating the website for new membership levels, we noticed other changes and updated them as well.
  - Time Spent: 40 minutes
- **New Signs for the Leesburg Location:** More signs have been requested over the month, so Jessee used the new Roland UV Printer and made them.
  - Time Spent: 6 hours so far
- **Vanity URL's added as Re-Directs on the website:** This was requested by the marketing committee and Jessee met with Scott to set them up.
  - Time Spent: 1 Hour
- **Wood Spinner design File Requested for Bluemont fair:** Jessee designed the cut and print file for wooden spinners to promote the Bluemont Fair and Makersmiths.
  - Time Spent: 1.5 Hours
- **Newsletter Committee has Requested a different search option for subscribers:** Melissa K. asked to change the subscriber list from members only to everyone.
  - Time Spent: 20 minutes

### In Progress Tasks:

- **Combing the website for any mention of membership levels :** Jessee and Scott have set up a spreadsheet that lists every single page on the website, who is working on it and what needs to be changed.
  - Time Spent So Far: 4 Hours
- **Redoing all signs that mention membership levels:** Jessee has been requesting people check over both locations to check for sign changes that need to be made on August 1st. Most Signs have already been designed and will be printed on Friday and installed Sunday morning.
  - August Update: we found several more signs that need updating and Jessee has designed them, but not printed yet
  - Time Spent So Far: 4 Hours
- **Brochure Redesign:** Jessee and Scott went over the brochure and made changes live over video chat. The new brochures cover all new equipment and new membership levels. We just need to tweak the spelling and grammar and a bit and they are ready to go.
  - August Update: The design was tweaked a bit more to make them look nicer for printing and easier to fold
  - Time Spent So Far: 4.5 Hours
- **Adding Calendars for Other Heavily Used Tools:** Jessee is working on adding calendars for the Big Blue, Big Red, Tormach and upcoming Flatbed UV Printer. Testing has already started and she is still working on making it as easy for everyone involved and to make sure there are no glitches before putting them live.
  - Updated since April: Ian Dillingham has offered to help write scripts to automate this process.
  - Updated since May: They will be going live very soon, so expect an announcement.
  - Updated since June: This process turned out to be harder than Jessee originally thought and it has since been handed over to Jonathan Skeate who is writing the google codes from scratch and should have working calendars very soon.
  - Updated since August: The laser calendar has crashed and we are not sure why, Jonathan S is working on it
  - Time Spent So Far: 10 Hours
- **Refresh the slideshow on the TV's in both locations:** Covid rules, new classes and upcoming events
  - Updated Since June: I have also added on new information about new member orientation, ceramics and the resin 3d printers.
  - Updated Since August: The slideshow has been updated, but the slides are not refreshing. Jessee has been working on this off and on.
  - Time Spent So Far: 3 hours
- **Various Committee Requests & Ideas Forms:** After the Website Committee set up their form, it was suggested that each committee be given the chance to also have a form and a sub folder in Members Only Content
  - Update: Website and Newsletter committee added. Marketing committee doesn't want one.
  - Time Spent So Far: 45 minutes
- **Update Leesburg & Purcellville Map:** in progress Cosplay area needs added, as well as the small CNC room switched to the Member Storage Area in Leesburg and The Purcellville map has the buildings switched and the gate shown as well as the road. Both maps will be reprinted for each location.
  - Time Spent: 1 hour
- **QR Code Signs for Bluemont Fair:** These have been designed, but need to be printed.
  - Time Spent: 1 Hour

### To-Do List:

- Update the About Us Page with info that Diane P. put together
- Refresh the slideshow on the website front page
- Refresh the Front Page as a whole
- New photos/designs for possible facebook ads: Targeted ads for when we reopen

**Notes:**

Please direct future to-do list items here: [https://docs.google.com/forms/d/e/1FAIpQLSfGrqMaSniiE7VvnqQEckOKaEGt5LjoE-tkjLLUT1GTkA8A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfGrqMaSniiE7VvnqQEckOKaEGt5LjoE-tkjLLUT1GTkA8A/viewform?usp=sf_link)

instead of sending a SLACK message or email. This way we can keep better records in a spreadsheet. Also, if you don't ask, it may not get done, we are not mind readers over here (smile)!!

Also, please note that large projects may require a virtual meetup. We both work from home and are open to different times and days.