

2005-06 MASFAA EXECUTIVE COUNCIL REPORT

Meeting Date: January 21-22, 2006

Agenda Item: 7.3

Office/Committee/State: Web Services Committee

Individual Reporting: Mark Martin

1. Summary of activities:

- The Web Services Committee does not meet on a regular basis due to membership limitations (chair is only member at the present). However, Brian Lindeman (previous committee chair) and Howard Thomas were very helpful on a number of occasions by phone to assist with committee business.
- Semi-monthly phone contact with webmaster (Paula Gordon) at ATAC for website maintenance (posting banner ads, conference information, photos, etc.) has also been extremely helpful.
- Reviewing Website privacy policy for recommendation.
- Developed recommendation for posting banner ads to website in conjunction with Kath Morriss and Paula Gordon to allow adequate time for processing.
 - All ad requests, must be received by August 1st
 - Ads will run for one year, October 1st to the following September 30th
 - Payment must be received by October 1st for the ad to run
- Posted MASFAA Salary Survey to website.

2. Activities planned, not yet completed:

- Review suggest updates to policy and procedure manual for website committee
- Increase membership (if possible) and visibility of website committee
- Assist Vickie Crupper with State Presidents Resource page.
- Disseminate information on placing website banner ads well in advance of deadline
- Assist committee chairs with using website for uploading minutes, reports, post members, email, etc. For assistance, see (and print) the ATAC User Guide at:
 - http://www.masfaaweb.org/ChairAccess/OfficialDocuments/ChairAccess_UserGuide.pdf
 - Give it a try at: www.masfaaweb.org
 - Then click: *Member Services/Administrative Services*
 - Then: *Executive Board/Committee Chair (Login Required)*
 - Then: *Chair Action (Customized for each chair)*
 - If you have any questions, call me at 248-204-2126 or email me at m_martin@ltu.edu

3. Recommended discussion items for the Council:

- None

4. Recommended action items for the Council:

- None