

Indiana Environmental Health Association  
Website Committee  
3/17/2023 Meeting Minutes

Members in attendance: Jason Ravenscroft (Chair), Gretchen Quirk, Holley Rose, Jennifer Heller, Krista Click

Meeting Minutes:

Chair called the meeting to order after the IEHA Executive Board meeting, time not noted.

This was the first meeting of this committee. This committee is comprised of a chair appointed by the President of the Association and volunteer members.

Discussed meeting times and locations. The group decided to hold monthly meetings until further notice following the executive board meetings. We decided to extend the teams meeting as done for this meeting, with the exception that the next meeting (in May after Spring Conference) will be in person so we may have a “working” meeting and make some website changes or fixes.

Routine tasks were discussed such as updating committee, chapter, and state officers on the website every year. A Google doc has been created on the IEHA Google account and shared with committee members that has more detail on the routine tasks discussed.

Discussed putting out a policy document explaining how members can request changes or communicate issues with the website.

The group also discussed access to the site. We decided that the current President of the Association should have full read-only access to the site, the committee chairs should have event manager access and access to their committee pages, and chapter reps should have event manager access so they can add to the calendar.

The group discussed fixing issues vs. updates and improvements given the limited time of members to devote to revamping the website. Fixing issues such as broken links or out-of-date material is highest priority and making improvements will be done as time allows.

Next meeting: May 19<sup>th</sup>, 2023 at approximately 11:30 after the Executive Board meeting. Will be in held in person at 2 N Meridian St, Indianapolis, IN 46204 in the Yoho Board Room on the 3<sup>rd</sup> Floor. Check in with security in the lobby and put Tami Barrett as the person visiting.