

Advisory Board Minutes - September 2015

<p>LINKS TO MINUTES September 2015 Session</p>	<p>September 2015 Session Opened</p> <p>Motion 2015/16-01: Appointment of Secretary to the Advisory Board</p> <p>Announcements: State Coordinator Roll Call</p> <p>Announcements: Call for National Webmaster</p> <p>Approval of August Advisory Board Minutes</p> <p>Adjournment</p>
<p>SESSION OPEN</p>	<p>1 September 2015</p> <p>The August 2015 session of the Advisory Board is adjourned and the September 2015 session is opened.</p> <p>Denise Wells National Coordinator USGenWeb Project</p> <p>The September session of the USGenWeb Project Advisory Board is called to order. This being a new term, will you all respond that you are present.</p> <p>3 September 2015</p> <p>All board members have been subscribed to Board-Exec, Board and AB-Chat.</p> <p>The Board-Exec list is a confidential list. All postings to Board-Exec are required to remain confidential. It will be a list that we use for personnel issues.</p> <p>If you agree that you will honor the confidentiality of Board-Exec please signify by saying "Agree". If you do not feel you can honor the confidentiality of Board-Exec please signify by saying "Disagree".</p>
<p>Motion 2015/16-</p>	<p>7 September 2015</p>

<p>01: Appointment of Secretary to the Advisory Board</p>	<p>I move to appoint Suzanne Yelton Shephard. as Recording Secretary for the the 2015 2016 USGenWeb Advisory Board term by general consent.</p> <p>Nancy Janyszeski NENC SC PAGenWeb SC</p> <p>I second the motion to appoint Suzanne Shephard. as Recording Secretary for the 2015-2016 USGenWeb Advisory Board term by general consent.</p> <p>Rel@ively, Patrice</p> <p>8 September 2015</p> <p>Presented by Nancy Janyszeski, seconded by Patrice Green and dated September 8, 2015, the motion reads:</p> <p>"I move to appoint Suzanne Shephard as Recording Secretary for the 2015-2016 USGenWeb Advisory Board Term by general consent."</p> <p>Are there any objections to this motion?</p> <p>Denise Wells National Coordinator 2014-2016</p>
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<p>Announcements: State Coordinator Roll Call</p>	<p>25 September 2015</p> <p>I have, this morning, posted a roll call request to the State Coordinator mail list for this year requesting private replies to me with all pertinent contact information.</p> <p>Denise Wells National Coordinator 2014-2016 The USGenWeb Project</p>

**Announcements:
Call for National
Webmaster**

29 September 2015

The USGenWeb Project is recruiting a webmaster and assistant webmaster to maintain its USGenWeb Project National pages. You will find an outline of the qualifications and duties in sections 2, 3 and 5 of Motion 2008/09-04, restated below.

If you are interested, please send a short statement of your qualifications and reference urls of sites you host for the Advisory Board to consider.

Please send your qualifications to me at ncusgenweb@gmail.com & any or all of these AB members <http://usgenweb.org/about/advisoryboard.shtml>

Your statement will be shared with Advisory Board members.

Applications will remain open through midnight Friday, October 9 2015.

NATIONAL WEBSITE MAINTENANCE & WEBMASTER QUALIFICATIONS & DUTIES

Section 1: The USGenWeb Advisory Board (AB) will appoint the webmaster and an assistant webmaster from the Project membership to maintain the USGenWeb National website. The webmaster and assistant serve as trusted technical assistants to the Advisory Board. In addition, one AB member will be appointed to work with and act as a liaison between the AB and the

webmaster and assistant, to ensure the National site is in compliance with the Project by-laws and that the duties outlined in this document are fulfilled. The National Coordinator (NC) will also work with the webmaster and assistant to ensure that their responsibility for day-to-day operational management of the project site is fulfilled.

Section 2: Selection of the Webmaster - The USGenWeb Advisory Board (AB)

will issue a call the last two weeks of September for interested individuals to serve as the webmaster and assistant webmaster of the National site.

>From this call, the newly seated AB will make their selections at the beginning of the term, at the same time the remainder of the appointments are made. The AB shall determine if those currently in place shall continue, or if one or more of the new respondees shall be selected.

The qualifications for both positions are:

(a) The individual must have been a member in good standing of the USGenWeb

Project for a minimum of 6 months.

(b) The individual must have a strong demonstrated knowledge of HTML, CSS

(cascading style sheets), SSI (server side includes), and FTP software.

(c) The individual must be able to devote approximately 8 to 24 hours per

month to their duties as webmaster, spread out across the month.

(d) The individual must respond to requests for updates in a timely manner.

This is defined by responding to the request within 48 hours and completing the requested update within one week. These time limits do not apply if the webmaster and/or assistant have notified the board they will be unavailable for a period of time or if there are extenuating circumstances such as a natural disaster in the area where the webmaster and/or assistant reside.

The second limit does not apply if the scope of the change is large and if the webmaster or assistant have notified the board that it will take longer.

If the webmaster or assistant have notified the board it will take longer than the stated week, they must provide an expected completion date for the change.

(e) Additional knowledge and/or skills such as php, databases and search engine optimization may be desirable but are not required.

Section 3: Duties & Responsibilities of the Webmaster and Assistant Webmaster:

(a) Makes website changes requested by the advisory board or the National Coordinator. Changes may include, but are not limited to adding additional or updated links, updating the identity of committee members and/or state SCs or ASCs and and formatting and posting of committee minutes.

(b) Finding and correcting broken or erroneous links by running a link checker monthly.

(c) Reviewing server logs for errors and taking any needed corrective action.

(d) Keeping a log of all changes made to or other actions taken in regards

to the National site. This log must be available for review by the AB members at all times.

(e) Watching, reporting on and taking steps to improve the performance of

the National site's performance.

(f) Receiving reports on website problems from site visitors, pro-actively detecting problems that arise whenever practical and reporting the problems

to the web host provider, either directly or through the designated process

in place at the time, and work with their support organization to correct the problems.

(g) Providing quarterly reports to the AB regarding the site and actions taken and changes made by the webmaster and/or assistant.

(h) Notify the assistant/assistant webmaster, AB representative and NC if

they will be unavailable for periods of more than 48 hours so that others can cover the duties and complete any necessary updates.

Section 4: Responsibility of the NC or Designated Individual with Control Panel Access:

(a) Provide the codes/passwords to the webmaster, assistant webmaster and

the AB representative so the stated responsibilities can be carried out.

(b) If the webmaster and assistant don't have direct access to site error logs, do whatever is required to make them available to the webmaster and

assistant so that their duties can be carried out.

(c) If the webmaster and assistant don't have direct access to the support

	<p>organization of the webhosting service, serve as the interface to report problems to the web hosting service and in working with their support organization to correct them.</p> <p>Section 5: General Requirements:</p> <p>(a) The financial information of the account holder must be protected at all times.</p> <p>(b) The website must be designed such that it is portable between web hosting services in the event that a move is necessary or desirable.</p> <p>(c) The ability to hand code a site in HTML format is not necessary. Pages may be created using website designing software, but the software must not be specific to the web host, causing the transfer of the site to be impossible, nor should the software insert scripts that are not portable between web design applications.</p> <p>(d) The webmaster and/or assistant webmaster may be replaced for failure to comply with Sections 2 and 3, above.</p> <p>(e) The webmaster and assistant webmaster will only be granted ftp access to those portions of the National site for which the Advisory Board have assigned them responsibility.</p> <p>Denise Wells National Coordinator 2014-2016 The USGenWeb Project www.usgenweb.org</p>
<p>Approval of Advisory Board Minutes; August minutes</p>	<p>2 September 2015</p> <p>The minutes of the August 2015 Advisory Board meeting have been posted at http://www.usgenweb.org/business/AB-08-2015.shtml</p>

	<p>Please take a few minutes to review them and submit any comments or corrections. If no responses are received, the minutes will stand approved at 8:00 a.m. EST, 9 September 2015.</p> <p>Thank you. Denise Wells National Coordinator USGenWeb Project</p>
<p>Adjournment</p>	<p>01 October 2015</p> <p>The September 2015 meeting of the Advisory Board is now hereby adjourned.</p> <p>This note hereby convenes the October 2015 meeting of the Advisory Board.</p> <p>Denise Wells National Coordinator 2014-2016 The USGenWeb Project www.usgenweb.org</p> <p>Celebrating in 2016 the 20th Anniversary of The USGenWeb Project! Look for us at the 2016 NGS Conference - Booth 431</p>

The full text of all BOARD-L messages can be viewed in the [threaded list archives](http://archiver.rootsweb.com/th/index/BOARD/) for this list, located at <http://archiver.rootsweb.com/th/index/BOARD/>

Please remember that minutes are a record of actions proposed and taken at the meeting, NOT all the detail about what was said by members or guests. If you have any questions or comments about the minutes, please write to [Suzanne Shephard](#), Secretary.