

# GODORT Technology Committee Agenda, September 16, 2020

Minutes, September 16, 2 p.m. central

**Attendees:** Lora Amsberryaugier, Suzanne Reinman, Ben Chiewphasa, Lisa Hartman, Samantha Hager

## Web content responsibilities:

- 7/28/20 minutes: “The [current directory](#), which is linked to both the “Contact GODORT” button on the homepage and the current directory link under the “About GODORT” menu. The directory should be updated as soon after the Annual conference as possible. The previous year’s directory should then be added to the [past directories page](#). Also, each committee page has a link to current members that points to the current directory, so those will need to be updated as well. Samantha and Lora will work on updating the directory.”
  - Update: Samantha and Lora will continue this work.
- 7/28/20 minutes : “The [GODORT Chair page](#) –This page includes links to all of the Chairs’ columns in *DTTP*. Ben will reach out to Lynda (the current GODORT Chair) to see if she wants to continue, change or remove the content.”
  - Update: Content in current formatting/structure will continue.
- 7/28/20 minutes: “The [conference schedules and agendas page](#) – this page is updated once the Midwinter meeting or Annual conference schedules are set. The most current meeting schedule is also added to the slideshow on the homepage. Lisa will take responsibility.”
  - Update: There is no agenda yet for Midwinter yet. As soon as they send out agenda we’ll need to put it in the page.
- 7/28/20 minutes: Pages under the [Publications and Resources menu](#). There’s a [page for webinars](#) there as well. Lisa will do publications, Samantha will do webinars page.
  - Update: Samantha added announcements-related content for upcoming webinars onto the slideshow on the home-page and will update the webinars page as recordings become available.
- 7/28/20 minutes: “The GODORT news section on the homepage. It is set up to pull press releases from [ALA’s News and Press Center](#) that are tagged with GODORT or Government Documents Round Table. We discussed switching to GODORT’s Twitter account or Facebook feed, since press releases that mention GODORT seem to be few and far between. Lora will check in with Danielle, and Lynda (what she would like to see in its’ place)”
  - Lora asked if GODORT maintains some sort of RSS feed.
  - Lora recommended that we replace the center column with a Twitter feed, especially since social media efforts will become more active with the creation of the Social Media and Outreach Committee. The group agreed and Lora will check in with Danielle.

## New Committee chairs communication

- Group still needed to reach out to new committee chairs to inform them of Technology communication channels; this is an ongoing action item.

## Continuity Document

- There is currently access issues with the Technology Committee Best Practices Libguide (<https://godort.libguides.com/Technology Committee Best Practices>).

- At the end of the meeting, Susanne Caro communicated with Suzanne: “try the LibGuide link now, I checked and Lisa and Lora don’t have accounts. I sent them invites. I can add them to the editor list once they have accounts.”
- At this juncture, Lisa and Ben are not listed on <https://godort.libguides.com/prf.php>

## Social media update

- The Social Media and Outreach committee has been approved by Steering. The PPM chapter recommends that a Technology Committee representative be part of the group.
- Ben will reach out to Lynda re: volunteering to be a representative for the Technology Committee.

## Slides Template

- Samantha showed the group a template image (with appropriate dimensions) that acts as a baseline for images to be displayed properly in Drupal slideshow. The template is in the shared Google drive.
- It was recommend that the template image be embedded in the Google Drive as well as the Technology Committee Best Practices Libguide.

## Archiving Webinars

- Samantha reached out to Danielle. Danielle said that Zoom recordings will stay in GODORT’s Zoom account (assuming that subscription is maintained), but recommend that we still download video and ingest in the Drupal site. Samantha also asked Danielle if the Drupal site is archived, but Danielle wasn’t able to answer the question. Samantha thinks that it might be best to move things to Drupal.
- Samantha wonders if we should ask Steering if we can have Cloud storage.
- Lora recommends that we look into YouTube for captioning purposes. Samantha will look into it.
- The group will continue to explore storage options.

## Actions Items

- **All members:** Contact new committee chairs for the sections you support, ask them to review content for their site and share the [godorttechnology@gmail.com](mailto:godorttechnology@gmail.com) address for submitting new content.
- **Lora:**
  - Update the GODORT Directory (with Samantha)
  - Check in with Danielle re: changing GODORT News box Twitter feed
  - Create a continuity document for incoming committee chairs
- **Samantha:**
  - Research options for archiving webinars
  - Help update the GODORT directory
- **Lisa:**
  - Finish Drupal training