



**ASSOCIATION OF CONSULTANTS FOR LITURGICAL SPACES  
MEETING MINUTES**

**SPECIAL MEETING FOR WEBSITE CONVERSATION**

**OCT. 15, 2018**

**ROBERT HABIGER, SHELLEY KOLMAN SMITH, CAROL FRENNING,**  
James Heck, Juanita Yoder,

New Member Issues -

Website purpose - for the members,  
signing up new members,  
collect dues,  
communication among members,  
Members connecting to the board etc,  
Share information via social media

For institutions - presenting good religions designs/art  
convey ACLS purpose and mission  
for potential clients - plays for potential clients to find and hie ACLS members

Should our website be consumer oriented or member oriented?

Practical: Logging in issues - Jim sent emails to Will and Newberry, which worked out Jim's issue and now he's waiting to see what Adrian's issues are. Juanita said he's not received his password and login codes.

Juanita -

New member steps - 1. fill out the form, which creates your profile, Robert - could this happen after they pay dues? - Will - if they fill it out after they join, they won't fill it out.

2. After you hit Apply - an email goes to Juanita, she forwards it to the board and contacts references etc.

3. member is voted in - Will needs to know that they've been accepted, then he will activate the member - actually, any board member can activate them.

Robert suggested we email vote them in as quickly as possible - perhaps in a week, instead of waiting for a board meeting. Will - there needs to be a procedure for this.

Juanita - the Cavillini's need to be activated - Jim - can we resend the user name and password?

Robert & Jim, can we adjust the website so that it sends a password and username ? Can we set up certain required fields so that it encourages people to fill out the form? Robert - there are problems with the links for category - the website is not efficient in how it loads and interfaces with people. We need to do a better job of helping our members get jobs - so the consumer can find us easier. Will - we need to encourage our members to link their instagram, pinterest accounts, etc that will cross reference the ACLS website.

Will - shouldn't we fix the existing problems before we spend the money on a new website. We need more content that's available to the consumer. Robert - the website isn't

intuitive to the member for adding things. Robert's proposal is that we offer a stipend to a member who can manage the website? He checked Interfaith Design, and on their website, one member is in charge of it. Will - but that would take a staff member with a paycheck.

Carol - proposal to have a website committee review and make recommendations?

Will - it's more people issues, not website issues. Can Newberry change the profile page to only need the email?

When a email is sent to a member with the username, it comes up blank. When a question from a member comes up, it's sent to Newberry and then he forwards to Will.

Robert - can members share a post to members? Will - they need to do it "behind the wall" and login as a member to access it.

Carol - is the renewal process the same as the initial application?

Carol - Website committee? Jim, Paul, Jim Hundt, Robert, Will

Cost of new website?

Juanita - we need the same person who interfaces with the new members and website, it was Will. The membership person - Juanita should be this person. She will need access to Newberry to do this. But he doesn't want to do that. Will suggested to Juanita that she make up a profile and apply as a member to find where the problem lies.

Will - Cavillini has not sent anything telling what their problem is - but Juanita has told us. Carol suggests Juanita call Newberry and get the username and password

Carol will assign a committee to work on this.