Refresh Steering Committee Meeting Notes
Thursday, Aug 19, 2010

Welcome and introductions

- Attendees included Rick Nixon (BTS, project manager), Kelly Ball (OMF, project communications), Jen Clodius (Fire), Julie White (BPS), Susan Bailey (Water), Colleen Wright (public member), Phillip Holmstrand (BTS), Rob Alan (BTS), Oscar Godson (BTS), Tracey Le (BTS), Alan Alexander (BTS), Alicia Kea (OMF), and Abby Coppock (OMF)

Migration progress and pilot bureaus

- Information sheet handed out (see attached)
- Migration process is designed to change and adapt as we learn from each bureau
- Seven pilot bureaus identified:
    - Fire – has started migration
    - Planning & Sustainability – held initial meeting
    - Transportation – initial meeting scheduled
    - Parks
    - Neighborhood Involvement
    - Environmental Services
    - Water
- Pilot bureaus will begin the migration process in the coming weeks and into fall
- Pilot bureaus will be working concurrently at various stages in the process
- Role of the pilot bureaus:
    - Manage their site's content; work with their bureau content editors
    - Report and log issues; communicate any concerns
    - Provide process feedback
    - Determine when site is viewable to the public

Look of the new site

- BTS development team showed the latest version of the new template and included some mock content to show how information could be displayed
- Overall feedback was positive
- A suggestion was made to add icons/pictures with the starter text

Discuss the role of the Steering Committee as we move forward with the migration

- The Steering Committee came together to provide input on the overall approach and look and feel of the site and we now have a basic template
- Moving forward, we anticipate needing guidance and recommendations on the following issues:
    - Prioritization of changes and additions requested by bureaus
    - Requests to modify the overall template
    - Policy or best practices relating to citywide consistency or main pages
- Group discussed on how to proceed. The group identified the following considerations:
    - Ask current Committee members if they want to continue. May need to address what the commitment would look like before asking the question.
    - What is the time commitment moving forward? (unknown; TBD)
    - How many people should be on the committee and what type of representation should that include?

- Group suggested and discussed forming a technical team and a policy team, with the groups frequently communicating and informing each other
- A technical team might include:
  - BTS
  - Public members from the technical community (communications, writers, front-end developers, back-end developers graphic designers, etc.)
  - Bureau reps (with technical knowledge or who can articulate their bureau needs)
  - Ad hoc focus groups if particular issues/questions arise
- A policy team might include:
  - OMF
  - Public members (representing what the community needs to see and how it interfaces with the public)
  - Bureau communications staff (where policy and best practices inform each other)
  - Legal staff
  - BTS as a staff role or liaison from the technical team

Training update

- Training is defined as 1) CMS-specific training, and 2) general training (writing for the web, best practices, social media, etc.)
- Results from survey indicate over 200 content managers and editors are interested in training

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