**WEBSITE AND TECHNOLOGY MEETING**

**April 29, 2015, 9:00 a.m.**

**Marshall, Dennehey, Warner, Coleman & Goggin**

**Wall Street Plaza**

**88 Pine Street, 21st Floor**

**(Downtown, *on Water Street at the corner of Maiden Lane)***

***Please RSVP to Vice Chair, William Bell, at*** [***WEBell@MDWCG.com***](mailto:WEBell@MDWCG.com)***. Please be prepared to show your photo ID at the building entrance. If you would like to participate by phone, please let us know and we will provide a call-in number.***

***Our host will provide breakfast service.***

1. INTRODUCTION OF SECRETARY AND VICE CHAIR

William Bell, Vice Chair

Aaron Greenbaum, Secretary

1. NEW WEBSITE
2. Discussion re functionality of new website, comparison with how old website worked, feedback, suggestions, criticisms, etc.
3. Website development items
4. Document library
5. Financial component: switching to Quickbooks – development of process for integration with website.
6. Archiving hard copy documents, historical materials and process for moving to website
7. Use of third-party mail application (mail chimp)
8. Process for maintaining “Breaking News” section of website – reference to member articles/presentations, new caselaw, highlighting upcoming events. Goal of keeping the website dynamic and up-to-date. Involvement of Website Committee and Young Lawyers.
9. Web links page – process for maintenance and approval (e.g. P & I Clubs and other “client-based” links)
10. Employment Opportunities page
11. Gallery
12. Separate category for firms and businesses – input re useful or not, workaround?
13. LINKED-IN DISCUSSION

Benefit/downsides to a LinkedIn group – concerns about “public” statements, cannibalizing the new website.

1. CONTINUED MANAGEMENT OF THE NEW WEBSITE

Discussion re maintenance of website and processes in the future.