

SAIF E-communication Working Group

Draft minutes of meeting held on Monday 8th December 2008 at 2pm at Consumer Focus Scotland

Present: Sandra Wilson, David Armstrong, Jean Alcock, Nicola Noon and Susan Burn (minutes)

1. Apologies

Mary Evans

2. Minutes of previous meeting held on 6th October 2008

These were agreed.

3. Matters arising not on the agenda

Online audit tool - Susan has emailed the company for an update.

Postcards – There was another discussion around producing the posters in a postcard pack. Sandra and David will bring draft examples to the annual review but will get in touch with Susan if they want some help. Susan will find out costs for producing these. Jim had seen the W3C guidelines on a business card and thought it might be worth looking at this to see how they had managed font size etc. Susan will check this out.

Action

- Sandra and David to produce draft postcards
- Susan to cost production of postcards
- Susan check out W3C guidelines on business card

4. Website news and spotlight pages

Susan reported that as from last week we now have access to our software to enable us to update the website.

5. Website stats report

There have been no further website stats reports because of the current workload and the time required to compile them. There was some discussion around how we will access statistics easily from the new website. It is unlikely any more will be produced from the current website.

6. E-communication: accessibility in practice

Susan and Jean gave feedback that the draft training programme for 2009 is nearly completed and will be finalised at local strategies tomorrow. The programme includes 3 e-communication courses, one each in Aberdeen, Edinburgh and Glasgow. Venues have been booked with the exception of Glasgow. This will be done before Christmas and the programme will be printed and distributed at the start of January 2009.

7. Website redesign

Following a thorough process of tendering and presentations, the website contract was awarded to Jim Byrne. This was a unanimous decision by the interviewing panel. Work is already well under way with the design and layout of the new site. There was discussion around the proposed layout and content and a general structure agreed.

Susan will continue to work on getting some example content to Jim. Once the Content Management System is in place Susan will be able to upload the remaining content herself.

Action

- Susan to get example content to Jim as quickly as possible

Work plan 2008

Sandra ran through the work plan for 2008 and it was agreed that we had already met most of the objectives. Prior to the annual review at the end of February the group will look at new ideas and objectives for the next 3 years.

8. Other business

There was no other business.

10. Next meeting

The next meeting will be on Monday 2nd February 2009 at 2pm in the council room at Consumer Focus Scotland.