

## **SAIF E-communication Working Group**

**Draft Minutes of meeting held on Monday 8<sup>th</sup> October 2007 at 2pm in the Scottish Consumer Council**

### **Present**

Jean Alcock, Sandra Wilson, Eva Bolander and Joanne Martin

#### **1. Apologies**

Apologies were received from Nicola Noon and David Armstrong.

#### **2. Minutes of previous meeting 13<sup>th</sup> August 2007**

The minutes of the previous meeting were agreed.

#### **3. Matters Arising**

- a) Update has advised that there are no statistics available from the Formats Resource.
- b) Nicola is now able to remotely access the SAIF website.

#### **Actions**

- Eva to put the PowerPoint presentation on the website
- Jo to put information about the CEHR launch on the website

#### **4. Website report and statistics**

There was no statistics report available for this meeting. A report will be made to the meeting in December.

Due to spiralling costs Eva has changed the web host. The new host will allow SAIF to add features at a reduced cost. There are some changes to the statistics package which will need to be handed over to Steve.

In addition to training Nicola, Eva has spent time with Jo on Word documents cascading styles.

#### **Actions**

- Jo to present statistics against targets and over time at the next meeting.

## **5. Website news and spotlight pages**

- a) Publications page, minutes of meetings and current work has been updated
- b) The FAIR User-led Review Report and Beyond the Web seminar brochure and booking form are on the home page
- c) Shelter advice on-line resource for disabled people
- d) Road Works Scotland
- e) NHS Ayrshire and Arran Accessibility Guide
- f) BSL Award from SQA

## **6. Email bulletin**

Items to be included or considered include the Beyond the Web Seminar, the User-led Review, the SAIF A5 Standards Booklet, Making E-mail Accessible poster, an update on the current research projects and information about an event bringing together information providers across Scotland. Jean will forward Jo information about Glasgow Good Information Group research project.

### **Actions**

- Jo to distribute the email bulletin ASAP

## **7. Draft posters**

The Making Email Accessible poster has been completed and will be distributed to all those on the SAIF database along with the Standards A5 booklet. Eva is still working on the changes for the Making PowerPoint Accessible poster.

There were a number of suggestions regarding the Making PDFs Accessible poster.

### **Actions**

- Joanne to distribute the Making Email Accessible poster and the SAIF A5 Standards Booklet, both of these items to be added to the website
- Eva to complete the Making PowerPoint Accessible poster for the next meeting

- Joanne to make the suggested changes to the Making PDFs Accessible poster for the next meeting
- Copies of all the posters to be included in the Beyond the Web seminar pack.

## **8. Beyond the Web – 30<sup>th</sup> November 2007**

The brochures, booking form and covering letter have all been completed. A small amount of packs have been sent out to those on the mailing list. However about two thirds have been held up because of the postal strike. The remainder should go on Wednesday 10<sup>th</sup> October.

Information about the seminar was on the home page but has disappeared due to problems with the change of host.

### **Actions**

- Joanne to add the seminar information to the website again.
- Joanne to issue contracts to Jean, Eva and Jim
- Jean, Eva and Jim will meet on Monday 22<sup>nd</sup> October to finalise the seminar arrangements.

## **9. Work plan 2007 – Outstanding items**

It was agreed that point 8 should be about promoting the website as a whole and not just the news page.

### **Actions**

- Eva and Jo to pull together possible timescales and costs for redesigning the website (point 4 on the work plan)
- The Making E-communication Accessible publication will be added to the agenda for the first meeting in 2008 (point 7 on the work plan)
- A list of the different ways the website is marketed and current statistics will be available at the next meeting. Discussion about the development of a marketing strategy to be added to the agenda for the next meeting (point 10).

## **10. Website feedback form**

### **Actions**

- Jo to ask all Forum members to use the Feedback form so that it can be tested.
- Jo to pull together all feedback within the last 6 months
- The feedback form can be signposted on other pages.
- Review of the feedback form will be programmed into the 2008 work plan

## **11. Any other business**

There was no other business.

## **12. Date of the next meeting**

Monday 10<sup>th</sup> December at 2pm, in the Council room at the SCC.

### **ALL ACTIONS**

- Eva to put the PowerPoint presentation on the website
- Jo to put information about the CEHR launch on the website
- Jo to present statistics against targets and over time at the next meeting.
- Jo to distribute the email bulletin ASAP
- Joanne to distribute the Making Email Accessible poster and the SAIF A5 Standards Booklet, both of these items to be added to the website
- Eva to complete the Making PowerPoint Accessible poster for the next meeting
- Joanne to make the suggested changes to the Making PDFs Accessible poster for the next meeting
- Copies of all the posters could be included in the Beyond the Web seminar pack.
- Joanne to add the seminar information to the website again.
- Joanne to issue contracts to Jean, Eva and Jim
- Jean, Eva and Jim will meet on Monday 22<sup>nd</sup> October to finalise the seminar arrangements.

- ❑ Eva and Jo to pull together possible timescales and costs for redesigning the website
- ❑ The Making E-communication Accessible publication will be added to the agenda for the first meeting in 2008
- ❑ A list of the different ways the website is marketed and current statistics will be available at the next meeting. Discussion about the development of a marketing strategy to be added to the agenda for the next meeting
- ❑ Jo to ask all Forum members to use the website feedback form so that it can be tested
- ❑ Jo to pull together all feedback within the last 6 months
- ❑ The feedback form can be signposted on other pages
- ❑ Review of the feedback form will be programmed into the 2008 work plan