

SAIF E-communication Working Group

Draft minutes of the meeting held on Monday 11th June 2007 at 2.30pm in the SCC

Present

Sandra Wilson, Jean Alcock, David Armstrong, Jim Byrne and Susan Burn (minutes)

1. Apologies

Nicola Noon, Eva Bolander and Catherine Brys

2. Minutes of previous meeting

Agreed

3. Matters arising

a) Jean and Catherine have prepared draft posters. This item will be included on the agenda for the next meeting. Susan will email an example poster to Jim.

b) Sandra mentioned a stakeholder's newsletter from the Commission for Equality and Human Rights (CEHR) which might be worth putting on our news page – Susan will check this out.

c) Jean, Jim and Eva had met to discuss a training event based around our Making E-communication Accessible publication. Susan will email their minute and outline of the event to the group. A second meeting will be held in the near future and will include either Susan or Steve if possible.

d) Susan, Eva and Steve have met to discuss work plan for the website for the next 6 months. It was agreed to pilot remote web editing with Nicola because of her proximity to the office. Susan and Eva to arrange with Nicola.

Action

- Eva to follow up statistics on Formats Resource
- Eva to put PowerPoint presentation on website
- Jean to email draft poster to Susan
- Susan to email example poster to Jim
- 3 posters to be drafted for next meeting – Jean, Catherine, Jim
- Susan check out CEHR newsletter

- Susan email training event info to group
- Susan and Eva to arrange trial of remote web editing with Nicola

4. Website Report and Statistics

Susan reported that following a successful planning meeting with Steve and Eva, she and Steve will now take over some of the work Eva has been doing to allow Eva to concentrate on developing the website. Steve will be responsible for collating the statistics from the website and Susan will put our publications online in HTML.

Action

- Steve and Susan to progress

5. Website news and spotlight pages

Susan talked about the news on our home page at the moment and current spotlights. There are several news items which have been emailed by forum members which can now go on the website. The spotlight also needs to be changed.

Action

- Susan to continue to update

6. Email bulletin

The last full e-newsletter was sent out on 28th May and included news on the recruitment of a temporary Project Officer. A summary e-newsletter was sent out today with news that the new Standards are now available. The next e-newsletter will go out in August.

7. SAIF meeting on 30th April

a) It had been agreed at this meeting that the e-comm working group would take the recommendations from the day forward and bring a proposal to the forum meeting on 13th June. The group considered the minutes of the meeting and the points raised and had a lengthy discussion around proposals for the future of SAIF in this context.

b) The group felt it was important to include a bid for extra funding to ensure SAIF is able to address the accessibility issues in the new and changing world of e-communication, which is not possible within our current budget. SAIF has to start to show that it is adopting some of these new ways itself, both in its website and networking. In order to highlight this change it may be important to include a background

paper in any funding application or speak to the Scottish Executive directly. Jim would be happy to be involved in this.

c) David talked about Yahoo smart groups which he uses successfully in his work and there was a discussion around the benefits of being involved in this type of networking, but also the importance of working in partnership with other organisations.

d) Jim suggested that a good way for SAIF to explore most of the recommendations made by the forum at the meeting on the 30th April would be to sign up for an existing networking tool, e.g. Ecademy, MySpace, Yahoo with a view to piloting our involvement, evaluating access issues and then producing a report and perhaps guidelines in the future. We would then apply some of the lessons we have learned to our website. We would need someone to administer our involvement in this group and therefore would need to look at more funding specifically for this.

The group agreed that this would be our proposal for the forum, as a result of the recommendations from the meeting on 30th April.

Actions

- Propose that with extra funding we sign up to existing networking tool

8. Workplan 2007

We briefly ran through this and agreed that many objectives were well on the way to being met.

Actions

- Susan to move part of item 3 to item 10
- Include the revision and development of Making E-communication Accessible (MEA) in our next application for funding

9. Workplan 2008-2011

The group considered pieces of work for our next funding application. We agreed to suggest the following list to the forum:

- Sign up to networking website, as detailed in these minutes under item 7
- Review and revise MEA in light of continual change within e-communication

- Run further training events based around e-communication
- Maintain and develop website as example of good practice (include some specific examples)

Actions

- Suggestions for workplan 2008-2011 to be put forward at forum meeting

10. Other business

Susan updated the group on plans for temporary cover for her position.

11. Next meeting

The next meeting will be on **Monday 13th August** at **2.00pm** in the council room at the **SCC**.

Summary of minutes

- Progress training on MEA
- Produce 3 new posters by end of autumn
- Review MEA publication in autumn
- Take proposals to forum