



# NATIONAL LOCAL TECHNICAL ASSISTANCE PROGRAM ASSOCIATION

## **NLTAPA Communications Workgroup Meeting**

Wednesday, July 23, 2014

St. Louis, MO

### *Attendees:*

Jaime Carreon, Chair

Chris DelReal

Scott Bershing

Steve Breighner

Mia Robinson

Kemba Ware

Lisa Harris

Courtney Dupre

Matt Carter

Cameron Ishaq

Susan Monahan

Laura Shehan

Tony Alotto

The NLTAPA Communications Workgroup met at the 2014 NLTAPA Annual Meeting in St. Louis, MO on Wednesday, July 23, 2014 from 5:00pm – 6:00pm. The following discussions were held:

### 1. NLTAPA Website

- a. Clear definitions of what the NLTAPA website houses and what the LTAP Program site houses. There is a list of items that were created that outline these items. It is believed that Renee Railsback has the list. Jaime will ask Renee for the list and we will discuss at our next meeting.
- b. Creation of website Process Documents – one of the priorities for the WG will need to be creating Process Documents that outline how to perform certain tasks on the website such as adding documents, creating events and meetings, etc. This document will then be used by various members of the EC to help them update their individual pages. This will be helpful for those members that don't work with the site very often. They will be able to refer to these documents. This task will also clearly define deadlines for the posting of certain documents and meetings to the website.
- c. Testing of any updates/change made to the website should not only be done by technical experts, but also by general members who don't have as much technical expertise with web sites.
- d. A suggestion that we put together some type of "What's new on the NLTAPA website" email blast or LTAP Forum post was put forward. This would be an automated process. Jaime will take this suggestion to the EC for discussion during their August meeting.

### 2. Mission/Vision for the Workgroup

One of the big questions for the WG to answer, is what is its mission/vision? The website is a main focus of the group, but what other help/assistance can it provide to the Association? This

will be discussed and worked on over the next few months in hopes of having a revised WG Plan/Budget by the October EC Meeting in Washington, DC.

Lisa Harris reminded us that when the External/Internal Communications WG existed, the External was for advocacy and education to outside entities and the Internal dealt with items such as the website and Annual Report. We will get some clarification from the EC on exactly what kind of outside interaction the Communications WG should have and what interactions are appropriate for this WG to entertain.

3. Liaisons to Other Workgroups

We had a discussion about providing a liaison to each WG for the Association to help with items such as updating their individual website pages and creating their section for the Annual Report. Cameron Ishaq made a point that the joint programs differ slightly from the other WG in the Association and their needs may differ slightly from the other WGs. This is another item that Jaime will bring up with the EC on the August call.

Jaime will send a Doodle Poll out to everyone who participated in this meeting to find out availability for a Meeting in August. The Seminar Room will be scheduled for this call and we will begin to work on more specific items. Jaime thanked everyone for their attendance at the meeting and for their interest in working on this WG.

Meeting adjourned at 6:00pm.