Lake Erie Website Design Task Force 7/27/21 7:30 PM
Present: Zach Toothman, Nathan Phillips, Megan Maholic, Clara Klein, Pam Cook, Madi Machado
Absent: Isaac Chernisky

BOD Feedback:
- Sent to Vince, Board has not reviewed the website.
- Pam suggested that Zach take lead and have responses sent to him in a week
- All athlete feedback is corrected.

Post-Task Force:
- Online engagement Committee will run - Home, meet the reps, media
    - Resources- Clara will post all minutes and resources to the tab. Please send all minutes to Clara following meetings so she can post them.
- Athlete event and operations - about, updates & FAQ, upcoming events
- AEC will provide suggestions for fun tab and Nathan will run this aspect
- Pam - Safe Sport and DEI

Calendar for Website Updates:
- Create a separate email account and add everything to the calendar.
    - The email will only be used for the calendar.

General Notes:
- <u>Must</u> click publish if you decide to add/edit to the website.
- The final meeting was tonight (7/27)
- Great work everyone on the website!

Lake Erie Website Design Task Force 6/20/21 7:30 PM
Present: Nathan Phillips, Isaac Chernisky, Megan Maholic, Clara Klein, Pam Cook
Absent: Madi Machado
Guests: Mia Nagle, Alaina Pizarro, Gabby Smith, Evan Calvert, Tori Culotta, Sydney Peterson,
Max Santoro

A brief overview of the website and what the committee is doing
Brief introductions of committee members

A link was provided for the athlete website: www.lakeerieswimmingathletes.com
Spent a few moments looking over the finished website and creating any questions that an
individual has.

Presentation from the committee members
- Each member briefly covered their assigned page.
- Allowed for athletes to ask questions and give feedback.
Pages:
- Home: Zach/Madi
    - Mia presented the question of how the website will remain active.
- Meet the Reps: Isaac
    - Place the About page before the Meet the Reps page.
- About: Zach
    - Possibly add the service projects the athletes have done to the About page.
- Resources: Clara
    - Will need to add minutes from other committees.
- Media: Nathan
    - No questions.
- DEI and Safe Sport: Pam
    - No questions.
- Updates & FAQ: Megan
    - No questions.
- Upcoming Events: Megan
    - No questions.
- Fun: Megan/Nathan
    - No questions.

Closing thoughts/concerns/questions:
- When will the launch of the website happen?
    - Early August.

Taskforce members recapped the meeting.

Next Meeting: July 27th at 7:30 PM via Zoom

Lake Erie Website Design Task Force 7/13/21 7:30 PM
Present: Zach Toothman, Isaac Chernisky, Clara Klein, Nathan Phillips, Pam Cook
Absent: Madi Machado, Megan Maholic

- Finalized website domain on LE Website
    - Zach will talk with Pam on making sure this is ready for launc
- Review designated tabs
    - Isaac: Meet the Reps
    - Clara: Resources
    - Pam: Safe Sport/DEI
    - Zach: Upcoming Events
    - Megan and Nathan: Fun Tab

- All pages are extremely close to being completed, this next week should be the last week for working on the website before publishing!
- We will have a Task force meeting with us, the AEC, and the 3 AEC subcommittees next Tuesday to review and get feedback.
- A timeline was presented on the rest of the website design. We will be roughly done by the first full week of August.
- Post task forces planning/assigning to happen in near future

Next Meeting: July 20th, 2021 at 7:30

Lake Erie Website Design Task Force 6/29/21 7:30 PM
Present: Zach Toothman, Nathan Phillips, Madi Machado, Clara Klein, Megan Maholic, Pam Cook
Absent: Isaac Chernisky

- Discussed the progress on the LE athlete website.
- Megan brought up the events tab and what should be included.
    - Will include athlete events
- Went through each designated tab:
    - Madi: Home
    - Zach: About
    - Isaac: Meet the Reps
    - Clara: Resources
    - Nathan: Media
    - Pam: Safe Sport/DEI
    - Megan: Updates and FAQ
    - Megan: Upcoming Events
    - Megan: Extras
- Everything is looking fantastic! Final touches will be added over the next week or so.

Assignments:

- Clara, Isaac, and Pam will be adding finishing touches to their tab by the end of this week.
- Megan, Madi, and Nathan are collaborating on the fun tab to make it more interactive for the athletes.
- Zach will be working on the upcoming events tab inputting all meeting dates and events pertinent to the Lake Erie Athletes.

Next Meeting: July 6th, 2021 at 7:30 PM

Lake Erie Website Design Task Force 6/22/21 7:30 PM
Present: Zach Toothman, Nathan Phillips, Madi Machado, Clara Klein, Isaac Chernisky, Pam Cook
Absent: Megan Maholic

Announcement: Kyra Miklos has stepped down from the task force.

Discussed Progress and Questions regarding website tab assignments
- How far should discussion corners go back?
  - Start with the publishing of the website
- Safe Sport/DEI components being researched before inputted to the website. Will get task force and AEC approval on the information before published
- Explored the Club Athlete Rep feature on the Home Page

Homework: Continue working on website assignment and have final first draft pages ready for next week's meeting June 29th @ 7:30

Lake Erie Website Design Task Force 6/15/21 7:30 PM
Present: Zach Toothman, Nathan Phillips, Pam Cook, Clara Klein, Megan Maholic
Absent: Kyra Miklos, Madi Machado, Isaac Chernisky

- ◦ Funding needed from board? (Email Vince about adding to agenda)
- ◦ Propose at BOD
- ◦ Decide on new package VIA email
- ◦ Discussion of weekly agenda
- ◦ Show at July BOD: just so they are aware of what's going on
- ◦ 5 sections: home page, 5 tabs on top- divided throughout members
- ◦ Explanation of tabs

Newer ideas:
- ◦ Add safe sport and DEI tab
- ◦ Add subcommittee tab
- ◦ Split about/reps tab
- ◦ Coaches corners & Discussion Corners under Media Tab
- ◦ Fun Tab/Upcoming events: scavenger hunt to increase engagement / old videos of Pie-ing for follower challenge, etc

TOTAL OF 7 tabs according to zach
- ◦ Pam- Safesport
- ◦ Megan- news updates (southern zone example) & FAQ, contact
     - fun tab
- ◦ Nathan- Media: all videos on coaches corner, IG TV, q&a with diana, discussion corner
- ◦ Clara- Resources: agendas, minutes, cuts, scholastic all American, other USA swimming info
- ◦ Zach- about Tab
- ◦ Madi- home page
- ◦ Isaac- meet the reps

Lake Erie Website Design Task Force 6/7/21 7:30 PM
Present: Zach Toothman, Nathan Phillips, Madi Machado, Clara Klein, Megan Maholic
Absent: Kyra Miklos, Pam Cook, Isaac Chernisky

Brief Introductions

Ideas for Website:
- Resources Tab to have links to USA Swimming and other swimming-related resources.
  - Nutritional resources
- Updates Page- Post about news pertaining to LE, events, and anything regarding the athletes.
- Swimming History page that could include LSC history and USA Swimming history.
- Tab for getting to know athletes. Questions to get to know the athletes in LE. Possibly add a poll for each week.
- FAQ Page for athletes.
- Weekly Newsletter for Athletes and Coaches.
- Subscription page for athletes to stay updated.
- Create a linkable box on the home page that directs the user to the "do you have a question" form.

Platform:
- The Weebly platform will be used for the website.
- Spent time looking at Weebly sites, Southern and Eastern Zone Athlete's page, and USA Swimming Athlete Resources.
- Create a welcoming and clean Athletes page.
- Create a theme and a more fun Athletes page.
  - Different from Southern and Eastern Zones page.
- Agreed on the Travellin template for the Weebly website.

Login for Weebly:
Lakeerieathletescommittee@gmail.com
Houseofdelegates

Homework:
Explore the Weebly website editor and how it functions in order to understand full operational capabilities. Feel free to change anything as we will not be keeping the template.
Next Meeting:
Tuesdays at 7:30 PM via Zoom

Lake Erie Website Design Task Force 6/1/21 7:30 pm
Present: Pam Cook, Zach Toothman, Madi Machado, Nathan Phillips, Isaac Chernisky, Megan Maholic
Absent: Kyra Miklos, Claire Klein

Brief intros

Visions

- Look for information and announcements,
- Educational and interactive
- Add fun pictures and have them be sent in from athletes and meets
- Easy to visit and use
- Make it clean and simple

Tabs

- **Upcoming events tab** with sub tabs of different events ex discussion/coaches corners and other aec events
- **Home page** has athlete features and social media handles
- **Media tab** with pictures videos and podcast
- **Athletes tab** with name pictures and bios of all BOD, aec members add about link
- Club reps tab with name picture and team add about link
- Minutes and agenda tab
- **Recognition tab** with all kinds of cuts, awards and records
- **Q&A tab** ex what is aec and keep it updated all the time
- Spot all club reps at some point

Platform

- Weebly is simple and more fun and cleaner popular yes
- Team unify is basic and a little choppy popular no
- Wix is similar to weebly

Homework

- Bring a new idea to the next meeting

Next meeting

- Mondays at 7:30 (Tuesdays the weeks of board meetings)