

ABA WEBSITE COMMITTEE
BOARD MEETING REPORT

Date: June 19, 2024	Report by: Tammie
Chair: Tammie	Committee members:
	Date of next committee meeting: June 27, 2024

Questions for the board:

1. None at this time

Nothing else to report at this time.

A meeting is set for June 27th, 2024.

WEBSITE REQUESTS PROTOCOL

- To alleviate any miscommunication, here is the process for updates (outside of meetings)**
 - Contact Kheri in the office (OM) of any requests for the website that are not pertaining to regular meeting updates. She will take care or organize any updates for events, workshops, retreats, general content updates, board meeting report uploads etc.

- Process for updating meetings**
 - Go to the meeting in question on the website.
 - On the right-hand side, all the way down, click the blue button that says 'Click here to request a change to this meeting information'.

We ask to do this so that we can easily find the meeting you want changed. If we are just given a name or day/time, it takes a long time to find in all the data and the wrong meeting may be updated.

- Questions for the board**

- None