



Window on Woking Web Advisory Board

Minutes of a meeting held on Thursday 27 November 2008

Present:

Andrew Green (AGn) Web Developer, Article Seven
Andrew Gresham (AGm) Web Manager, Woking Borough Council
Sylie Marshall (SM), Director, WAVS
Laura Holman (LH) Economic Development Advisor, Woking Borough Council
Karen Porter (KP) Marketing Communications Manager, Woking Borough Council
Adrian Proudfoot (AP) Information Officer, WAVS
Geoff Lane (GL), Site Editor
Alan Rapley, Site Editor, Woking Music Festival

SM welcomed everyone and introductions were made. The notes from the meeting last year were agreed without amendment.

1. **Apologies:** John Washbrook (JW), Woking Association of Neighbourhood Watches

2. Matters arising

- § Eforms. It is now possible to request additional data when adding a new form, such as date of birth, either as a mandatory or optional field. Each organisation can include as many as required.
- § E-bulletin. On agenda under 'new developments'.
- § Search facility. It was agreed that the WBC search engine would not be applied to WoW, owing to the requirements of the registration process to 'hide' certain information from non-members. Search facility still needs further highlighting on screen.
- § Help function. Still to be updated.
- § 'Tagging' members. Site editors can tag users as appropriate, and data can then be downloaded to a spreadsheet. **Action: AGm** to check data protection considerations.
- § RSS feeds for events. This facility has been removed from the 'events' box to enable it to appear even if there are no events listed.
- § Sports clubs. AGm will be working with Jill Dixon in the New Year, to progress the registration of sports clubs to the website.
- § 'Register with this site' box is now featured separately on the home page.

3. Recent development and current work in progress

- § Dealing with spam. A 'honeytrap' has been set up to control the amount of spam from automated systems (although this cannot tackle manual spamming).

- § Blog/ e-bulletin. Blog complements e-bulletin, as it allows bulletins to be more concise. People will need to register to comment on the blog. **Action: AGm and AGn** to put some messages up. **AP** to monitor entries on blog.
- § Volunteering opportunities. At present, opportunities are manually entered by AP at WAVS. Eform not yet working. **Action: AGn** to check code and advise the group when it can be tested. In Phase 3, AGm will create an eform for volunteers to use to apply for vacancies.
- § Registration terminology has been updated to make it less confusing.
- § Online grant applications. All have to go through WoW. Feedback from users generally good, although SM experienced some problems when reviewing forms. **Action: AP** to contact CAB to find out if they're still having problems completing their forms.
- § The shell is now compatible with Firefox.

Future developments:

- § Google Analytics to be set up for better gathering of stats.
- § Diary of events to be limited to one week, to reduce length of list.
- § 'About this site' to be updated.
- § Pending organisations – add 'cancel' in addition to accept and reject.
- § Update privacy policy and get it agreed by legal.
- § Add volunteer opportunities to ticker box.
- § Update out of date text on the site.
- § Add the Councillors responsibilities to their homepage.

4. AOB

- § If site editors have any interesting photos they'd like to be included on the homepage, send them to site support to be considered.
- § AR has experienced some problems with random formatting of text on new pages. AGn explained that the complexity of the system will mean it's impossible to trace such anomalies.
- § There was some discussion about training, the Woking kiosks, promotion of the site, statistics, and number of applications. It was agreed that the site would probably be further promoted next year when more of the kiosks have been installed across the Borough. **Action: AGn** to add the option of targeting particular tagged groups with the e-bulletin.

5. Date of next meeting

Thursday 9 April 2009, at 12 noon.