Website and RSAcat Committee Meeting
Tuesday, 25 October 2022, 2:00 – 2:30
PM Zoom Only

Minutes

Governance:
- **Members registered:** Anne Giffey, Lexie Walsh, Jennifer Williams, Laura Keyes-Kaplafka, Hillary Dillon, Melody Heck, Jenny Jackson, Alissa Williams, Heidi Rhea
- **RSA Staff:** Tony Hahn

AGENDA
1. **RSA New Support Website Project Updates –**

1.1 Since last meeting in the new support website project

- Improved slight navigation issues using feedback from the test sessions.
- Report compiled and many of the issues were addressed.
- Regular software updates to the development site.
- Cataloging content is still being organized. TBD when upload will begin.

1.2 What's next in the new support website project

- November – December : Content load reaching into cataloging sections of the site.
  - Continue cleaning up theme, making it more uniform across the various page templates.
  - Once completed with these sections, conduct a brief 2nd round of user testing on cataloging pages. 3-5 testers max. Extra feedback to improve navigation and wayfinding in those areas.

- January : launch beside the current site.
  - Evaluate which pages (on current rsanfp.org) can have their content hidden and have traffic rerouted (manually, since I don't think Enterprise allows for auto-redirects.)
  - Domain chosen and registered. A suggestion was made to keep the domain the same as it is now. // rsanfp.org
  - Essentially, all existing links and bookmarks will continue to work.

2. **Next meeting date? – Recommendation that we postpone further meetings about the website.**
   This recommendation was agreed upon unanimously.

2.1 Project update at next quarter's User's Group meeting.

In the future, we can use this committee space as an RSAcat + website issues forum.

3. **User Testing Report**

3.1 Was there anything noteworthy in the report you want to highlight?

Findings were overall extremely helpful. Other thoughts, questions, concerns? Some members commented in chat that the process was easy and straight forward. Report included a lot of information. It outlined the process and the actionable steps as a result of our test findings. It will also be linked to the RSAcat/Website Committee page.

4. **Questions, Open Discussion, and Networking Time**
   4.1 Members may ask questions, share something, or volunteer a topic.

No topics were volunteered, so the meeting was adjourned.

Meeting ended 2:30 PM

Minutes compiled by:
Tony Hahn
RSA Member Services User Experience Coordinator