



## Webmaster Report, 2021 Spring Meeting

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Heidi Beke-Harrigan

614-481-1068

heidib@ohionet.org

### OHSLA Webmaster Report

- Created event pages, registration forms and email reminders for the Spring 2021 CE and business meetings.
- The recording of the event has been posted to [OHSLA's YouTube channel](#) (as an unlisted video).
- Copies of the recording, audio file, and transcripts have been uploaded to WildApricot into a Spring 2021 Meeting folder. This may change to Dropbox or another space as board members come up with a more consistent document archiving plan this summer.
- A separate registration page and automated email confirmation has been created for anyone wanting to watch the recorded session for CE credit after the live event. This will be available until April 30, 2022.
- The Policies and Procedures manual and OHSLA bylaws have been updated on the website.
- New members (fully paid status) are continuously added to the listserv. Due to the Greater Midwest Region (GMR) now being called Region 6, Listserv names have changed:
  - The GMR-OSHLA listserv is now **OSHLA**
  - The GMR-OSHLABOARD listserv is now **OSHLABOARD**
- A draft revision of the GMR-OHSLA directions was sent to President Don Pearson on 4/23/2021. I haven't received back any changes, so I've posted it to the website as *OHSLA Listserv Directions*. Please reach out if there are additional corrections that need to be made.
- There is no editable document that I can find for the GMRList Listserv Directions (NN/LM GMR). I think we may want to remove that link from the Administrative Links and Online Tools section of the website for now.
- "Webmaster" has become an outdated term. I would recommend switching to something like Web Manager or Website Administrator.
- I will be ending my term as Webmistress on August 31, 2021. It's been my pleasure to support OHSLA's website since 2017.