

TACOMA LINKS' TECHNOLOGY COMMITTEE REPORT COVERING FEBRUARY 2018

MEMBERS

Links Gina Hatcher (co-chair), Stephanie McGriff, Alicia Stephens, and R. Kirsten Watts (chair)

ACTIONS

The committee met on February 6 and 20, 2018. Work completed during the month is outlined below.

WEBSITE

Link Kirsten and Web Manager Crozz Communications worked together to finalize Link Kirsten's instruction sheet on updating the Members Only page of the chapter website. The sheet will enable others to update the page when Link Kirsten is not available.

Also, Link Kirsten and Web Manager Crozz Communications worked together with the Scholarship committee on resolving issues tied to the Scholarship page of the website. While many applications were completed and submitted without any problems, a few applicants and others had problems with the webpage. Ultimately, on February 17, the web manager gladly removed the on-line application embedded in the Scholarship page and replaced it with a fillable PDF provided by Link Dorothy Williams. He changed the application due date to February 28, too. Because applicants have been and will continue to submit their applications via email until February 28, the Scholarship committee can still use forwarding as its sharing methodology.

The one-webpage structure of the scholarship application is not a good fit for the current platform on which it is built but fits the Technology committee's existing budget. The web manager will be suggesting ways to improve the future on-line scholarship application experience for all.

TECHNICAL ASSISTANCE PROVIDED TO OTHER COMMITTEES

Scholarship Committee: In addition to the support mentioned above that was rendered to this committee, Links Gina and Kirsten discussed the document sharing attributes and limitations of Dropbox and Google Docs on February 11. During that same meeting, they tested the functionality of Google Docs and learned more about the application. Immediately thereafter, they met with the chair of the Scholarship committee, Link Stephanie Williams, to specifically discuss scholarship application sharing options for her committee. Given that no editing or embedded commenting would happen with the applications and all of the applications were being received via e-mail, Links Gina and Kirsten recommended that Link Stephanie simply forward each application to the committee members for review. That way she would easily retain control over the original applications and their distribution. Link Stephanie agreed and successfully tested the e-mail distribution process with her committee members. (It even worked just fine for the member that does not consider herself tech savvy.)

DATA STORAGE

The committee will further explore moving all 2017 Spring Fling photos from the Spring Fling Drobox to Google photo storage or flash drives in order to free up space for any new photos that member share and may be used in future presentations.

NEXT MEETING

March 6, 2018, 7 PM

Respectfully Submitted by R. Kirsten Watts, Technology Committee Chair, on February 20, 2018