**Clackamas Stewardship Partners – Website Update Discussion**

Website Update Tasks Completed

 a.) Obsolete information identified.

 b.) Removal of obsolete information is still in progress.

 c.) Review of similar forest collaborative groups’ websites.

 d.) Initial discussions conducted on website purposes and needs.

Website Questions for the Group

1. What website resources/features are most useful for you as a CSP partner? What are most useful for the public?
2. What are some important projects, accomplishments, or statistics that the CSP wants to emphasize or highlight?
3. What are the most important types of information missing from the current CSP website?
4. Are you available to participate in a Zoom meeting before the August General Meeting to discuss website content updates?

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| --- | --- | --- | --- | --- |
| **Items** | **1** | **2** | **3** | **Notes** |
| Update website layout* Use a responsive layout compatible with all screen types (smartphone, tablet, PC or other mobile devices)
* Use clean visually appealing framework.
 |  |  |  |  |
| **Add New Features** – See features below  |  |  |  |  |
| News/Announcements/Events* Dynamic features to show updated news, articles, blog post or upcoming events that would work best when updated regularly.
 |  |  |  |  |
| Calendar * Linked web calendar (Google) to easily update meeting times/locations and CSP/partner events.
 |  |  |  |  |
| Map of CSP area extent/boundary* Static pdf map or interactive web maps.
 |  |  |  |  |
| Accomplishments* Dedicated page could be produced.
 |  |  |  |  |
| Partner Information* Links currently exist on main page sidebar, but a dedicated page could be created.
 |  |  |  |  |
| Resource Contribution ($, volunteers, equipment)* Website feature for online contributions.
 |  |  |  |  |

The following tables identify possible features to add to the existing website (Table 1) and website content that needs to be updated or created (Table 2).

**Table 1. Potential website structure/feature/layout items to add**

**Please rank each item on a scale of 1-3, with 1 - very important, 2 - somewhat important and 3 - not important.**

**Table 2. Website content to be updated**

**Please rank each item on a scale of 1-3, with 1 - very important, 2 - somewhat important and 3 - not important.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **1** | **2** | **3** | **Notes** |
| Projects Page* Description, timeline and map(s) for each project.
* Relevant project documents.
 |  |  |  |  |
| Meeting Notes* General and committee meeting notes.
* Archive past meetings notes.
 |  |  |  |  |
| Partners Page* Partner information, contact person and website link.
 |  |  |  |  |
| Accomplishments* Highlight Basin projects outcomes and highlights.
 |  |  |  |  |
| CSP contact information* Email and phone information for key partners or facilitator.
 |  |  |  |  |
| Meeting locations and time. |  |  |  |  |
| Guiding documents and reports. |  |  |  |  |
| Photo or Video Content. |  |  |  |  |

**Next Steps**

1. Update website layout and add new features/pages. (1-2 weeks)
2. Update content (3-4 weeks)
	1. Will rely on CSP partners to provide updated content to display on website.
	2. Content identified by CSP - projects, accomplishments, partners, monitoring, etc.
	3. Will reach out to individual partners as needed.
3. Produce website features/content (2-3 weeks)
	1. Calendar, maps, new/events, etc.
4. Transition and Wrap-up (1-2 weeks)
	1. Create “How-to” guides for website maintenance and upkeep.