

Web Guidelines

Web Advisory Committee
Boulder Meeting of Friends
Approved, 8 May 2011

Our committee has worked over the past year to articulate the purposes of the meetings existing website, and to develop the site in ways that address these purposes. We now wish to present to the Meeting a suggested set of guidelines, with the hope that these guidelines will do the following:

1. Ensure that the content of the website represents our Quaker values
2. Manage the workload of the website developers

Purposes of the Boulder Meeting's website:

1. To inform the public about Quakers and Boulder Meeting, and invite them to come.
2. To inform our members and attenders about Quaker faith and practice, what our Meeting does, and how to become involved.
3. To facilitate the information-sharing needed in carrying out the work of the Meeting.
4. To reduce mailing costs, printing costs, and environmental impacts associated with printing and mailing of the Miscellany.

As background, the website has two tiers of access: a public side, and a side that can be accessed only by logging in with a password. (See password distribution guidelines below.)

For the public side, we propose the following guidelines:

1. The copy for the "Home" page and the "About Us" page will be developed together with the Ministry and Worship Committee. These are pages we envision will not change frequently.
2. The web committee alone can update the copy for other interior pages with notification to Ministry and Worship. These are pages we envision may be updated more frequently.
3. A selected set of photographs will be used on the public side to illustrate the life of the meeting, with the permission of those who appear recognizably in any photos. Individuals' names will not be associated with these photos. At any time anyone who wants their photo removed may notify the web committee, who will remove the photo.
4. The event calendar on the public side will contain the names of individuals only if the contact person gives permission. Otherwise, that calendar will be stripped of contact information.
5. The web guidelines for content are intended to follow the same general guidelines as developed for the Miscellany (see below). Although the web doesn't have the same limitations as the Miscellany, in the interest of simplicity and of not over-committing those involved with maintaining our website, we will initially focus on those documents most important to the Meeting.
6. Over the coming year, we will continue to develop priorities of what things to put on the website, with input from F/friends.

For the password-protected side, the web committee proposes guidelines as follows:

1. Anything containing names and personal email addresses, except in specific cases as warranted and agreed to by the person involved, will be behind the password-protected wall.
2. Any information pertaining to finance or budget will be behind the password-protected wall.

Regarding access to the password to access the protected portion of the website:

1. Anyone who gets the Miscellany has access to the password (it is published in Miscellany).
2. Anyone who the clerk approves may also be given the password.
3. The password will be changed when the web advisory committee determines that such a change is warranted. The new password will be published in Miscellany and the fact of the change will be announced at Meeting.
4. The *administrative password* (used for constructing and maintaining the site) will be known only by the webmaster, the web advisory committee, and may be changed by the webmaster as often as necessary.

Miscellany guidelines, from the May 2010 issue:

The central role of the Miscellany is to inform Boulder Friends of things of direct concern to Boulder Meeting and to them as Quakers. In other words, the Miscellany is primarily to give information needed to carry out our spiritual and organizational mission. These general guidelines are to help Friends know what's suitable as they consider a potential submission.

Suitable activities or information for an article

- All Meeting activities, and activities of regional Friends' groups we belong to.
- Activities sponsored by the Meeting or a Meeting committee. (When submitting such an article, please cite the sponsoring committee.)
- Activities taking place at the meetinghouse and involving several Friends.
- Reports from Friends who have represented Meeting at another organization.
- Background information needed for decision-making at Meeting for Worship for Business, and information about committee projects.

Articles about activities at the meetinghouse but involving no or few Friends will probably not get accepted. Similarly, activities taking place in Denver will likely get rejected, unless they're at Mountain View or relate to the AFSC.

Announcements from other organizations

- Even announcements from national Quaker organizations need a careful consideration of the relevance to Boulder Meeting – we have a bulletin board for those. If submitted, they should be less than 150 words.
- Reports of events outside of Meeting or that are not Quaker activities are questionable, especially

if they're long.

A personal letter is probably not appropriate. The "personal announcements" section at the end of the newsletter is for simple news or requests Friends want to share with the community (no 3rd -party announcements).

Excepting standard items such as Business Meeting minutes or information for meeting decisions, an article should be less than 250 words. It is the responsibility of the submitter to shorten it to that length. Shorter articles stand a better chance of inclusion.

The Miscellany Editorial Advisory Board and the Miscellany Editor