

# Meeting Minutes — SBYEC Website Optimization (Kickoff Meeting)

**Date:** September 11, 2025

**Time:** 2:00 PM–2:35 PM (Pacific Time)

**Location:** Zoom

**Attendees:** Debra, Cherie, Yuhang, Richard

## 1) Key Points

- **Website Status:** The existing website is approved by SBYEC and provides a solid foundation; some features remain incomplete and require supplementation/expansion.
- **Maintenance Ease:** Staff prefer **basic editing capabilities**. With no dedicated IT team, **training and streamlined workflows** may be necessary.
- **Portal Information:** Current focus is on **information dissemination** (readable calendar, event details, links), not building a login/portal system or full self-service booking functionality.

## 2) Functional Requirements (Initial Version)

- **Calendar (High Priority)**
  - Make the calendar **highly readable and staff-driven** (no direct public registration on the calendar).
  - Enable **click-throughs** from calendar entries to **event detail pages**.
  - Support adding **ticket purchase links** to event pages (preferably via **Zeffy**).
- **Events & Payments**
  - Continue using existing payment options (prefer **Zeffy**; also support Zelle, Venmo).
  - Event pages should clearly display details and link to the purchase process (no user account required).
- **Social & Connections**
  - Retain **Facebook feed** on homepage; optimize **connection features** so relevant subpages display social or event content appropriately.
- **Course Pages**
  - Convert existing “Courses” into **structured subpages**: Rising Stars Courses, Private Courses, Group Courses.

- **Activate placeholder;** provide clear “Contact/Learn More” paths.
- **Content Updates**
  - Update **About/Team** page (staff changes).
  - Expand **Sponsors/Partners/Donors** page (currently one entry, expected to grow to 10).
  - Provide **operational guidelines** enabling staff to independently maintain these sections.

### 3) Non-functional Preferences

- **Simplicity and Usability** (Minimal staff training required).
- **Cross-Page Consistency** (Links, structure, and navigation).
- **WordPress Maintainability** (Minimize custom code where possible).

### 4) Permissions & Handover

- SBYEC holds **Administrator Accounts** (Debra & Cherie) and can **designate our team as administrators**.
- SBYEC will **share any documentation/configuration files retained by last year's team** (if available).

### 5) Communication and Planning

- **Primary communication channel:** Email sent to **Debra & Cherie** (no CC to Stephanie).
- Share **course milestones/requirements** with SBYEC to ensure awareness of timelines/constraints.

### 6) Action Items

- **SBYEC (Debra & Cherie)**
  - Send **feature priority list** (must-have features vs. nice-to-have features).
  - Provide our team with **WordPress admin access** (and any relevant documentation/links, including Zeffy configuration, if available).
- **WSU Team**
  - Conduct comprehensive review of existing website after access is granted.
  - Draft **Requirements Summary + Implementation Plan** (schedule management solution, course subpages, social/linking features, content update workflow) for SBYEC review.
  - Prepare WordPress Quick Update Guide for staff.