

AADPRT Committee Chair/Liaison Representative Report
Executive Council Meetings
September 17-18, 2005

Date: September 6, 2005

Committee or Liaison Group Name: **INFORMATION COMMITTEE**

Chair/Representative's Name: SHELDON BENJAMIN

Members: Lucille Meinsler (AADPRT office), Tracy Riley (coordinator's rep), Mark Servis (program chair emeritus), Grace Thrall (Newsletter editor), Deb Cowley (program chair)

Webmaster/Listserve Contractor: Rick Brandt, PacketRat Communications

Report/Updates of Importance & Pertinence:

The committee has met intermittently via conference call. Progress on tasks:

1. **INFO COM ORGANIZATION:** Current structure working well. We propose to add one new member this year, TBA.
2. **LISTSERVE:** Updated FAQ (includes surveys, archive access, etiquette, etc) attached. Have been using Quicklink emails to encourage members to access the website with some success. (see webstats table attached). The coordinator's listserve has really taken off with much increased usage. Tracy Riley has developed a coordinator FAQ sheet.
3. **NEWSLETTER:** Grace is completing an all electronic Fall 2005 newsletter with a large amount of news and full of hotlinks to the website. She will show the format to the EC for approval before finalizing.
4. **WEBSITE:** All components of the web redesign are now active as of this month. We want to recognize the terrific service we have received from Rick Brandt and PacketRat Communications.
 - a. **MEETING REGISTRATION MODULE:** ALL meeting registration online for the 2006 meeting in San Diego. Secure credit card function being added this year. We are trying to have the pre-meeting registration info ready in time to go online with the meeting registration module.
 - b. **MEMBERSHIP MANAGEMENT MODULE:** Finally complete. Secure credit card billing function to be added. Will need to continue to work to make the subscription issue more transparent. Capacity for residency coordinator to handle all membership renewals for a program and generate a single bill is being added.
 - c. **SITE REORGANIZATION:** Complete but still need committee and taskforce chairs to take responsibility for content.
 - d. **PASSWORD ACCESS:** Passwords distributed to all members. Special coordinator password access now up and running as well.

- e. **JOB BANK UPGRADE:** A POSITION POSTING FAQ is being developed.
- f. **SITE LINKS:** We contacted all allied organizations and had them add links to the AADPRT site. All agreed to do so. Links now intact both ways to all affiliated organization sites.
- g. **MONTHLY SITE USAGE STATS:** Site usage stats reviewed from 3/10/05 through end of July (may have end of August data by EC meeting). Table attached showing page downloads in order of popularity. Annual meeting photos were the hit of the season.
- h. **COORDINATORS:** Coordinator section of the website nearly fully implemented. Coordinators are heavy users of our website and, under Tracy Riley, are developing more material.
- i. **MEMBER DIRECTORY:** We would like to change the view by organization option to include under each hospital program, the names of their adult, child, and fellowship directors, and their coordinator. A coordinator's directory has been posted online.
- j. **EC TRANSPARENCY:** EC minutes for the past 2 EC meetings have been posted in the members-only download section. We hope to add all committee reports as well.

5. ANNUAL MEETING

- a. 2 of 3 annual meeting lectures were posted as MP3 audio and on-line powerpoint slide shows. Only 6 posters and 8 workshop slides/handouts were submitted for posting on-line. When our members learn that 2 workshops received over 80 viewings in 4 months we suspect presenters may want to post them in the future. While about 1000 people alighted on the annual meeting lecture page to bask in the warmth of knowing the lectures were there, just over 20 people watched each slide set in the first 4 months.
- b. This year, all presenters will sign web release forms at submission and invited lecturers will be asked IN ADVANCE to consent to taping and provide slides. So far the online viewing of the meeting lectures does not justify a large expenditure to put video on line. We will need to promote the meeting content to encourage more viewing in the future.

Action Items:

1. **COMMITTEE AND TASKFORCE CHAIRS MUST TAKE RESPONSIBILITY FOR THEIR WEB CONTENT:** Committee and taskforce chairs must oversee their designated web pages, decide what to post and give it to Info Com chair, decide what text needs changing, provide 1 line explanations for all postings. **NO TECHNOLOGICAL KNOWLEDGE REQUIRED**, other than fluency in English. Management of their information on the website (via the Info Com chair) must become part of the basic job description of all EC members.

2. EC TRANSPARENCY: We would like permission to post all committee and taskforce reports to the EC in the members-only download area, linked from the ABOUT US organization structure guide as well. We need committee and taskforce chairs to be written with this in mind. We will ask Lucille and the steering committee to make certain that all reports are composed in a fashion that can be posted. We would like to post this report on line, for example.
3. WORKSHOP CONTENT: Need a big push to get poster presenters to provide their posters and workshop leaders to provide their slides and handouts for posting.
4. NEWSLETTER: Grace will preview the format of the new newsletter for EC approval.
5. WEBMASTER AT ANNUAL MEETING: Rick's attendance at last year's meeting (at his expense) provided a huge value to the organization. He took photos, posted them immediately online, trouble shot our lecture AV problems, helped people with access questions, consulted to members, and worked almost constantly on our behalf. We think he is valuable enough to AADPRT that we should consider paying all of his expenses to bring him to the annual meeting. The coordinators would like to ask him to offer a web design tutorial as well.
6. COMMENT ON REVISED FAQ, need guidance particularly on rules for surveys and position postings.
7. WHAT CONTENT DOES THE EC WANT TO SEE DEVELOPED THIS YEAR?