

**NEWSC**  
**TOOLS & RESOURCES COMMITTEE – SPECIAL MEETING**  
**MEETING MINUTES**  
**MAY 29, 2008**  
**ATLAS MILL – SEH**

**Attendees:** Jeff Mazanec (Chair), Janet Sosnosky, Dick Flynn, Ryan Van Camp

**Absent:** George Dearborn, Jeff Elrick, Dave Johnson, Randy Junk, Dean Schiller

**Minutes Taken by:** Luann Rudolph (NEWSC Coordinator)

<b>SUMMARY OF ACTION ITEMS:</b>		
<u>Name</u>	<u>Action</u>	<u>Deadline</u>
Luann Rudolph	Coordinate development of new website with buildmyownsite.com.	Next Meeting – Bring samples

**I. Meeting Called to Order at 10:00 a.m.**

**II. Approval of Minutes from Last Meeting**

- a. Held for next meeting

**III. New Website**

- a. Luann met with buildmyownsite.com and was instructed to work with the committee to develop some guidelines for the site designers regarding the look and feel of the site. In general, committee members present felt that it would be best to let the designers come up with a variety of samples using the NEWSC logo as a starting point. The committee did discuss the following simple guidelines for the design:
- Do not use any serif fonts.
  - Use light text over a dark background for easy readability and try to use color schemes that will project well on to a screen.
  - Use a good size font that is easy to read.
  - Keep open space to a minimum.

The committee also looked at a number of websites to find things that they liked and disliked. One site showed a flowing flag (<http://www.usoil.com/usoil1/us+oil+divisions/>) which the group liked and thought it would be interesting if something similar could be done using a river or other water body.

Luann will contact buildmyownsite.com with the suggestions and coordinate the beginning of the design phase. Buildmyownsite.com indicated that it would only take one to two weeks to develop samples and return them for the committee to review.

The committee also decided not to make any recommendations regarding the

public site ([www.newsc.info](http://www.newsc.info)). They would prefer to see what the designers come back with for the [www.newsc.org](http://www.newsc.org) site and decide from there whether the public site should be similar or different from the [www.newsc.org](http://www.newsc.org) site.

#### **IV. Action Items Reviewed and Next Meeting Date Set**

Next Meeting:  
June 16, 2008  
10:00 a.m. – 2:00 p.m.  
Atlas Mill – SEH

#### **V. Meeting Adjourned at 1:55 p.m.**