

CRRA DEVELOPMENT / COMMUNICATIONS  
COMMITTEE MINUTES

**Thursday, December 20, 2007**  
**10 -11 am**

**Bob Hollis and Tracie Bills present**

1. Web Administrator Contract
  - RFP is complete and will move forward to get placed on website by the end of December. Once on website, Tracie will send out an email to listserv.
2. Membership
  - Membership Recruitment will continue and in the late winter early spring board members will contact people who have not renewed.
  - Have Judi send an email over listserv that gives members a link so they can easily renew.
3. Recycle Jobs website interlink with CRRA
  - Bob will have this done by Jan. 11 and create a form on the CRRA site, and then the cities can set up their own information so they can track, remove, etc. The tricky part is to set up the first time, which Bob said that he would help any city that needed it.
4. ListServ
  - DevCom is testing Google Groups to see if they will work better than yahoo groups. Once test is done this January, we can consider switching all listserv's over to Google Groups.
  - Reasons to switch over on the list serve:
    1. Have more than 1 person in charge of listserv, more control.
    2. Messages flow better
    3. Mail doesn't get stuck, but goes right through
  - Judi is currently in charge of Southern ListServ, Laura is in charge of Northern ListServ and Bob is in charge of the Central ListServ.
  - Need to make a list of all listserv's currently available. Then we would add members directly. Would need to let people we are moving over to Google from yahoo and the reasons why.
  - Create new gmail account, [crralistserv@gmail.com](mailto:crralistserv@gmail.com)
5. Ideas:
  - Need an operations manual for the conference as well as other committees. This would explain what needs to be done when. Then every year update it and have things stored electronically.
  - Also should have a master annual calendar which includes when tax returns are do, etc.
6. Action Items
  - **Bob:** Work on getting RecycleJobs to link with the CRRA page – by Jan. 11.
  - **Tracie:** Begin working on operations manual for Conference Committee.

**Next meeting: Thursday, January 17, 2008 @ 10:00 AM**