

CRRA DEVELOPMENT / COMMUNICATIONS
COMMITTEE MINUTES

Thursday, October 18, 2007
10 -11 am

Bob Hollis, Todd Sutton and Tracie Bills present

1. Approve minutes - will do so next time, didn't meet until 10:30am.
2. Vote on Chair – Tracie Bills voted in
3. Web Administrator Contract
 - Bob mentioned using www.RecyclingJobs.com in place of CRRA's website. Bob will put together what he thinks that page would look like and potentially a Beta page to move things forward. Would like to get done before sending out the membership renewal forms.
 - RFP – Hiring Process. Will not do an RFP at this time, probably next year. Will review Web contract and add in clause that states a timeframe of when things need to be completed. Also add a clause stating a 30 day renewable contract (Exit Clause).
 - Revise Contract and send to Admin Committee, Tracie will forward next week to the DevCom committee and then forward on.
 - Tracie to talk with Laura and let her know due to costs, she doesn't need to attend DevCom meetings, but if her presence is required, Tracie email.
4. Virtual Receptionist and eFax
 - Bob, Todd and Tracie split up the companies to search out what their costs are and will get that information to Tracie before 2pm. Tracie will forward to board before meeting this afternoon. A spreadsheet will be put together and include set up fees, length of contract, rate per minute usage fee, monthly fees and cancellation fees.
5. Membership
 - Will be a high priority this year and will be at the top of the agenda for next meeting.
6. Web Design
 - Will be a lower priority with the exception that the pay pal will need to be placed on the membership page. Bob will look into paypal and see if he can do it. Bob will also email the group what he put together regarding the online membership registration pages and invoicing.
7. Action Items
 - **Tracie:** Look at Web Contract and make changes to add in clause of 30 day renewable contract (exit clause) and add in timing of when things should be done. Will forward to DevCom committee for approval and then pass on to the admin committee.
 - **Bob:** Will put together what the webpage will look like to link to the Recycles Jobs website. Will put a Beta Page together so Todd and I can sign online and see how it works before going live.
 - **Tracie:** Talk with Laura regarding tasks and meeting.
 - **Bob:** Send membership online sign up page and invoice to committee. Bob will look into PayPal information to see if he can do it.
 - **Bob** to remove Leslie from ListServ.
3. Next meeting: Thursday, November 15, 2007 @ 10:00 AM