

Omniupdate Meeting Minutes

April 9, 2014, 9:00 a.m. – 10 a.m.

Attendees: Robin Latta-Lyssenko, Chien Shih, Deepa Prasad, Linda Koyama

A. Calendar

- Part of the major design. Helios no longer available. OU provided other Calendar options but since we're very close to going live, Robin has decided to go with a static page and look into other options at a later date. Need to find out how much the other Calendar options will cost and if we can use it for other district departments. Requesting Robin to involve ETS with this decision in order to specify scope.

A. Director gateway and director bios

- The button at the bottom labeled "Directors" should go to the board of director's gateway which includes the agenda, minutes and calendar (Robin said that Applied had designed this page).
- At one time Robin wanted to provide information for the directors only, somehow setting up the security so that it would only be available to the directors. Will not be a part of the go live deadline.
- Director pictures are missing. Some have not submitted a picture; in that case a place holder image (liked linked in) should be used.

B. Faculty and Staff button

- Should include the forms that are currently available on the Foundation website (New Funds Approval Form, Payroll deduction, Banner tips for accessing your foundation funds). Amazon search no longer needed. Robin said that this page was also designed by Applied.

C. No Check list for what Applied should have handed over OU.

D. Donors and Alumni button

- A desired feature in the future would be the ability to poll alumni and donors and to be able to communicate with them. (Live Delivery Platform?). Design has not been finalized; will not be part of the go live deadline.
- Exact layout needs to be finalized; Robin would like to feature one of the stories on the donor page and one story on the alumni page and a link to the stories on both pages.

E. Search function

- It was agreed that the domain will be limited to the foundation web site.

F. Pictures are not correct

On the landing page, the pictures will cycle through all six story images. Some of the pictures were not supplied by Robin on foundationtest (i.e. large ship).

G. E newsletter sign up

- Currently using constant contact. Would like to continue using their link for signing up. (see current website).
 - Robin provided the html code retrieved as a widget from Constant Contact.
- H. Review with OU
- Either Friday or Monday, we will see everything that OU will provide to us. If there are design pages that Robin received from Ian that are currently not on the foundationtest site, she will send them to Linda and Linda will forward it to OU (i.e. faculty and staff page).
- I. Donate button
- It will continue to go to a secure page with Entango . Complete testing will need to be done.
- J. Font size, content
- Robin would like to look at different font sizes once we have access. Tungston font should be used throughout the website.
- K. After next week, April 18th, our specs with OU will not change. We need to let them know everything we need them to do before that date. We need a specific list (if screen shots available, please include, which pictures go with which stories etc.) from Robin of everything that wasn't done to her specifications. Robin will send to Linda and Linda will forward to Alisa.
- L. Documents Robin will supply
- Verbiage and Pages for the board of directors, staff and faculty, calendar page.
 - Verbiage for what we do was already sent to OU.
- M. Chien is suggesting to have weekly webex meetings OU until we go live. Additional meetings will be scheduled as we get closer to the go live date.