



### Report for Board of Directors

Submit in electronic format to FULL BOARD by the Wednesday preceding a Saturday meeting.

<b>Meeting Date:</b> Saturday March 25th, 2023
<b>Portfolio:</b> Membership Committee, Webmaster
<b>Director:</b> Erin Coulson
<b>Attachments:</b> OMLTA site <a href="https://omlta.org/">https://omlta.org/</a>
<b>ACTION ITEMS FROM PREVIOUS MEETING:</b> The OMLTA website is in the process of receiving a new landing page/look.
<b>ACTION ITEMS FOR ALL:</b>  <u>Helpful Hints for communicating posts to webmaster:</u>  <input checked="" type="checkbox"/> <b>Include PDF digital working link with details in your site posting</b> <input checked="" type="checkbox"/> <b>Include JPEG or PING image</b>  <b>Home Promo page</b> <ul style="list-style-type: none"><li>• 1 item only per page / prioritized by date</li><li>• Event title, Event subtitle, Image,</li><li>• Description 10-20 words so the text spans no more than 3 lines.</li><li>• Link to Content</li><li>• Note: the orange <b>Learn More</b> button on page is static and cannot be removed or renamed.</li></ul> <b>Events page</b> <ul style="list-style-type: none"><li>• 1 item only per page</li><li>• Event title, Event subtitle, Event End Date, Event Details (image and paragraph description), Registration Start Date, Registration End Date, Additional Registration Information (volunteering, parking, etc.), Registration link.</li><li>• Note: the orange <b>REGISTER NOW!</b> button on page is static and cannot be edited.</li></ul> <b>News page</b> <ul style="list-style-type: none"><li>• multiple items /newsletter format with links</li><li>• newsletter front page displays title, date posted to site, and approx 50 words</li><li>• <b>Continue reading »</b> appears with a link to page 2 posting</li><li>• Page 2 offers News item Title, Image, Description paragraph(s), Space to allow for Discussion / Allow comments</li></ul>
<b>ACTION SPECIFIC TO PORTFOLIO AND/OR DIRECTOR:</b>  Spring 2023, coordination of training / collaboration between new webmaster (Kaitlyn Reid) and tech advisor (Ryan) as OMLTA website is in the process of receiving a new landing page/look.



ONTARIO MODERN LANGUAGE  
TEACHERS' ASSOCIATION  
ASSOCIATION ONTARIENNE DES  
PROFESSEURS DE LANGUES VIVANTES  
SINCE / DEPUIS 1886

Previous and new webmasters will collaborate to transition to new assignments and access.

**ACTIVITIES SINCE LAST REPORT:**

- monthly link posted in Members Tab for Communication Publication
- annual posting for nomination forms: BoD and Awards
- annual posting for Notice of AGM and Proposed Slate of Directors
- annual posting for Concours d'art Oratoire (Events page)
- posting for Bilingual Assistant Program Coordinator (News page)
- revisions requested from CASLT for Spring Conference Posting
- annual posting for Spring Conference Registration (Home page)
- annual posting for Happy Holidays
- posting for Virtual Fall Summit
- posting Call for Proposals
- Oct 22 Fall meeting: review of OMLTA site archives
- posting for Media Literacy AQ Part 1
- posting for Ministry of Education
- posting Home Page New Tab and Promo for Podcast: Listen Up
- posting for Summer Road Trip

**ACTION ITEMS PERTAINING TO THIS REPORT FOR BOARD:**

OMLTA Executive team will support the new webmaster with transition to new role and decisions regarding priority of posts.

I respectfully submit my report.  
March 25, 2023  
Ashleigh McPhee, Webmaster