



WEBSITE COMMITTEE ANNUAL REPORT - December 1st, 2017

Committee Goal

To provide accurate and timely information regarding the IWEA and its activities to IWEA members and the general public via our website, www.iweasite.org.

2017/18 Committee Members:

Due to nature of its work, website is a one-person committee. The Committee Chair, Mary Johnson, works with Vieth Consulting, to maintain and update the website. She also works closely with the Executive Manager, and Marketing, Newsletter and Awards Committees to make sure IWEA events are promoted in a complete and timely manner.

2017/18 Summary of Activities:

Website Upgrade

- Worked with Vieth Consulting to upgrade website. New website will have fresher look, plus include readily assessable links to past conference slides, upcoming events, and recent events. It will also be fully responsive to different screen sizes. Redesign price was \$2500. Upgrade will go public in early December.

Website Maintenance

- Post location and agendas for all IWEA events, plus design and post registration forms.
- Post conference slides, meeting minutes, newsletters, and job listings.
- Update committee pages as requested.
- Add article text as needed.

Communications

- Send registration announcements for IWEA events.
- Assemble and send monthly e-Newsletter to IWEA members. This task was transferred to Social Media Committee as of October 1, 2017.

Illinois Wastewater Professionals Conference

- Set up Illinois Wastewater Professionals Conference, IWPC, website materials, including landing page. The landing page includes registration and hotel information, agendas, and sponsor logos.
- Set up exhibitor and attendee registration forms.
- Send out call for abstracts, call for exhibitors and other conference announcements.
- Update/maintain exhibitor and sponsor lists, including booth assignments.

Respectfully Submitted,

Mary Johnson
Website Committee Chair