Procedure:
Upload Meeting Minutes

Background/Context

Board and Committee meeting minutes should be posted to the NSITSP website. Specific people will be designated as having the "role" of reporting minutes. These include the Board President, Board Secretary, Committee Chairs, Committee Secretaries, and Liaison officers as appointed by the Board or Committees. Once posted, these minutes will be visible to Professional members on a specific page of the website.

Designating the Minute-Reporting Role

When someone is designated as a minute-reporter for the Board or a Committee, the Board or Committee will report this information to the Executive Director.

The designated member will be assigned the "Meeting Reporter" role on the NSITSP website. This role is essentially invisible to all web visitors and simply controls which web pages are visible when the member logs in. This role will allow designated reporters to see and access the minute-reporting page.

Reporting Minutes

Members with the Meeting Reporter role will log onto the web site and then browse to https://www.nsitsp.org/minutes/ to begin the process.

- ❏ Log into www.nsitsp.org
- ❏ Float your mouse over Meetings on the top menu
- ❏ Select Meeting Minutes
- ❏ On the Meeting Minutes page, click the **Submit Minutes** button to open the reporting form

- ❑ Form fields include
  - ○ Title
  - ○ Committee (or Board)
  - ○ Meeting Date
  - ○ Minutes (Open text field. Reporter may choose to simply paste notes here or use standard WordPress text formatting options.)
  - ○ Selection for "Draft" or "Publish" status

Minutes should always be submitted in Draft status. Once the Board or committee meets again and approves the minutes, then you can change the status to Publish.

Once submitted, the minutes will be posted to the Meeting Minutes page within the website, visible to all Professional Members.

Note: Specific minutes may be edited by those with the Reporting role. All edits will be noted on the webpage.

To share Draft minutes with your Committee members

Once you have submitted your minutes in draft mode, then will appear on the list of minutes you have submitted, like this:

Float your mouse over the Minutes Title you wish to share with Committee members.

Right-click and copy that link. It will be in the format:

https://www.nsitsp.org/?post_type=minutes&p=1861

Append the following to that link before you share: &preview=true. So, the example above becomes

https://www.nsitsp.org/?post_type=minutes&p=1861&preview=true

That is now the link you can share with Committee members.

Move from Draft to Published Status

After you post minutes in Draft mode, you'll see your minutes listed as pictured above.

To change from Draft to Published, click the **pencil** in the "Actions" menu to edit and then change the status to Publish.