



# Blue Skies Consulting, LLC

Monday, January 20, 2003

To: Elizabeth Gordon, NMSHMM Secretary  
From: Tami Wiggins, NMSHMM Communications Committee Chair  
Re: General procedure to update NMSHMM Web site

As NMSHMM Communications Committee Chair, my main responsibilities are production of our monthly member newsletter and coordination with our Webmaster to maintain our Web site. The understanding Sheldon Liebman, our Webmaster, and I have of how and when the site is updated is based on issuance of the newsletter, which Shelly posts on our Web site. Generally speaking, here is the procedure we follow:

- (1) Sometime around the middle of the month, I send an e-mail to the Board and all committee chairs requesting input for the next month's newsletter. Shelly also receives this e-mail message so that he will know that I am planning the next newsletter. Shelly knows that I strive to complete the hard copy of the newsletter by the first day of the month.
- (2) A day or two before the newsletter input deadline, I send another e-mail message to remind the Board and committee chairs to submit any input. Shelly also receives this message.
- (3) Just prior to placing the newsletter in "snail-mail," I transmit it electronically via FTP to Shelly. In this transmission, I also include the latest membership database provided by our Membership Committee Chair. I then send Shelly a separate e-mail message to let him know that I have made the electronic transmission. In this message I can request any special "post-by" date, but I rarely opt to do so.
- (4) Shelly posts the membership database and newsletter on the Web site and updates other portions of the site based on what is contained in the newsletter. For instance, "Upcoming Events" and the items contained on the "Committee News" page of the newsletter get incorporated into the appropriate pages on the Web site or in the "What's New" links on our home page. Also, the monthly password for the members-only version of the Web site is updated.

*Thanks for making it a Blue Skies day!*



- (5) Once Shelly has posted the membership database and the newsletter on the Web site, he informs me via e-mail.
- (6) As soon as possible after his notification, I review the entire Web site, not just the newsletter portion of the site. I provide any comments about, or revisions or updates to, the entire site to Shelly via phone, e-mail, or fax.

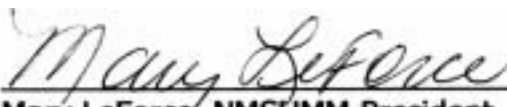
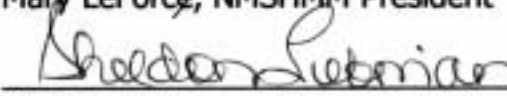
Quite often I receive information that requires posting on the Web site relatively quickly and before the next newsletter initiates the above procedure. Such information includes:

- a new job opening
- a change in NMSHMM's event/meeting schedule, such as a change in venue or featured speaker, or the addition of an event
- news from IHMM or ACHMM
- news from "sister" organizations such as the American Society of Safety Engineers (ASSE) or the Air and Waste Management Association (AWMA)
- monthly NMSHMM meeting minutes provided by the Secretary
- any new links from the Web site

This information is phoned, e-mailed, or faxed to Shelly and can include any "post-by" request.

Following the procedures described above means that the Web site is often updated several times per month and the entire Web site is reviewed by me at least monthly. This procedure has been arrived at over time but is flexible based on the changing needs of NMSHMM. Shelly's responsiveness, initiative, attention to detail, and ability to communicate well with NMSHMM means that our Web site is always an up-to-the-minute reflection of our Society.

Reviewed by:

 Mary LeForce, NMSHMM President	<u>21 Jan 03</u> date
 Sheldon Liebman, NMSHMM Webmaster	<u>21 Jan 03</u> date