



## MINUTES

### Technology Committee Teleconference Meeting Tuesday, April 18, 2006 2:00 p.m. – 3:00 p.m. Eastern

#### I. Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order.  
The following members participated in the call:

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NAME	STATE/ORGANIZATION
Tim Blevins, Chair	Kansas
Steve Wilson	Idaho
Margaret Kauska	Montana
Debbie Peterson, Vice Chair	Texas
Susan Ribe	Multistate Tax Commission
Rachel Foster	e.magination

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#### II. Public Comment Period

#### III. MTC Website Redesign and Secure Communications Assessment Project Oversight

##### Website Requirements Document

Ms. Foster walked through the revised Requirements document for the website redesign. She noted that a conversation with MTC Executive Director Joe Huddleston had resulted in a need to make changes to the requirements under Events Calendar. Those changes had not yet been made in the copy of the Requirements that was before the Committee. The changes involved accommodating listing of events for organizations other than MTC. The Committee was asked to approve the document with the understanding those changes would be made.

Ms. Foster also noted that the section for Contacts Lookup would need further requirements gathering if it is to go forward, and there would be an additional cost to the MTC. Ms. Ribe was to determine whether there is demand for this feature among

members of the various MTC committees. If so, Mr. Huddleston has indicated he will approve going forward with the Contacts Lookup feature.

All state participants on the call expressed the consensus to recommend approval of the Requirements document, noting there will be some minor changes.

#### Ektron Content Management

Ms. Foster updated the Committee on the release of version 6 of the software to be used as part of the website redesign.

E.magination has obtained a copy of version 6 and is currently testing its features. She indicated it appears to have additional features that will be beneficial to the project. Mr. Blevins asked for clarification as to whether the MTC has any choice at this point about the version it will purchase. Ms. Foster confirmed that Ektron would likely ship version 6 for new orders and the previous version would not be available for purchase.

#### Creative Brief

Ms. Foster explained the purpose of the Creative Brief document. The document shows the direction that the visual designer plans for the website. She highlighted the branding strategy, use of logo, and principles of design including fonts and color palate. The MTC plans to introduce a new or revised logo. The proposed color palate is earth tones.

Mr. Blevins suggested the Creative Brief could mention the use of breadcrumbs on the website and use of liquid format. Also a full list of the committees etc to be represented on the site. He also noted the section on calendaring needs updating. Mr. Wilson state that ease of navigation is reflected in the Brief so he is satisfied.

#### Other Topics

Ms. Ribe referred to the project plan and highlighted work on site navigation drafts. She planned to send to the committees drafts of navigation for their sections of the site on April 20<sup>th</sup>, for their approval by April 27<sup>th</sup>.

Mr. Blevins noted that website hosting discussion is underway and will conclude in the next couple of weeks with a decision on who will host the website – MTC or e.magination.

Ms. Foster indicated that the Secure Communications Assessment plan will kick off in earnest in early May.

IV. Adjournment