## MINUTES

### Technology Committee Teleconference Meeting
### Tuesday, November 21, 2006

### I. Welcome and Introductions

Tim Blevins, Committee Chair, called the meeting to order at 2:00 p.m. (EDT). The following members participated in the call:

| NAME | STATE/ORGANIZATION |
| --- | --- |
| Robert Johnston | Hawaii |
| Joe Randall | Idaho |
| Steve Wilson | Idaho |
| Tim Blevins | Kansas |
| Kathy Krause | Michigan |
| Gordon Smead | Tennessee |
| Greg Matson | Multistate Tax Commission |
| Antonio Soto | Multistate Tax Commission |
| Rachel Foster | e.magination |

### II. Public Comment Period

No member of the public was present.

### III. Approval of Minutes

After a motion duly made and seconded, the minutes of the October 24, 2006, teleconference were approved.

### IV. Secure Communications Assessment Project update including work on draft policies

Due to the recent launch of the new website, the committee deferred discussion and work on the secure communication project issues to the next teleconference.

## V.     Website Redesign Project Plan Update

Ms. Foster reported a successful launch of the MTC website:

- This is a transition time and there are some glitches that still need to be corrected.  e.magination staff is working to repair them.
- In the Events & Training tab, the registration form is not being exported into Excel properly.  Each field should be exported to one spreadsheet column; also, the calendar should be corrected showing every day of a specific event.
- We are continuing to upload content since there are a lot of areas without content.  The Commission's web content manager is working on this.
- Mr. Matson mentioned that one critical need is getting the contacts lookup function to work and get it implemented.
- He also indicated that additional training in management content management will be provided to staff.
- Ms. Foster mentioned that menus in the website are very flexible and can be changed.
- There was a discussion about how the Technology Committee areas of the website will be filled out in respect of documents from the past.  The Committee agreed that the last two years (2005-2006) of documentation should be enough.
- The Chair indicated that there should be a feedback form in the website in the near future, and asked about the administrative tools to measure the volume of traffic of the website.
- Mr. Matson indicated that staff would need a couple of weeks to get familiar with website and start adding more content in each section of the site.

## VI.     Other items relevant to the work of the Technology Committee

Mr. Matson reported that there are no new developments on the audit software research.

## VII.  Adjournment.

The committee adjourned at 2:50 p.m. (EST).

The next Technology Committee teleconference will be on Thursday, December 14, 2006, at 2:00 p.m. EST.