



## ***WEBSITE COMMITTEE ANNUAL REPORT - December 7, 2018***

### **Committee Goal**

To provide accurate and timely information regarding the IWEA and its activities to members and the general public via our website, [www.iweasite.org](http://www.iweasite.org).

### **2018/19 Committee Members:**

Due to nature of its work, website is a one-person committee. The Committee Chair 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.

### **2018/19 Summary of Activities:**

#### **Website Maintenance**

- Posted location and agendas for all IWEA events, plus design and post registration forms.
- Posted conference slides, meeting minutes, newsletters, and job listings.
- Updated committee pages as requested.
- Added article text as needed.
- With Board approval, updated website objectives page to align with WEF objectives.

#### **Communications**

- Developed a template for mobile friendly email. Template includes mission statement and membership link.
- Sent registration announcements for IWEA events.
- Regularly contributed to monthly e-News.
- Send PDF of *Clarifier* newsletter to members on a quarterly basis.

#### **Illinois Wastewater Professionals Conference**

- Worked with Vieth Consulting to develop a website for IWPC. Website can be found at [www.illinoiswpc.org](http://www.illinoiswpc.org). New site includes pages for program, registration, sponsors, exhibitors, and accommodations.
- Developed new registration forms using Vieth software. New forms should be more user friendly. Exhibitor form allows access to exhibit hall booth map.
- Developed new Call for Abstract and Student Paper submission forms.
- Updated/maintained exhibitor and sponsor lists, including booth assignments.

Respectfully Submitted,

Mary Johnson  
Website Committee Chair