**Notes and Actions Committee Meeting March 21, 2013-03-24**

*Present: Aidan, Frances, Patrick, Gillian (Apols from Daniela)*

 1) Publicising St Alban’s Concert through Facebook

* Gillian reported that the instructions to publicise the concert post worked for her
* No other feedback from choir Facebookers
* Facebook page views (?) up from 23 to 142, probably as a result of promoting the 3 Choirs concert poster
* Facebook reports there are 11,389 potential connections to the SCS page
* Frances to investigate how to link Facebook page into Nick’s blog *(Action: Frances)*

2) eTicketing

* Patrick reports that Rachel is not opposed but we don’t have a credit card to set up a PayPal account.
* Aidan to pursue credit card with Rachel *(Action: Aidan)*

3) Nick’s Blog

* Patrick reports that Nick’s blog is set up and he has a password.  *(Action: Aidan to invite Nick to write his first blog)*
* Patrick to set up email alert facility on the page *(Action: Patrick)*

4) Mo’s notices page

* No progress as yet

5) Login widget

* Two page templates are available – one with a sidebar (standard page) and one without (homepage)
* Sidebar currently contains audio clip and login widget
* Templates are interchangeable so we can choose which pages have the sidebar.  There is no need to have the login widget on pages where logging in provides no benefit  *(Action for all: Decide which pages should have side bar)*
* Audio clip may not to show the choir off to best effect *(Action for all: listen to cllp and decide if it is an asset or not)*
* Four login roles required – Admin, Editor, Committee, Member/Subscriber *(Action: Patrick)*
* Patrick to advise how users are assigned to roles

6) Notices page

* Aidan to check that Mo has access to the Notices page *(Action: Aidan)*
* Sandbox to become the Committee page *(Action: Patrick)*