

# Website Questionnaire Summary for TAQG – Meeting March 29, 2016

Guild Name Cotton Patch, Dallas, Garland, Grand Prairie, Gun Barrel, Kaufman, Plano, Raines Co.

1. Who does your hosting? One of our member's brother, Go Daddy, WordPress, Weebly, Google Sites, Quiltropolis, Brian Plotkin (Association Webworks),

What is the charge for the hosting? None = 2, \$107.64/3 yrs, \$39/yr, \$10/yr, \$139/yr, 150/yr

2. Who does your website maintenance? Member (webmaster)? 6 Other. Husband of member,

How often do you update your website? Monthly, add newsletter, etc. as needed Twice Monthly  
At least monthly = 3, Weekly, 2-3 times per week,

3. How are major changes vs. minor updates vs. corrections to the website defined?

Taken to the Executive Board N/A website is maintained by guild member at no charge to the guild Not defined = 2

A major change requires the webmaster to go into the "back end" or Administration part of the site and make edits of the code. For instance, updating the color palette on our Quilt Show pages when we start a new year

Major change was moving to a new site with Brian Plotkin's proprietary system and creating most of the pages from scratch. Minor updates are things that change monthly (approx.) - updates to the home page, programs page, events list, etc. Corrections are obvious errors – wrong date, typos, etc. – that are changed as soon as possible when discovered

Cost for website maintenance: Minor \$0 = 4

Major \$0 = 3, \$0 + blood, sweat, and tears

Webmaster hours/month ~1, 4, Varies, 15, 25-30

Who can request minor website changes/corrections? Anyone = 3, Board and Committee members, Anyone on the Board,

4. Does your webmaster have a backup or webmaster-in-training? No = 5, 1 person

How are files backed up? External hard drive, On the Wordpress website, Webmaster has files saved on local computer and Google drive account, Quiltropolis, .

Has your website been hacked? No = 6, Yes = 1 What did you do?

5. Do you track how many visitors see your web site? No = 6, Yes = 1

Have you gained new members because of your web site? NK, but rec'v emails & requests, Yes = 3, Possibly = 1, No=1,

Is your website the main source of communication with your guild? No = 5, Yes = 1 If not, what?  
Newsletter, Guild newsletter in its entirety is emailed to members Email is the main source of communication. The newsletter is posted to the website, but an email goes out to alert people to that. We also use email and US Postal Service mail. Along with the newsletter and Google group email, Newsletter has great info, but lots don't read it. New Facebook presence is increasingly good communication tool

6. Does your website link to the TAQG website? Yes = 4 No = 3 TAQG Newsletter? No=6, Yes=1

7. Is the following content in a public area or a passworded area on your website?

**None Public Passworded**

[ ] [7 ] [ ] Meeting Place & Time

[ ] [7 ] [ ] Guild info contact

[1 ] [6 ] [ ] Upcoming program

[1 ] [5 ] [ ] Executive Board names [ ] Contact email or link

[1 ] [5 ] [ ] Committee leader names [ ] Contact email or link

[3 ] [3 ] [ ] Committee functions

Please return to Dr. Carolyn Troupe, [c\\_troupe@sbcglobal.net](mailto:c_troupe@sbcglobal.net). Questions, call **817-776-0540** or email

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## None Public Passworded

[1 ]	[5 ]	[ ]	Volunteer Opportunities		
[1 ]	[5 ]	[ ]	Community Service		
[1 ]	[4 ]	[1 ]	Newsletter		
[4 ]	[2 ]	[ ]	Meeting minutes		
[3 ]	[4 ]	[ ]	Programs (scheduled for rest of year)		
[ ]	[5 ]	[ ]	Workshops		
[1 ]	[4 ]	[ ]	Raffle Quilt		
[2 ]	[3 ]	[ ]	Quilt Show		
[4 ]	[ ]	[1 ]	Roster – member names	[ ]	email, phones, address
[2 ]	[3 ]	[ ]	Membership form		
[2 ]	[1 ]	[1 ]	Bylaws/Standing Rules		
[2 ]	[3 ]	[ ]	Retreats		
[4 ]	[2 ]	[ ]	Library Book Listings		
[1 ]	[5 ]	[ ]	Photo Gallery		
[2, 1*]	[2 ]	[ ]	Block of the Month		
[1 ]	[3 ]	[ ]	Upcoming shows/events		
[2 ]	[2 ]	[ ]	Quilt Guilds		
[3 ]	[3 ]	[ ]	Recommended sites		
[2 ]	[4 ]	[ ]	Quilt Shops		
[5 ]	[ ]	[ ]	Fabric Manufacturers		
[3 ]	[2 ]	[ ]	Retreat Facilities		
[3 ]	[2 ]	[ ]	Sponsors/Advertising		

## ]Other

Quilt websites and area quilt shops are listed with links  
 We also have a Community Blog, pw protected and a Classifieds area, pw protected.  
 A list of longarm quilters who are members of the guild is included on the “Resources” tab, with address, phone, and email or link to website.  
 \*We don’t have a Block of the Month program, but we do have info on the annual guild Challenge or other activity.

Is there any info not already covered, that we should know?

We have been looking into having our website more dynamic but since it is hosted now for free, no steps have been taken to do any upgrade. If that should happen, someone would have to be designated as more of a ‘full-time’ webmaster to update and make changes.  
 Our guild elects not to post officer/member names and contact information for the privacy and safety of our members. All communication from web site visitors is handled through our information email contact. Then inquiries are directed to the appropriate person for disposition.  
 This was supposed to be an easily updated site but it turns out to be a lot more complicated than I thought. I’m still the volunteer webmaster and can’t find anyone to take over the job.  
 We have recently started two Facebook pages, one for the guild and one for the show. We’ve had really good response, and it’s a good tool for communicating time-sensitive info to people who are too busy to read the newsletter.