

Minutes of the Marketing Team Meeting held on 12th August 2016

Location: Go To Meeting 10.00 CET 09.00 UK

Those present:

Hayden Parry
Sabrina Slak
Velin kolev
Mark Neal

1. Apologies for absence
Wolfgang Bommers, Jasna Suhadolc, Simone Wilson, Hans Hourmark
2. Newsletter 10 Review/Features
It was decided to chase Brian Ellis for an article to feature in the NL10. BES had confirmed his willingness and had already supplied a photo.
MN was to chase the Divisional chairmen, FSA, Tech Directors and produce an update on the marketing for the News Letter.
3. Web site
MN confirmed that 9xB had scheduled to remove the language options throughout the site and DES/MN will add back in translated text via a flag next to the English version.
The first draft of the Careers area is now live on the web site. 9xB are working on the online forms for CV's and New Positions. The Technical drop down menu option has also been changed to Environmental.
SS had requested that the members area be reformatted so that it holds all the Divisions on the same page. At the moment some of the divisions drop over into the second page. MN to chase 9xB.
An animated packing training edit had been supplied to 9xB. They are going to set up the site so that we can edit the pages to include footage with the correct file extension.
9xB are creating a system on the web site for capturing an e mail address if someone wishes to download a particular publication.
4. Layout proposals for had been received from Virtua PR. MN was to have a separate discussion regarding all the forms on the web site.
5. Valve World Articles
The Sept VW article had been edited by MN and DES and was due for release 5th Sept
6. AOB. No other issues

Date and venue of next meeting. 10.00am CET 14th October 2016