

## NDLA Web Editor Annual Report 2008/2009 (#27)

### September 2008 – December 2008

Participated in a committee charged with investigating options for setting up an NDLA blog or blogs. Set up a test version of the NDLA blog for members of the Executive Board to use for experimentation. Met by telephone with the Chair of the Legislative Committee to update the Legislative Information web pages.

Wrote a short article on Firefox add-ons for the Tectips and More column of *The Good Stuff*.

Submitted budget to the Finance Committee Chair.

The following pages were added to the NDLA web site between September and December 2008.

- December meeting reports and the web page linking to those reports
- May through September 2008 electronic minutes
- Conference presentation materials (pdf and ppt versions)
- General session minutes
- Conference resolutions
- Minutes from the September 24th Executive Board meeting
- Draft minutes from the September 26th Executive Board meeting
- 2008-2009 legislative fact sheet

### January 2009 – March 2009

Installed PhpWiki on the NDLA web server, set up the Chair of the Membership Committee as the administrator, and password protected the directory.

Set up a final/non-test version of the NDLA blog.

The following pages were added to the NDLA web site between January and March 2009.

- March 2009 meeting reports and the web page linking to those reports
- December 12, 2008 Executive Board minutes
- December 2008 to February 2009 electronic minutes
- 2009 proposed budget and the approved budget
- ALA documents
- 2009 conference page
- Exhibitors form (pdf and rtf versions)
- Blog linking page
- Notable Document Award winners

### April 2009 – May 2009

Set up an ALA Councilor's blog and an Intellectual Freedom blog and turned them over to be maintained by the ALA Councilor and the Chair of the Intellectual Freedom Committee.

Assisted the NDLA Treasurer in setting up an NDLA Paypal account.

The following pages were added to the NDLA web site between April and May 2009.

- May 2009 meeting reports and the web page linking to those reports
- March 6, 2009 Executive Board minutes
- March to May 2009 electronic minutes
- Program proposal form
- Instructor/speaker expense form
- Refund request form
- Request for personal reimbursement form
- Request for third party (vendor) payment form
- March issue of *The Good Stuff*
- Flood links page
- Flicker Tale ballots

- Executive Secretary contract (pdf and rtf versions)
- Exhibitor registration form (html version)
- Exhibitor Paypal payment form

### **June 2009 – September 2009**

The following pages were added to the NDLA web site between June and September 2009.

- September 2009 meeting reports and the web page linking to those reports
- May 27, 2009 Executive Board minutes
- Conference hotel room map
- ALA notable document winners from ND
- Membership registration form (html version)
- Paypal form for membership registration
- Executive Secretary evaluation form (pdf and rtf versions)
- Conference registration form (pdf and html versions)
- Paypal form for conference registration
- Preliminary conference schedule
- Information on conference programs and presenters
- Paypal form for donations
- August issue of *The Good Stuff*
- Conference t-shirt order form
- Continuing education graduate credit information (pdf and rtf versions)
- Blank resolutions form (html version)

Respectfully submitted,

Theresa Norton  
Web Editor