Transition Houston Media Group Agenda, June 2, 2011

Transition Houston - KEY FUNCTIONALITY FOR WEBSITE, IN ORDER OF PRIORITY (Historical Document)

1. Overall structure
   a. Front page has General Houston transition info
   b. Each Action Group has its own section
      i. Present mission statement
      ii. Blog (if wanted)
      iii. Sign-in for Action Group members to see messages, view calendar of events, etc.

2. Ability for Action Groups to communicate internally -
   a. *Internal communication – i.e. means for Action Group members to talk internally*
   b. Action Group members can sign into site, create and view Action Group mail
   c. Action Group forum and bulletin board
   d. Need listservs for each group
   e. Assign admin rights - each Action Group to assign person who will administer their group’s site
   f. Research Ning site to see if it has this functionality

3. Blog functionality for each
   a. *External communication – i.e. means for Action Group to present material for outside viewers*
   b. One per Action Group
   c. Possibly assign one or a small group of people to write
   d. Need privacy settings and strict code of use (e.g. nothing offensive, etc.) and a person to monitor

4. Central Storage
   a. Documents, any media, bookmarks, including videos and soundclips
   b. Resource and an archive
   c. All out on cloud, i.e. not on an individual’s computer or hard drive
   d. Restricted upload / universal download functionality
   e. Group archive

5. Calendar and scheduling
   a. Internal functionality for each Action Group to communicate events internally
   b. Internal functionality for Houston Transition to present events
   c. List of Transition events for external viewing
   d. Links to other calendars to advertise events externally
      i. Houston Green Scene
      ii. Houston Peace and Justice Center
      iii. Set up RSS feed to HPJC

6. Links to sites, orgs, events that we like.

7. Fundraising functionality
   a. Means for browsers and interested parties to contribute funds
   b. Possibly link to PayPal

NEXT STEPS
1. Each AG to develop mission statement that will be posted on their AG site
2. Each AG to provide mailing list of its members
3. Each AG to appoint an administrator who will manage their site
   a. Site content
   b. Blog content
4. Media group to develop specific procedures for each of the above items
   a. How-to guides
   b. Will have training day for each AG’s administrator/other interested people
5. Plan to have a video hook-up to Transition Woodlands for April meeting to demonstrate that functionality
Transition Houston Media Group Meeting 6/2/11

1. Review of historical outline

2. Brainstorming

   a. Identify all the current Transition Houston resources
      i. Transition Initiatives
         http://www.transitionus.org/initiative/transition-houston
      ii. NING – could consider RSS’ing the TH WordPress blog to the NING site
          http://transitiontexas.ning.com/group/transitionhouston
          NING Groups
          http://transitiontexas.ning.com/groups/group/listFor Contributor?user=2tkzbdbd588dp0
      iii. WordPress
          http://transitionhouston.wordpress.com/
      iv. Facebook
          Transition Houston (open group)
          http://www.facebook.com/home.php?sk=group_117845721564775
          Transition Midtown (closed group)
          Transition Old Sixth Ward (On Facebook)
          On Yahoo Groups
          http://groups.yahoo.com/group/Old6thWardTransition/?v=1&t=directory&ch=web&pub=groups&sec=dir&slk=44
      v. Twitter?
      vi. Official Transition Initiatives
          http://www.transitionus.org/initiative/transition‐houston
      vii. What others are doing
          http://www.transitioncolorado.org/

3. How to engage
   a. Poll for a website design?
      i. http://fusiondrupalthemes.com/theme/magazeen
      ii. http://themeforest.net/item/xhtmlcss‐cadca‐template‐6‐skins/full_screen_preview/99876
      iii. http://themeforest.net/item/smile‐community‐x3/full_screen_preview/41916
      iv. http://themeforest.net/item/inner‐light/full_screen_preview/143275
      v. http://themeforest.net/category/site‐templates/nonprofit
      vi. http://drupal.org/project/orange
      viii. http://topdrupalthemes.net/preview/deco
   b. Promote Transition Handbook / learning group?
   c. Have the ability to submit recipes and create image galleries
   d. How to promote events? Example on HPJC - http://www.hpjc.org/event/add
   e. Permablitz pictures!!!! Permablitzes personified, the permablitz picture show
   f. Create a tool-sharing library
   g. Create car or van pools for commuting to / from work / periodic car free days
   h. Create an asset inventory on our website — identify community resources, gifts and talents
   i. Promote reskilling articles and videos on the website