

## 2003 Web Manager's Report; Bill Petrie, Web Manager AC-119 Gunship Association

**MANAGEMENT & FISCAL HISTORY:** Since its inception in 1998 the web site has experienced an estimated 60-80,000 hits to the site. That's people actually coming to and searching the site. In 1999, the hit counter was removed from the site after it cycled through 12,000 twice. The website has been a valuable tool for preserving AC-119 history, informing membership about reunions and other activities and recruiting new members. The site has purposely been kept free of any advertising and banners as well as being kept simple in design for ease of use and navigation. Some of the membership proposals to add to the site making it more interactive will have some cost involved, especially if we want it to be kept ad free. Depending on affordability of some programs we may have to endure some ads.

- Since 1998, web site hosting fees have been paid through the generosity of donations from a nucleus of Association members. That "Lead Crew" list is posted on the web site. I believe the Association may have made a donation to pay last year's but I'm not sure. Blame it on the drugs. Prices have dropped since the early days of domain name registration and hosting and now vary. So it pays to shop a little.
- After a great five-year run, donated funds are nearly depleted. Funding for Yearly website hosting fees has been requested and approved from the Association as the website now, officially, belongs to the Association. Normal yearly expenses are: \$219.46 for yearly web site hosting fee, paid for Mar 16,2003-Mar 16, 2004 @ \$19.95 per month=\$239.40. Paying 1 year at a time gets us down to \$219.46 \$26 & \$25, respectively, for yearly domain name registration for *AC-119gunships.com* & *ac-119gunshipassoc.org*.

**WEB MANAGEMENT & RESPONSIBILITIES:** Website management is accomplished using Macromedia's Dreamweaver for HTML coding and webpage design & layout. Adobe Photoshop is used, and preferred, for the photos that are posted. Microsoft Word is used to write and edit content and stories.

The web manager works on the website as time permits. Because the web manager has a full-time job as well as other commitments, assistance with preparing information and photos for the web site would make site postings and other information available much faster to the association members.

**Volunteer Project Officers are needed** in the following areas:

1. Project Officer for tracking deceased members & updating the Final Flight list (\* Jim Terry has volunteered)
2. Project Officer to locate additional AC-119 gunship information as well as fine-tune content already on the website's main pages. This would include locating information on the gunship, equipment, and their operations. This individual would need to be willing and able to research and/or locate information for inclusion on the web site as well as authenticate/verify information we already have posted on the site
3. Project Officer for assistance in processing photos for posting on the web site. This individual should have strong Adobe Photoshop skills. If using another program that is compatible with or comparable to Photoshop we can discuss that. This should not go to the *newsletter editor* as he has enough to do writing stories and doing layouts for our newsletters and processing reunion photos, etc.
4. Project Officer to edit & prepare stories for posting. Must know Microsoft Word and be a good proofreader.
5. Project Officer for history section. Could be the same as 2 above.
6. Project Officer for each squadron. Could split duties of # 2 above

Note: Project Officers will have ownership and be identified (name and email) on the web site in their respective area. Their photos can be included.

### **WEBSITE DESIGN, DEVELOPMENT & MANAGEMENT CONSIDERATIONS**

- Have the webmaster upgrade design & development software to Macromedia's new Studio MX, \$399.99. (normally \$899.99) This upgrades all the development software the webmaster has already purchased excluding the Adobe products he already owns like Adobe Photoshop, InDesign, Illustrator, etc.
- Consider purchasing Macromedia Contribute 2, \$398.99 – (5 user value pack) This software enables content owners (Project Officers) to update their portion of the website easily and quickly without having to send information to or contact the webmaster. They can do it directly to the site after they are set up with site access. We should be able to transfer this software as project officers change. They will have access to only their areas of the web site. A copy of contribute can be given to each Project Officer to load on his computer, freeing the webmaster to do other web duties and work on site redesign and site interactivity.
- Consider researching and purchasing new site hosting to get a better plan that will give us requested site interactivity, i.e. surveys, chat, lockable areas for members only, etc. Cost may not be much more than what we are paying now.

Respectfully submitted for October 4, 2003 general membership meeting  
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