

10. WEB SITE - The committee discussed various issues related to the SEG web site and recommends the following:
- A. The web site should be a location for posting of official SEG records, but should also be a means to facilitate communication between and among SEG members and should allow the posting of information deemed important by any SEG member. SEG member submissions would be governed by the following guidelines:
 - i. Any member can submit material for web-posting.
 - ii. Materials would be submitted to the site custodian/webmaster (currently Larry Keegan), and would be posted as submitted.
 - iii. Web site would have appropriate disclaimers.
 - iv. All postings would include the name of the SEG member submitting the document and the date of original posting.
 - v. All postings would be submitted with an expiration date or request to post "until further notice" by the submitter.
 - B. All information on the web site will be posted in standard HTML format when possible to provide for the widest accessibility. (This will be dependent on the submitter providing the document in a compatible format according to guidelines established by the webmaster.) When posting a graphical document is the only alternative, Adobe Acrobat will be the preferred format. Other formats may be used, when necessary at the discretion of the webmaster, to provide for best and most efficient access and reproduction.
 - C. A searchable archive, with index, of all meeting notices, agendas, reports, submissions, etc. should be maintained for the life of the Harbor Expansion project.
11. NOTICE OF COMMITTEE MEETINGS - General notice for all committee meetings should be provided on the web site, in addition to email or other methods as selected by the committee or its chair. Specific notice to committee members would be the responsibility of each committee chair or POC.
12. MAINTENANCE OF SEG EMAIL LIST CONTACT LIST - These lists should be maintained by the SEG records custodian and be available on request in hard copy or electronic form. Additionally, the committee recommends that an automated email filter/reamailer system be set up so that committee chairs and others can send general mailings to a complete and current SEG email list without requiring the multiple steps presently needed. Larry Keegan has indicated that Lockwood Greene has the technology available and will discuss this with GPA.
13. OTHER ITEMS DISCUSSED
- A. AUDIO TAPES & COPIES - An efficient, economical method of providing copies is needed.
 - B. VIDEOTAPES OF MEETINGS - A suggestion was made that videotaping be considered, since sometimes the speaker cannot be identified on audio tapes.
 - C. SEG REPRESENTATION - A question has arisen as to how the SEG could (or should) be appropriately represented, if needed, at a public meeting or other situation where, for example, a report about the SEG, its progress, actions, positions, etc. was requested.

Web Site "Bulletin Board"		Email "ListServe"	
<i>Pros</i>	<i>Cons</i>	<i>Pros</i>	<i>Cons</i>
All members could post information that they deemed to be relevant.	Irresponsible members could post inappropriate information.	Inappropriate information could be screened.	Some person or entity would need to become the arbiter of what was "appropriate".
Members and other interested parties would not have to "register" to view information			Unless everything were to be sent to everyone, some type of registration would be necessary
Information could be sorted into categories for easy access, but all information would be available to everyone.			Information would have to be sorted into specific listserve categories and would not be automatically available to others.
An item would be categorized based on the interpretation of the person posting it - "incorrectly" categorized items would be only a minor inconvenience.			Different category interpretations by the sender and the recipient, could result in some people receiving items that were not of interest.
Information could be viewed and, if desired, downloaded or printed by all who found it to be of interest.	Members must visit the web site to access the information.	Information is automatically mailed to everyone who registers.	Members may be sent many large files and documents that require significant download time and slow their email.
Information would be available to anyone visiting the web site.			Information would not be available to unregistered users.
Information would be available on the website for viewing or download at any time.			Information would be available only when mailed, and would not be easily available after the initial mailing, unless it was redistributed to the list.