

## Meeting Notes

Action List and Report on Meeting with Visual Voice on 13 January 2009 from 14H00 to 15H00, at the Informage Offices in Worcester

### **Attendance:**

Benjamin Moodie	Visual Voice Design
Dieter Klapproth	Visual Voice Design (iwrM.co.za Webmaster)
Nik Wullschleger	IWRM Project Coordination on behalf of DWAF Western Cape
Gisela Wullschleger	IWRM Project Coordination on behalf of DWAF Western Cape

1. Dieter confirmed that all work requests received from IWRM up to and including 9 December has been completed
2. Work requests since 9 December 2008 include 12 e-mails from Informage – this work needs to be completed now. Deadline is 30 January 2009; Web site to be debugged and all changes live by 9 February 2009 in time for the next Olifants Doorn IWRM Project Management Group meeting at DWAF.
3. Dieter suggested that the map be updated with a “fixed satellite map with locations indicated on it for all the OD projects”. This is the first priority among the current tasks.
4. Nik said he had sent out four e-mails on 19 December 2008 containing photographs (altogether about 11 Megs) from the field trip that should have been loaded onto the website as a priority. Nik e-mailed the photos to DWAF people who needed them for newsletter purposes.
5. The Calender Drop Down applet was discussed. Dieter reported that they are available with various functionalities and designs, and can cost anything from US\$40 to US\$200. It was agreed that it is not worth it to purchase the applet at this stage, but Dieter was asked to do a bit more research and reportback at the next meeting regarding the type of Calander Drop Down applet that could work well within the website’s context and requirements.
6. Pop up Banners: The banner contents need to be updated and reprinted. The older banners will be reprinted. The text and pics for the banner designs will be put together by Informage with DWAF and will be in two categories: 1) Projects that do not yet have banners but have been funded; 2) Case Study write ups and publicity material related to the “IWRM Tapestry”
7. IWRM Tapestry: Nik explained the intention of the tapestry and that some creative thinking needs to start around the design and “feel” of this publication / material.
8. IWRM Event as part of DWAF Water Week: During the last meeting with Nosie Mazwi at DWAF, printed goods were discussed for distribution at an IWRM event during Water Week (2-6 March 2009); T-shirts, Diaries, Water Bottles, Hats, Posters. Benji was asked to look on the DWAF website ([www.dwaf.gov.za](http://www.dwaf.gov.za)) for any news on the Water Week 2009 Theme, so that designs can be reflected in the IWRM paraphernalia, but the IWRM designs are still independent and unique reflecting the IWRM Theme for the event. Quotes are due by 9 February as they will be discussed at the meeting on 10 February. Quotes should be valid for two weeks from the 10<sup>th</sup> of February.
9. Conference: The likelihood that there will be a final IWRM conference before the end of the project in 2010 is good, and preparations will need to start, building on the work that is done for the IWRM event in Water Week.

**Next Meeting:** Proposed date Tuesday 17/2/2009 at 14H00 to 15H00 at Informage Offices

### **AGENDA**

- Web Site updates
  - Map
  - Documents
  - Calendar
- Banner Designs
- Paraphernalia for IWRM Event in Water Week
- IWRM Tapestry
- IWRM Conference