

## Wiki minutes and notes from Annual Meeting Rio de Janeiro Oct 2014

Beth Shelly

### Glossary

Glossary is now active and can be accessed at <http://wiki.ics.org/ICS+Wiki+Home> It is also in the pull down menu under publications on the ICS home page.

Glossary is currently linked to the search bar on the ICS home page. Changes are underway to make this search function even more helpful.

Problem terms - Marcus will review terms and resolve

### Wiki - questions for Dom

- Only "Wiki members" can edit pages - this list can be accessed from a link on the left menu "members". The only way to get on this list is by being invited by the ICS office. It is important for transparency that every wiki member uses their full name with capitals for example BethShelly . Please change your user name if it is not already so. Also would be good to upload a picture of yourself in your profile.
- Anyone who joins with "join" tab on the top right of the wiki will be able to post a comment but not edit a page.
- cnaranjo-ortiz - needs to have her account fixed to be an editor. Dom will send an invite. Please let Dom know if your account is not working correctly.
- Dom is looking into the possibility of taking "create a wiki" out of the join box. This could create confusion but may not be possible to change
- Dom is also looking to see if tweets can be posted on wiki - it might be a bit early to move forward on this. Need to clean up a bit of the content before marketing push (which will occur right before Montreal in September)
- Can we arrange an automatic email to the editor when there is a comment posted? - Beth and Dom have played around with settings under "account". It seems this must be possible
- It is possible to upload figures and pictures as links to wiki pages. Not sure how to get a figure on a wiki page but Elizabeth did this on the "Incontinence during intercourse" page. Maybe Elizabeth can post instructions.

### Wiki - projects

- Fix left bar and home page - take out the standard document pages and put them in a separate section. Modify home page to be simpler and more engaging

Action: Beth to work with Dom to change menu on left and the home page.

Action: Volunteers needed to help with home page changes - please email Beth

- It has been suggested we come up with a disclaimer that the wiki discussions are "not views of ICS"

Action: Looking for a volunteer to write a disclaimer and share it with the group for comment

- There are two pages that need to be combined: "Urgency" by Cristina and "Urinary urgency" by Marcus and Jane. They seem to be addressing the same issue and it is confusion to have two with essentially the same name. Would be OK to change the name of one and highlight different aspects of the issue. But seems to me there should be some difference in the title that clarifies the difference in the pages or they should be combined.

Action: Cristina, Marcus, and Jane to work together to resolve issues of these two pages

- Template - I do not have a copy of the template being used.

Action: Marcus (or anyone else who has it handy) to send word file of template to Beth

- Social media - Not sure we are quite ready for this but good to keep on the list
  - Sajjad - to head tweets on #icswiki around hot topics when marketing push begins in fall.
  - The trainee workshop was videotaped. It would be helpful to listen to the speaker who works with AUA on Social media
- Put document in top bar with "simple join instructions" - this will be included in home page changes
- Search optimization - later

#### Wiki editorial board

- Job description for wiki editor

Action: Beth and Marcus to start a job description to be posted on the discussion board in January.  
Board members are asked to comment

- ICS Trustees require all ICS volunteers to take an active role. The wiki is going through changes and will increase in activity. We need input from all

Action: please notify Beth or Marcus if you are not able to continue on the board

- At this time the majority of wiki editorial board members are urologist. It would be good to consider other professionals (nursing, OB GYN). In addition at this point most of the committee has started (and will end) their term at the same time. Would be good to think ahead and add one or two new members to stagger the turnover in the future.
- Action: Please comment on the makeup of the committee

#### Possible additions expressing interest in Rio

Jerry Blevins - might contribute to urgency definition on wiki

Christian Hector Cobreros - another urologist expressed interest to me in posting wiki information

Luis Abranches-Monteiro - attended the wiki meeting, seems he was already on the committee but I do not see his name anywhere - another urologist.

#### Possible time line

October 6 to 9, 2015 ICS Montreal - highlight wiki with possible programming and advertisements

September 2015 - begin marketing of wiki - to be determined

Summer 2015 - committee to take one topic and post comments back and forth as a simulation to marketing in September

Spring 2015 - add new content

January to March 2015 - clean up wiki and give it a new look - editors profiles complete, pages assigned (no "pages under construction"), home page revised

Thank you to all who have worked on this project. Please keep in touch. Looking forward to your further involvement and ideas.