

This box for use by
Town Clerk



Town of Shutesbury MEETING NOTICE

DATE POSTED:: 9/3/15	SM
TIME:: 11 : 00	AM PM Circle one

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Web Committee

Name of Committee

Place of Meeting: Town Hall Room Preference: _____

Tues. Sept 8 2015 7:30 AM PM
Day Month Date Year Time Circle One

Meeting of: _____ Cancelled
Postponed to: _____

AGENDA ATTACHED OR SUBJECTS TO BE DISCUSSED LISTED BELOW:

1. Approve Minutes of previous meeting(s): _____
Meeting Date(s). Attach minutes if available.

Agenda:

1. Membership, Organization, Reorganization _____
2. Discuss Responsibilities - who does what for maintaining/updating site _____
3. Review of website - platform, design, evaluation of effectiveness _____
4. Process/ease of posting agendas and minutes by committees _____
5. Town email addresses _____
6. Consideration of use of Google For Govt, and use of Google Drive _____
7. Date of next meeting (Quarterly?) _____

4. Other: _____

Posted by: Susan Lash for Fred Steinberg
Signature

Date: _____ *Fragrance Free Event*