DATE POSTED:
10 /13/ 16

TIME:: 10 : 60 (AM) PM
Circle one

Name of Committee: Web Committee - expected to be a joint meeting with Select Board

Place of Meeting: Town Hall

Room Preference: Downstairs

Date: Wednesday   October 19, 2016   Time: 7:00 pm

Agenda:

[Note: Prior to the meeting: All members review the website, make notes to discuss issues and suggestions.]

Web Committee and Selectboard:

1. Clarify Selectboard mandate for Web Committee - what is the scope and latitude to maintain website

2. Clarify role of Web Committee regarding email communications.

3. Clarify status of policies - blow up, put in place, what?

4 - discuss the proper outreach means to have old info purged or updated by boards, committees and departments; (needs to come from Selectboard??)

5 - attempt to reach an agreement of who should be doing that outreach, and who will do the work.

6 - Discuss elimination of dead/vacant boards, committees, work groups from the website.

7 - Discuss budgeting (through Selectboard) for website maintenance costs. Who will do it? What will they do? What will they not do? How much time would that take. At what rate?

Work Group:
8 - Describe and discuss the adjustments made to the website, including: navigation, grouping, home page redesign, tagging, and ??? what else was done?

9 - What further revisions or adjustments does the 'work group' (Michael, Jamie, Fred) plan, or expect will be needed? (anything else? assign updates/corrections to known problems, such as Contact page?)

Susie:

10 - Website progress, status, and anticipated roll-out schedule

11 - 'expectations' and 'user friendliness'

Michael:

12 - Home page maintenance and updating: What should always be there? What should remain for shorter periods?

Who will keep it current? Who should not be adding or removing items?

13 - Information sharing: Who, how, and where will website and webpage changes be communicated to the residents?

Virtually none is done now, and new info on existing pages, or creation of a new page, needs to be announced or the community will not know it exists.

14 - Routing of requests for webpage updates, postings, etc. - ongoing confusion over this process.

Next steps:

15 - Further work group dates or roll out date?

16 - Outreach or direction from: (whom) to boards, committees or departments about updating or eliminating pages and info?

Next meeting date?

Approve Minutes of previous meeting(s):

Posted by:

Date:

Fragrance Free Event