Web/Communication Committee Minutes for March 15, 2017

Attending: Jamie Malcolm-Brown, Fred Steinberg, Michael DeChiara, Susie Mosher, minute-taker

Guest: Gail Fleischaker

Gail came to the committee to address her concerns about changes made to web pages that she and others have spent time and effort keeping updated, informative and reflecting individual committee work. Those changes felt invasive and unexplained.

A discussion followed about balancing consistent, familiar format for citizens to move from page to page with ease and respecting pages that reflect the individual committee’s efforts. She would like the Web/Communication committee to act with more dialogue and ask permission to make changes. She’d like more instruction or explanation to individual committee to make specific changes.

Gail was thanked for coming in and participating in the discussion.

We approve the minutes from 2/1/2017. We voted for Jamie Malcolm-Brown to be chair of the Web/Communication Committee.

The changes Jamie made in the development version of Drupal 8 were discussed. Comments were:

Cleaner Home Page heading, change of fall leaf banner – simplified, search bar larger and could include light font prompt

Home Page space for news with auto remove date feature was appreciated

We discussed the development of features for all pages with a less intrusive, more accommodating style. Modifying the common box currently used on the right side of many web pages gave us a good structure to place the following items:

* Names of committee or commissioner members with a contact link to email address
* The link to minutes for that committee
* Next posted meeting date
* Any unique links the committee wants can also be included in the box

The tagging of information nodes makes this a box that can have information changed automatically when entered in on other pages, (i.e. contact page changes will appear on the committee’s web page, meetings posted on the calendar will appear on the appropriate committee web page as well.)

We discussed listing minutes, committee names, and perhaps other entries in a horizontal table format instead of a long thin vertical list. Less scrolling. We discussed the current separate headings of Committee & Boards, Department, Working Groups and Programs. These can be consolidated so citizens unfamiliar with such distinctions will not have to search under multiple headings. The label for this drop down might be Town Bodies or something like that.

Fred will add instruction on “How to Get Automatic Calendar Event Notification” on the bottom of the calendar page.

A brief discussion of recruiting one-three new members for the Web/Communication committee ensued. Our current membership has dropped from 6 to 4. As the census forms come in, Susie may find some people who list their occupation as related to web/communications. Michael offered to draft a recruiting statement for Susie to post on the web page and place on the bulletin boards around town. We could put something in the spring Our town. That deadline is April 4.

The roll out date for the next step in the Drupal 8 launch needs some preparatory steps.

Susie will draft an email/notice to go to all committee about the sidebox concept and some other aspects (posting minutes, sending in meeting postings)

Michael will transfer archived minutes to the dev model, picking up the Recycle, LWAC, and Old Town Beach minutes that didn’t make it the Archived Minutes page.

We are aiming for May 10 as the roll out date. On Wednesday, May 17, @ 7 pm we can have a training, try it out and feedback meeting, open to all committees.

We chose 7 pm, Wednesday April 5 as our next Web/Communication Committee meeting. We will review the development of tagging nodes, the information box structure for every committee page, the roll out calendar and other changes.

The meeting was adjourned at 8:55 pm.