

Web Committee Meeting Minutes

May 11, 2011

Members present: Chairman Fred Steinberg, and members Paul Vlach, Gail Fleischaker, Leslie Bracebridge and Willa Jarnagin. Meeting opened at 7:30 PM.

1. Google Application welcome and next steps:

- Unanimously voted to switch mail service to “Google Apps” to manage town email accounts to greatly reduce spam which has become an overwhelming impediment to efficient workflow. This will also offer improved securities against other entities using our town’s email addresses.
- Notices will be sent to town departments. Fred will look into the procedure to do this.

2. Drupal per page restrictions for site editing:

- Willa will make a third level of permission groups.
- Paul will train the new people and create their accounts.

3. Topics the Chairman could not reasonably have anticipated:

- **Back-up options to restore the site if something ever happened to the site:**
 - Make sure we can restore to an earlier version if something ever happens.
 - Fred will look into a mirrored site option to do that.
- **Enhanced emails for the announcement list:**
 - People who want to send out announcements using formatted email, formatted email or email including pictures or other attachments need to send to announce@shutesbury.org and Web@shutesbury.org so that someone on the Web Committee can authorize and send the announcement.
 - It will appear to come from the sender’s address.

4. Analytics:

- Review of website usage is available.

These minutes were approved at the end of the meeting.

Meeting adjourned at 9:00 PM

Respectfully submitted,

Leslie Bracebridge and Willa Jarnagin