

Web Committee Meeting November 16, 2016

Present: Jamie Malcolm Brown, Fred Steinberg, Michael DeChiara, Paul Vlach, Susie Mosher Visitor: Leslie Bracebridge Minutes taken by S. Mosher

Minutes from 1/6/16 and 4/6/16 approved as written. Amendments to #10 and 11 to minutes from 10/19/16 were offered. Paul Vlach will make amendments so 10/19/16 minutes can be approved at next meeting.

The proposed new name for Web Committee is Web Communication Committee. PV will post on web once it is approved.

MD explained a working group concept is being proposed by the Select Board to identify the independent areas of web communications. In the next month there will be a plan identifying the scope and mandate of each policy area of web communication such as privacy, public records, Emails, contact, etc. The FRCOG recommendations and other resources will help the working group research the issues and make recommendations. SM requested to be a member of the Working Group.

The current Web committee will continue to work on short-term issues; the working group will tackle longer, inter-related issues.

The website reorganization by the Web Committee is in progress. Some of the categories and moved locations confound users. Having an Alert banner on the home page would help public relations. (SM will add this) Some of the recent changes will come to fruition in the change to the next version of Drupal. The steps will be:

1. Upgrade move to Drupal v.8. Jamie will work during the Thanksgiving holiday to migrate the current Shutesbury.org to v.8, creating a development version of our site.
2. For the following two weeks members of the committee will surf/test the different pages of the website to check if the links and pages made the upgrade correctly.
3. Tagging will be implemented. This will allow information to be accessed and updated more thoroughly and easily throughout the web site.
4. Drupal 8 may make some changes in the appearance of the web pages. The committee will work on adjusting the look of the web page as needed.
5. There may be some pages that should be updated or purged. Some of these can be addressed during the move to v.8. Other changes might be better accomplished once the web site has structural changes that make it easier for a member of a committee to make the changes.

The goal is to go live with the tested, tweaked changes during February. The beta-testing will be done by the committee members.

Once the new website is running, attention can be turned to updating pages, contact lists, etc. This phase may illuminate the need and job description for a web-support person. Some of the research from the proposed working group may inform the job description for web support including email. The funding for such a position in the short term could be requested from the Finance Committee's reserve budget and if needed as an on-going position, it could become an annual budget request.

We returned to our discussion of current concerns for the web page.

- The concept and use of the Home page: Links to web pages are more useful than full explanations. New pages or function should be announced on the Home page. Access and responsibility to make changes were discussed.
- There is some confusion about contacts and routing a request for web page update and postings.
- A search box should be more prominent and will work better with the tagging structure.
- The process for changing passwords and archiving emails for those who leave need to be clarified. A discussion of access to administrator status was clarified. MD will look into this.

The next meeting of the Web committee is scheduled for December 21, after the initial migrations and surfing. Committee members should bring a laptop or other device so they can work on the website together.