

Web Committee Minutes Dec. 21, 2016

Members Present: Susie Mosher, Fred Steinberg, Michael DeChiara, Paul Vlach, Jamie Malcolm Brown

Approved minutes from 11/16/16 meeting with one amendment. The amended 10/19/16 minutes were not presented so they will be approved at the next meeting.

We edited and approved as amended two documents presented by Michael DeChiara: Town of Shutesbury Subscribed Email Announcement List Policy and Town of Shutesbury Web Site Policy. These updated documents reflect some of the changes discussed with Select Board and shared at the All Chairs meeting on 10/25/16.

We reviewed the wording for the Web Committee on the 2016 - 2017 Appointed Official list. We will recommend to the Select Board to remove the wording "Web Master" and "Bulk Mail Reviewer" etc.

Jamie reported on the 6 - 8 hour process of migration from Drupal 6 to Drupal 8. The committee appreciates the time, effort and skill he gave us in accomplishing this task. The next step is for members to practice editing in the development mode, testing out how editing works. The features of uploading, tagging, linking and content frames were discussed in terms of information that appears in multiple places on the web site and how searching and locating information can be made easiest for both committees and the public.

During January Jamie will work on the design features, the look of the new version. Michael will review the content of the pages, cleaning up the pages and removing old information and reorganizing as needed. The new site should be more accessible by the search feature.

Michael brought up the information he got about the options and costs for Google mail accounts. If the four currently unused accounts are freed up, we will have 41 out of 50 in use. At this time Google Government accounts cost \$5./mo/account and the features included are not what the committee members will need or use. We will stick with what we have.

The next meeting will be on the first Wednesday in February, 2/1/2017. The meeting adjourned at 8:40 pm.

Susie Mosher, minute taker