Web Communication Committee November 1, 2017

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

Meeting came to order 6 pm

No responses for a new member from the 11 letters Susie sent out in the mail. Susie did not get the Welcome to Shutesbury webpage content set up yet.

We discussed what the Web Communication Committee will present at the All Boards meeting 11/14. We can reiterate the features the website offers such as the meeting agenda template, easy posting of minutes, the volunteer web page and advice on setting up an email address that segregates town business in case of Public Records request.

We will look into the calendar system available in Drupal v.8. We currently have a Brown Bear calendar. We want to keep the feature for calendar reminders for those who sign up. We would overlap the two systems when testing out the Drupal system. Setting up the Drupal calendar task would be done by Jamie, but the calendar is not the committee’s high priority on Jamie’s to do list.

Our town website meets the state requirements for “searchable” because it does not have any propriety restrictions as a commercial product might. We discussed Drupal vs Google searches. We decided the Drupal search will be the default, with a box that will appear to extend to the Google search function. The new website is reducing the old junk that was turning up in Google searching. We can learn and teach ourselves and others how to post new stuff so the old stuff is discarded.

Susie was not successful at posting to the Home page and needs to learn more about tagging content. Michael will work on a tag system for content form. Titling items for a search - finding a way to prioritize what shows up in a search.

Minutes of 11/1/17 approved without change.

Next meeting scheduled for Wednesday, December 6 @ 6:30 pm.

Meeting adjourned at 7:15.

Minutes taken by Susie Mosher.