Web Communication Committee Meeting Minutes - December 6, 2017

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

Meeting started 6:40 pm

We reviewed the efforts to recruit members. The letter Susie mailed out yielded no response. We don’t know if Fred put a recruitment notice in RoadTown news. Michael volunteered to put a notice on Next Door Shutesbury. It is listed on the websites Help Wanted page.

The minutes for the November 1 meeting were approved with the correction that Dec 6 meeting was scheduled for 6:30 pm.

The crew went over how to add content to the web pages, practicing with one example. The content page lists different categories of content: News and Updates, Information Resources, Pages, Minutes, and Contact. The Volunteer page was moved from the bottom of the page to the menu bar.

The linking process was different than the process for posting meetings. Jamie added the link symbol that doesn’t require a URL for Information Resources and News and Updates.

There are a lot of steps on the content page – some needed, some not. There is more than one way to do the editing and for a neophyte, this can add to the confusion. Susie will move some of the material on the Town Clerk page into content boxes, making the page’s content more mobile with tags.

The Historical Commission page was entered in the drop-down menu under committees. We have been getting more questions from CPC, HC and startup committees. There may be more committee members trying to use the web site. Other suggested uses for the website were a financials page and posting the Annual Town Report. These items can to tagged to appear under more than one heading.

Michael offered help for the many tasks Jamie is working on. He asked for help on organizing the horizontal headings and menus in the style Amherst uses. Jamie will work alone on the more complicated search function and the Drupal calendar which is a lower priority. One asset of the Drupal calendar will be the calendar excerpt of events scheduled that will appear on the home page.

We discussed Open Meeting Law and what constitutes a sub committee which falls under OML rules. Susie will research this.

We considered the process of posting agendas. Our Town Government is a product developed for boards and committees to post their own agendas, meeting all OML legal guidelines, available now for $100/yr. Jamie would like to know the posting rules and will consider whether our Web Committee would venture into this territory.

The next meeting is scheduled for Wed. 1/31/18 @6:30 pm. Meeting adjourned @ 7:50

Minutes taken by S. Mosher