Web Communication Committee January 31, 2018

Present: Fred Steinberg, Michael DeChiara, Jamie Malcolm-Brown - chair, Susie Mosher - minute taker Guest: Stephen Grettenberg

Minutes of Dec 6, 2017 were approved as written. The short summary of our committee’s work for the town’s Annual Report was approved as written.

Stephen Grettenberg expressed interest in joining the committee and was invited to attend the meeting. After discussion with Stephen and introductions and background on the committee its members we voted unanimously to request that the Select Board appoint Stephen to our committee.

We discussed how to improve the search function. Michael and Jamie will work together on that. Susie and Stephen (if appointed) will work on the posting agenda process, given the parameters that Open Meeting laws impose. Both groups will make some progress before out next meeting.

In the discussion of how to increase volunteer committee members’ review and updating their web pages, it was noted that there has been some improved page editing by committees. It was agreed that the tagging system helps put information on web page and home page, the standardized right-hand boxes makes information predictable and consistent. It was suggested that adding the date a web page was last updated will help increase awareness. Making the home page a more active news site will increase its usefulness.

The next Web Communication Committee meeting is scheduled for Wednesday, March 7 for 6:30 pm.

The meeting adjourned at 8:30 pm.