<div align="center">

Shutesbury Web Communications Committee
Meeting minutes: March 9, 2022

</div>

Meeting called to order at 7:00 pm
In attendance: Grace Bannasch (Town Clerk), Gail Fleischaker (Chair), Jamie Malcom-Brown, Fred Steinberg

1. TinyLetter as email service for Town Announcements?
 * For the record, Fred found that:
   o Sending test announcements was easy and straightforward.
   o Yes, regular senders (e.g., Town Admin, Librarian, Board of Health) could send message directly to TinyLetter (as they do now with MailChimp
   o Yes, we can bulk add everybody from the MailChimp audience list without each person having to re-subscribe.
 * Further inquiry, TinyLetter can track user status and some activity, searched from user email address.
 * Before deciding to move to TinyLetter, we need to figure out if it's possible to send from multiple users without requiring WCC confirmation.

2. Revision to Town Announcements Policy (attached)
 * Discussion centered on question of Web committee's approving messages being sent out. The Committee decided that an approval procedure would risk delay of an urgent message being sent.
 * Approved unanimously as amended. Gail will take revised Policy to Select Board for approval (along with revised Web Site Policy approved by WCC at November 18th meeting).

3. Report (Gail): Google G-Suite is being 'updated' to Google Workplace
 * Domain/org email addresses through Google will no longer be free.
   o Posted fee schedule = $6/user/month → $3,384/year for 47 users
 * Alternative vendors for email hosting
   o Grace's query of other towns turned up a number of web email hosting. An online search of active hosts found comparable cost in fees/user; several host users complained of their requiring heavy IT maintenance. No reason for, and lots of reasons against, moving to a new vendor.
 * (Virtual) Meeting with Google Sales on Feb 23rd:
   o New Google Workplace offers previous G-Suite users discounted fees on 3-year plan
     "Starter" plan = $3/license/month with 30GB storage each
     "Standard" plan = $6/license/month with 2TB storage each
   o Our current plan has a 15GB limit for each user, with four users (Town Admin, Town Clerk, Fire Dept, Board of Health) at or approaching the 15GB limit (storage volume accumulated from 2013).
   o A new three-year plan could be implemented immediately, with no charges until July. We currently have 47 users on our free no-more-than-50 users plan.
 * The new Workspace plans are for licenses, not users, and we'll be paying for licenses, so the question is how many licenses we should purchase to cover the next three years.
   o Can archive data from old user accounts. Inactivating old user accounts would free up license.
   o How many do we need to cover officials and committees? Gail will compile list of current Town officials, committees, and boards needing an org email address.

- o Grace will investigate what SES uses for email service? And see if SES might be useful in regard to Town Shutesbury.org email addresses.

4. Report (Gail): status of items on our wish list of Drupal changes
 * On the Contact Page, "Association" has been amended to link the committee/board web page (instead of linking the taxonomy/comm tag): Thank you, Jamie!
 * Links on individual Contact pages (complete_contact_list) still need to be amended the same way to link to the webpage and not the taxonomy.
 * Instead of asking a Drupal programmer to come look at our website and estimate time needed to accomplish the remaining items, Gail appealed to Willa Jarnigan, one of the original installers of our website. Willa has generously provided CSS code for Jamie to 1) format primary menu tabs for multi-column display, and 2) to Insert "menu" above the hamburger icon to identify it as such for those unfamiliar with its use.
  o Jamie will write to Willa with access to Drupal editing and ask her, please, to update the CSS code.

 * The last change on (Gail's) wish list is making seasonal changes to the banner photo. Willa thought that would involve amending our website Theme, and she's unfamiliar with working with Theme so passed on that change. According to directions posted at Drupal, it can be done – basically scheduled activation of banner photos IDed in a site folder -- but the posted directions are for a standard Drupal theme. Jamie reports that it would require a custom-built mechanism to make it work in our custom Shutesbury Theme.
  o Gail will go searching for a photo for spring to get us started thinking about any uploading procedure.

5. Drupal is updating to 9, and 8 is no longer being supported. Jamie will hopefully need fewer than 20 to 30 hours to bring our website up to date.

Moved and seconded to approve minutes as amended: Approved unanimously.
Moved and seconded to close meeting: Approved unanimously.
Meeting closed at 8:27pm.