

# Shutesbury Web Communications Committee

## Meeting minutes: June 29, 2023

Virtual meeting called to order at 7:01 pm.

In attendance:

Members: Gail Fleischaker (Chair), Jamie Malcom-Brown, Fred Steinberg, Grace Bannasch

In attendance: Greg Caulton, Joyce Braunhut

### **1. Introduce committee members and their responsibilities on the WCC**

Grace - responding to problems, minutes, updates, etc.

Fred - mostly email administration for shutesbury.org email addresses

Gail - committee membership updates, maintenance; user support (e.g. committee members); respond to requests for updates/additions from Town Administrator; monitor timeliness of info, broken links, etc.

Jamie - Drupal admin things. Backend work

Town Announcements - mostly runs itself; users/committees w/posting rights know how to do it

### **2. Introduce guests**

Greg Caulton - Wordpress experience. Willing to help with acquiring shutesbury.gov domain; willing to be a committee member

Joyce Braunhut - happy to help, not sure what needs doing; willing to be a committee member

Gail to recommend to the Select Board

<brief discussion of approving meeting minutes at end of meeting>

Switch domain

- from to shutesbury.gov (shutesbury.org will remain, automatically redirect to .gov)
- Includes email; but this will be a longer term process

### **3. Review Drupal user roles/permissions at shutesbury.org**

Gail moves that Grace and Fred work together to maintain Drupal users, bring existence, use, and roles up to date. Grace seconded, passed unanimously.

Moved and seconded to approve minutes of June 29, 2023: Approved unanimously.

Moved and seconded to close meeting: Approved unanimously.

Meeting closed at 7:45 pm.