

October 7, 2010
Web Committee Meeting Minutes

Present: Chairman Fred Steinberg, and members Paul Vlach, Gail Fleischaker and Leslie Bracebridge. Absent Willa Jarnigan. Guest: Mary Ellen Kennedy of New Salem Web Committee

Location: Shutesbury Athletic Club

Meeting opened at 7:15 PM

Members reviewed the procedures for transferring files from the existing website to Drupal. Members who felt competent in transferring content volunteered to pick up different pages from the current site.

As a result of the exercise Fred developed a list of questions for Willa including how to upload images. There will be a separate image folder for each department to work from when adding content to their respective pages.

Discussion of giving the Emergency Management Director one email address that any emergency message could be sent to and that will automatically send that message immediately along to all email addresses on the Web Committee list.

Mary Ellen discussed the questions that her town of New Salem is looking at in setting up a town website.

Adjourned at 9 PM

Respectfully submitted.

Leslie Bracebridge