

Web Committee Meeting May 28, 2002

Meeting opened at 7:10 pm

Members Present:

- Fred Steinberg
- Keith Dragon
- Paul Vlach
- Leslie Bracebridge

Members Absent:

- Greg Caulton
- Narda Wakoluk

Others Present:

- David Ames, Town Administrator
- Janis Gray, Town Newsletter Cmte
- Ralph Armstrong, Select Board

Subjects Discussed:

- 1) The election of a Chairperson for the website committee.
 - Vote taken. Fred Steinberg elected (unanimous)
- 2) The election of a Secretary for the website committee.
 - Vote taken. Keith Dragon elected (unanimous)
- 3) Recommending to the Select Board to have two more members (Janis Grey and Ralph Armstrong) on the Website Committee.
 - Vote taken. Approved unanimously
- 4) The quorum for future meetings.
 - Vote taken. Quorum set to 4
- 5) Present website hosting limitations and future options.
 - Research options for switching the hosting account to another server at The Spa so we can set up other e-mail account options.
- 6) Select board requested a report on our current on-line system parameters.
 - Fred will provide that info to the Select Board and Committee members
- 7) Security Issues
 - a) Change password for FTP (Fred & Keith will coordinate the change with David.)
 - b) Password protect the Main Shutesbury Calendar (Fred will coordinate this with David, and ID the people needing the access password.)
- 8) Posting Guidelines (website, email list, and calendars)
 - Postings for the website will temporarily be approved by David Ames until strict guidelines can be set.

Next Meeting scheduled for Thursday, June 6th at 7:00pm at the Shutesbury Town Hall

Meeting adjourned at 8:45 pm

Minutes taken by Keith Dragon; Secretary, Shutesbury Website Committee