Web Communication Committee Minutes for June 26, 2017

Present: Fred Steinberg, Jamie Malcolm-Brown Michael DeChiara, and Susie Mosher, minutes taker

Meeting started at 6:40. Minutes of 6/7/17 meeting approved.

We reviewed the launch of the Drupal 8 version of Shutesbury.org. The consensus was that our presentation went smoothly and the sixteen or so people who attended and presented their committees and boards were positive and offered some questions and ideas. Most had not seen the version that had been launched that morning so we anticipate more questions and fixes will come up over the next few weeks.

We have begun to find some areas to fix. Michael DeChiara will edit the minutes that he posted on each committee page. Agendas and minutes are mixed together in the right-hand box, (BOX). We discussed whether agendas should be tagged as nodes that might appear in a section identified in the BOX in the future.

1. The Connect CTY page was fixed
2. The footer on the calendar page changed from ”2 days before” to “3 days before”
3. Log out link was added

We agreed there should be some editing in the menu bar.

1. The Department section should be listed alphabetically.
2. In the future, we can arrange the Committee and Boards list horizontally so users won’t have to scroll way down the page.
3. The menu bar should be simplified. The Information drop down will include FAQ, (changed to How do I..?) and Election/Town Meetings
4. Under Information we should delete Town Emails
5. “Permits and Fees” should read Permits and Inspectors. We considered whether this should be under a section called government
6. “Contact” will be changed to “Connect”

We discussed the search function on the website and how it works. Entering search words in the home page search box sends the user to Google search.

In terms of the Contacts, Susie will edit those folks who have multiple hats in town and need to have their contact file edited. Then Jamie can make the fix on the site administrator’s end.

The launch was videotaped and Michael was working on editing the presentation down to helpful, video bits. It was decided short text instructions placed in the site would probably work better. Instruction on How To Post minutes is needed. Michael said he would work on that. The old Guide to make pages should be removed and new instructions are needed. That task went unassigned. Once we make these messaged, they may need to appear on the Home page to alert users. As more is launched, we can consider more instruction.

We are looking forward to developing the News & Updates feature on the Home page for the fall. This would be tagged so the information automatically would appear on the bottom of the committee’s webpage as well as on the Home page. These news items can be written by the committee members and they can set the Home page announcement to expire.

We suggested a button link to each Committee’s charge be included in the BOX.

In the future, the calendar module in Drupal 8 may replace our current calendar. Susie suggested members visit mytowngovernment.org to see a tool that is compliant with MASS Open Meeting Law that enables committees to post their own meetings.

It is possible and useful for committees with a large number of webpages to develop a “website within a website” kind of format.

Our own Web Communication webpage needs some work to make it more lively.

The next meeting is scheduled for Wednesday, July 19, 2017

The meeting adjourned at 8:10 pm