Web Communication Committee – Minutes for 11/7/2018
Present: Fred Steinberg, Gail Fleischaker, Stephen Grettenberg, Susie Mosher (Note taker)
Absent: Jamie Malcolm Brown, Michael DeChiara. Fred Steinberg acted as Chairperson for the meeting.

The minutes were approved as written from the 9/12/18 meeting.

Susie received feedback that web pages under menu bar headings other than Committee/Boards and Departments have **Page Type** and **Last Updated** appearing first. Is this necessary? It adds confusion/distraction to the user. For example, we found the Help Wanted entry confusing. Fred cleaned up the page some, but we agreed the format needs to be easy for users to follow. Check with Jamie.

When a member of the web committee makes changes, it is important for that person to check out a few different types of pages to see how the change worked. We can work toward designing information pages to have a more consistent format. One approach would be to develop a few more templates for content types. The consistency of our Committee/Boards page is appreciated.

Stephen will contact Jamie for a dev site password. This will help Stephen be more familiar with the Web site so he can participate more in helping and re-design issues.

We listed the tasks involved in keeping the Town Website and communications going:
Content – Updating, Uploading, re-design, new features, check links, monitoring and responding to problems
Security – Updates from Drupal – Some big, some small, some infrastructure – interfacing with company
Migrations to newer versions
Informing Towns' people - Town Announce, Mail Chimp, Committee/Board emails
Town Email addresses – Who should be responsible for transitions? Archiving, changing passwords, excluding future access for committee members and employee changes
Training of new board/committee members, other Web Com. members
A Shutesbury Website User's Manual – detail the workings of the web site for the Web Committee members and for users

This task list is just a start; it needs to prioritized. If our Committee decides to advocate for a part-time position to do this work, the flow of the work would be very uneven.

Now that My Town Government has put in the secure https://, Susie checked in for any other issues with using the program for posting minutes and meetings. She will go ahead and get this running over the next month or so and announce it at the All Boards Meeting on Nov. 13. We discussed if the MTG needs to be in the User Manual or managed by the Web Committee since it will be a link on the Shutesbury website. Other departments such as the Library and Schools have links and the Web Committee does not supervise those.

The next meeting is scheduled for Jan. 16, 2019 at 6:30. We will discuss MTG progress, prioritize the task list, and membership on our committee. Meeting adjourned at 8:05.