

2023-10-17 Meeting Minutes

Attendance

Present: Sam Birch, Kate Lee, Robert Heller

Guests: Gillian Budine, Glenn Johnson-Mussad

Announcements

- Kate announced she would be resigning from the Website Committee after this meeting.
- Sam announced he also would need to step down soon.
- Gillian asked both to think about people who might want to serve and put together a short description of the committee responsibilities to post.

Approve Minutes

- Robbie moved to approve all outstanding minutes. Kate seconded, and all outstanding minutes were approved unanimously.

New Website Feedback

- Nothing new to discuss, aside from the following agenda item.

Notice and Event Posting Form Update: Event Time & Recurring Events

- A user reported that the notice/event posting form was missing a few fields. The committee corrected this.

Training: Miriam (library) & Sara (Board of Health)

- These two individuals were identified as people who should be trained to post their own events.
- Sam suggested setting them up with the "Author" role initially, and if/when they get the hang of creating content they could move up to "Editor"
- Sam will train Miriam. Gillian with support from Robbie will train Sara.

Procedures for meeting postings & official town notices

- The committee discussed ideas for setting procedures for meeting postings, particularly around recent conversations about making the website the official town posting place.
- Gillian will check in with Anna Wetherby about this, as postings are technically in the Town Clerk's wheelhouse.
- The form goes to the Website Committee mailing list. The committee appointed Robbie as the default person to handle posting requests, with Glenn as a backup.
- For timing, the form will specify that it could take up to 2 business days after submission for the event/notice to be posted on the website.

Maintenance Workflow

- Personnel changes: keeping committee member lists up to date with appointments, resignations, elections, etc. Glenn will add this task to his his checklists.
- Content updates for board/committee pages. And very occasionally, a new page may need to be created. These requests will go through the website committee email.

- Checklists are needed for scheduling and cancelling meetings.
- Sam suggested checking in with Boards and Committees on a regular basis to make sure their info is up to date.

Items not reasonably anticipated 48 hours in advance

- None

Schedule next meeting

- The next meeting will be November 14.

Adjournment

- Meeting adjourned 8:08 PM.