

# 2023-11-14 Meeting Minutes

## Attendance

Present: Robert Heller, Sam Birch

Guests: Beth Lewand

## Announcements

Sam announced that this will be his last meeting.

## Minutes

Robbie moved to approved, Sam seconded, motion passed unanimously.

## New Member(s)

We met Beth and talked about how the Website Committee works. Mentioned that the new site is using Proud City, which is based on Word Press, which Beth is familiar with.

## Training Updates: Miriam (Library) and Sarah (Board of Health)

Talked briefly about Miriam who seems to have the hang of posting. Robbie mentioned a couple of minor nits: use of all caps is not needed since the CMS already has a style for headings and it is also not necessary to duplicate the title in the body. Robbie will send an E-Mail to Miriam about that.

We have not heard back from Sarah yet.

## Maintenance workflow

Briefly talked about what the maintenance of the website entails. Beth has some experience in devising processes and procedures, so this is a helpful thing she brings to the table.

## Items not reasonably anticipated 48 hours in advance

None.

Schedule next meeting

December 12 at 7pm.