



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

<http://vi.hewitt.wi.us>

Website Committee Meeting Minutes – June 6, 2011

DRAFT – These minutes have not yet been approved!

The meeting was called to order at 6:32PM in the Hewitt Fire Department conference room.

Present: Ken Eilers, Jeff Graves, Derek Dieringer, Peter Shave
Absent: Mike Klein
Guests: None
Minutes: The minutes from the meeting held on 4/17/11 were reviewed and approved as presented.
Public Input: None

Old Business:

- Review of GovOffice Proposal
 - *Administrative rights granularity*

We are allowed to setup as many administrators as we like. We control which pages they can update and whether they can simply update the page or approve changes or both.
 - *Bulk upload*

FTP is not an option and there is no way to bulk upload the documents. We will need to upload documents to the new site one by one.
 - *Regular extract of content*

The thought behind this was a hope that since so many different people create minutes and upload them, that we could download all the documents every 6 months and burn them to a CD so we have a central copy. As with bulk upload, this is not an option. We did discuss setting up a Gmail account and have a process where people email the minutes to that account in addition to posting them on the website so that we have a central copy of all the documents.
 - *Superforms*

Superforms give us the ability to have multi-page forms and use advanced items like drop-down menus and checkboxes. It was decided that we should recommend the purchase of the superforms option. It was also noted that form submittal results in an email.
 - *Calendars*

We can have as many calendars as we like but the calendars do not roll up to a master calendar.
 - *Custom Graphics*

The custom graphic package allows us to pick a design template and then GovOffice customizes the template using colors we select, a custom font package, a nice header with our logo and several photos. It was decided that we should recommend the purchase of the custom graphics package.
 - *Start-up Package*

The start-up package includes a pre-defined starter site that we can customize instead of starting from scratch. More importantly, it includes a bundle of shortcut URLs that are customizable and re-usable. These allow us to define shortcuts like <http://vi.hewitt.wi.us/fire> that would point directly to the fire department page. It was decided that we should recommend the purchase of the start-up package.
 - *Version 3.0 rollout date*

Version 3.0 of the software is supposed to be released in early July. We were informed that we could have a demo site setup to play with but that we should wait until the release of 3.0. Most of the upgrades in 3.0 are on the administrative interface.

- *Determine final quote requirements*

A motion was made by Ken and seconded by Jeff to recommend to the Village Board that we proceed with the GovOffice solution and purchase the base package plus the start-up package, the custom graphics package and the superforms option. The motion passed unanimously with Mike absent.

- Derek will contact GovOffice and get a final quote for the items mentioned above and have it ready for the June 15th Village Board meeting. He must get it to Ken no later than June 8th to have it added to the agenda for the meeting.

- Domain Name

- *Review ownership*

Ownership of the domain name was reviewed. The name is currently registered with Scott Wunrow as the contact. The current registration is valid through 2013. We need to talk to Scott to figure out what we will need to do to renew this.

New Business:

- Cancel June 19th meeting

- Due to Father's Day, the June 19th meeting has been canceled.

- Business not anticipated in advance

- There was a suggestion by Derek to recommend to the Village Board that we proceed with a Facebook page for the Village immediately. This is something that could be up quickly and could be used yet this summer to communicate messages such as softball rainouts, etc. This is also part of the overall strategy and the website will tie back to Facebook and vice versa. The only concern was about people commenting on the page. We can disable people's ability to write on the wall but we cannot stop them from commenting on posts made by administrators. But we would be able to monitor it closely and make sure everything was appropriate.

- A motion was made by Jeff and seconded by Peter to recommend to the Village Board that we create a Facebook page for the Village of Hewitt to be administered by Derek. The motion passed unanimously with Mike absent.

Next Meeting: Sunday, July 17, 2011 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:33PM

Submitted by: Derek Dieringer