



## Village of Hewitt

7688 McLean Drive  
Hewitt, Wisconsin 54441

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

<http://www.facebook.com/VillageOfHewitt>

### Website Committee Meeting Minutes – October 23, 2011

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The meeting was called to order at 6:35PM in the Hewitt Fire Department conference room.

**Present:** Ken Eilers, Derek Dieringer, Mike Klein, Jeff Graves

**Absent:** Peter Shave

**Guests:** None

**Minutes:** The minutes from the meeting held on 9/18/11 were reviewed and approved as presented.

**Public Input:** None

#### Working Site Addresses:

- Temporary Site: <http://hewittwi.govoffice3.com>
- Admin Site: <http://hewittwi.govoffice3.com/admin>

#### Old Business:

- Custom Graphics Package
  - The custom graphics package has been approved by us and sent to programming. It takes 4-6 weeks to apply the custom graphics to our site. The graphics were sent to programming on October 5<sup>th</sup>.
- Top Level Menu Items
  - The top level menu items were reviewed again. Several changes were requested:
    - Under Minutes & Agendas, remove the following:
      - Sanitary Committee
      - Emergency Government Committee
      - Grounds & Maintenance Committee
    - Under Community Directory, remove the fly-out for Business Directory
  - There was also a question raised about whether we can have private, secured areas on the website. The answer to the question is yes. But we decided to hold off on allowing these until we have a better handle on how they'll be used and how we'll manage them. We need to be certain that public documents (such as minutes and agendas) remain public.

#### New Business:

- Website Security – Who should have rights to what?
  - After some discussion, it was agreed upon that we will create admin accounts for all of the website committee members so that we can jointly work on converting content. After the site conversion, we will re-visit security. We also decided that we will grant other people rights to the areas that they need to upload minutes and agenda but we're going to wait until the site is almost ready to go to grant those rights. We will also provide a template for minutes and agendas so we have a consistent look and feel. It was decided that we will use the same template that is used for the web committee. There was also a discussion about auditing security. There is a feature on the website that allows you to see when sections of the website were changed and who changed them.
- Populating Content Areas
  - We will start converting content. We all volunteered to tackle different sections to begin.
    - Ordinances and Resolutions – Ken
    - Minutes and Agendas – Derek
    - Village Board and Committees – Jeff

- Elections, Job Descriptions and Government Links - Mike
  - The goal is for each person to have their section converted by the next meeting. This way we can discuss the administrative area and get a feeling for how long site conversion will take.
- Business Not Anticipated in Advance
  - None

**Next Meeting:** The date of the next meeting has changed due to deer hunting. The next meeting will be held on Sunday, November 13, 2011 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:45PM

Submitted by: Derek Dieringer