



## Village of Hewitt

7688 McLean Drive  
Hewitt, Wisconsin 54441

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

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

### Website Committee Meeting Minutes – December 18, 2011

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

**Present:** Derek Dieringer, Mike Klein  
**Absent:** Peter Shave, Ken Eilers, Jeff Graves  
**Guests:** None  
**Minutes:** The minutes from the 11/13/11 meeting were reviewed but not approved as we did not have a quorum.  
**Public Input:** None

#### Working Site Addresses:

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

#### Old Business:

- Populating Content
  - Minutes and Agendas - Derek
    - The structure is complete and the 2011 minutes are loaded and up to date.
    - 2010 minutes will be loaded this week
    - We will create the 2012 section shortly
  - Village Board and Committees - Jeff
    - No report
  - Elections, Job Descriptions and Government Links (link to absentee ballot) - Mike
    - We cannot link to the absentee ballot. Full instructions are on the page but people must contact Marlene directly in writing and request an application for a ballot.
  - About Us, News, Contact Us - Mike
    - These sections are complete. Mike is going to add a short paragraph on the About Us page at the top summarizing the Village.
    - Mike will also look into the RSS feed option for the News page.

#### New Business:

- Populating Content Areas
  - Remaining items:
    - Calendar – Derek
    - Departments & Services – Mike will take the top 4, Derek will take the bottom 4
    - Community Directory – Derek
    - Home page – Mike
  - At the next meeting we need to discuss direct URL's.
- Business Not Anticipated in Advance
  - None

**Next Meeting:** The next meeting is not scheduled yet. We need to determine the 2012 meeting schedule. This will be done via email with the committee members. As always, agendas will be published prior to meetings.

The meeting adjourned at 6:50PM

Submitted by: Derek Dieringer