



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – February 3, 2016

DRAFT – These minutes have not yet been approved!

The meeting was called to order at 7:01PM in the Hewitt Administrative Building

Present: Derek Dieringer, Ken Eilers, Marylee Jacobitz
Absent: None
Guests: Jenni Heeg, Mike Draxler
Minutes: The minutes from the 1/19/15 meeting were reviewed and approved.

Public Input:

- Mike Draxler joined us and we spent considerable time discussing the website and the Facebook page.
- Mike has done a great job recently with sending updates to be posted regarding the Trails.
- Mike suggested that each group in the Village (i.e. Parks/Rec, HAFD, etc) should have a representative responsible for feeding information to the web committee for posting.
- The committee agreed with Mike. The hard part is getting people willing to do that.
- Mike will continue to send updates regarding the Trails. He will also talk to the Fire Department about possibly engaging more with the web committee.
- There was also discussion about what is ok to post and what is not. It was noted that all softball/volleyball participants sign a waiver stating we can use their likeness. For volunteer work, it's probably just asking the people in the photo if it's ok to post online.

Working Site Addresses:

- Permanent Site: <http://vi.hewitt.wi.us>
- Temporary Site: <http://hewittwi.govoffice3.com>
- Admin Site: <http://hewittwi.govoffice3.com/admin>

Old Business:

- Previous Meeting Action Items
 - Ken: Validate the Village Board and various committee memberships and update the web pages.
 - Ken took care of this directly. He reviews the board and committee pages yearly.
- Softball/Volleyball Registration
 - The online registration went great last season. It ran very smoothly.
 - There were a few minor issues we ran into.
 - People selected that they wanted siblings on the same team but when the software rostered people it ignored this. After discussion, we learned that the sibling question is just a question we are collecting. It is not (and cannot) be used by the software for rostering.
 - There were a few small scheduling issues where teams ended up with many early or late games. This year we will just re-use the schedule from 2 years ago.
 - We found out late that 18 year old seniors were not allowed to register for volleyball. This resulted in far fewer teams. This is likely an issue with how we setup the dates. We will look into this.
 - The committee would like FIRST names on the 9-11 year old shirts instead of last names this year.

- The next Parks & Rec meeting is Feb. 18th.
- There is much work to do to get ready for the next registration period. Derek and Jenni will work on this together.

New Business:

- Web Committee Membership
 - Jeff Graves has resigned his position on the web committee.
 - Ideally, we need 3 new members.
 - Derek will post something on Facebook about the committee, time commitments, etc. to see if anyone is interested in helping out.
- Pumpkin Run
 - We briefly discussed the Active software that could be used for online registration for the Pumpkin Run. Other local events (like Run Your Nutz Off) uses this software.
 - Derek will put together some information about the software and options and talk to Theresa Weiler to see if he can get in front of the Pumpkin Run committee.
 - We will also talk about giving the Pumpkin Run its own page. It's unlikely that people will go to the Fire Department page to find information about the run.
- EPayments for Sewer Bills, Dog Licenses, Etc.
 - Tabled.
- Calendar
 - There are currently two calendars on the site. One is for the village hall/park rental. The other is a community calendar for meetings, events, softball, etc.
 - The community calendar needs some love. It really needs one person to be responsible for it.
 - Marylee has volunteered to take the calendar. Derek will give her the rights she needs. She will reach out to various people and stay on top of posting items on the calendar.
 - If other areas (i.e. HAFD) want a calendar, we could set one up for them.
- Business Not Anticipated in Advance
 - There was discussion about having another meeting. We need to have another meeting between 2/18 and the start of the registration period. Derek will schedule something once we know when registration will open.

Action Items

- Derek: Put together a presentation on online race registration and talk to Theresa about presenting at a Pumpkin Run committee meeting.
- Derek: Give Marylee access to the calendar.
- Derek: Post on Facebook about web committee member.
- Derek: Schedule another meeting.

Next Meeting: The next meeting is not yet scheduled.

The meeting adjourned at 8:17PM

Submitted by: Derek Dieringer