



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – April 21, 2013

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

Present: Derek Dieringer, Ken Eilers
Absent: Jeff Graves
Guests: Marylee Jacobitz
Minutes: The minutes from the 2/17/13 meeting were reviewed and approved.
Public Input: None

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:

- Website Administrator Rights for Ken as a Backup
 - This item is complete.
- Community Calendar and Rental Calendar updates
 - This item is complete.
 - It was noted during the discussion of this item that the following items still need to be checked:
 - Change the rental agreement to read sample as people still need to fill out the master in triplicate
 - Change the rental calendar to show information about how to rent
 - Change the committees page so it's easier to find information (flyout)
 - Add a what's new section
 - Post the website administrator job description
 - Find a way to draw attention on the front page to new items
- Budget Discussion – Hosting and Domain Fees
 - This item is complete.
- New Website Committee Members
 - Marylee Jacobitz was present and is interested in becoming a member of the website committee. We welcome her to the committee.
 - We discussed the document that outlines open positions. Ken sent that to Derek. The fire department section was inaccurate. Derek has sent this to Brian for revision but has not heard back. Derek will follow up with Brian. If no response in a week or two, we'll post the plea for committee members on the website and Facebook with the fire section omitted.
- Website Phase II
 - We spent some time discussing feedback on the site and ideas for future enhancements.
 - We should add a FAQ page with things like "How do I get a building permit?", "How do I get a burning permit?", "Where do I vote?", etc. Derek will gather questions from the committee and get this posted.
 - We should make sure the Hewitt new resident brochure is available online.
 - Suggestions for the home page:
 - Make it simpler
 - Remove the weather

- Add more complete announcements
- Remove the repetitive use of "Village of Hewitt"
- Make sure there is appropriate whitespace
- We should look at a photo gallery. This led to a discussion about the website vs. Facebook. Facebook should really be the means to communicate and put current events up for the public. The website is more of a reference resource. It's where you find forms and contact information. We will look at creating some photo galleries on Facebook and linking to them on the website.

New Business:

- Next Meeting
 - The next meeting is scheduled for Sunday, June 23, 2013 at 6:30pm.
- Business Not Anticipated in Advance
 - None.

Next Meeting: The next meeting is scheduled for Sunday, June 23, 2013 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:05PM

Submitted by: Derek Dieringer