



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

Website Committee Meeting Minutes – July 17, 2011

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

Present: Ken Eilers, Jeff Graves, Derek Dieringer, Peter Shave, Mike Klein
Absent: None
Guests: None
Minutes: The minutes from the meeting held on 6/6/11 were reviewed and approved as presented.
Public Input: None

Old Business:

- Review of Village Board Decisions
 - GovOffice Solution
The board approved our proposal to proceed with the GovOffice solution for \$2,050.
 - Facebook Page
The board approved our proposal to create a Facebook page for the Village
- Facebook Page
 - There was general discussion about the Facebook page. The page is up. Currently, Derek and Peter are admins and are the only ones that can post to the page. Once a post is made, anyone that "likes" the page can comment. We will need to monitor this. We need to add additional admins that can be responsible for posting on the wall. We will add Scott Wunrow, Brian Haferman and Ken Eilers. All three need Facebook accounts and must "like" the page before we can make them admins. We also discussed how other towns and/or villages are using Facebook. We will do some research to see the types of things that other municipalities are posting. We need 25 people to "like" the page before we can create a direct URL to the page. Once that is done we can start advertising on flyers and put a link on the website.
- Steps to Proceed with GovOffice
 - We discussed the steps to proceed with the GovOffice solution. The first step was to sign the quote and fax it back to GovOffice. Ken is going to sign the quote and fax it to Mike at GovOffice first thing tomorrow morning. Next, we need to get an invoice by Monday at the latest so we can get the bill paid on Wednesday. If we miss this deadline, it won't be paid until the next Village Board meeting. The site won't get turned on until the bill is paid. Derek is going to call Mike to discuss this Monday morning. The next web meeting we will start discussing design options and how the site will be presented.

New Business:

- Business not anticipated in advance
 - None

Next Meeting: Sunday, August 21, 2011 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:10PM

Submitted by: Derek Dieringer