



## Village of Hewitt

7688 McLean Drive  
Hewitt, Wisconsin 54441

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

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

### Website Committee Meeting Minutes – August 21, 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  
**Absent:** Jeff Graves, Peter Shave  
**Guests:** None  
**Minutes:** The minutes from the meeting held on 7/17/11 were reviewed and approved as presented.  
**Public Input:** None

#### Old Business:

- Facebook Site
  - Site Administrators

There was a discussion about getting a few more site administrators and getting people to start posting content on the page. Ken will talk to Scott Wunrow about getting set up on Facebook so that he can be an administrator and post content related to Parks and Rec.
  - Content Updates

After some discussion about the frequency of content posting, Ken mentioned that he will start posting more content. He also mentioned that the Village is getting an electronic message board that will go on the corner of Yellowstone and Hwy T. We can use that to promote the Village web site and Facebook page.
  - Site Address

The address of the Village Facebook page is <http://www.facebook.com/VillageOfHewitt>
- GovOffice Setup
  - There was a discussion about the steps that have been completed with the GovOffice solution. The quote was received and signed and returned. The invoice has been received and been paid.

#### New Business:

- Site Information
  - The address of our temporary GovOffice site is <http://hewittwi.govoffice3.com>. This is the site that we will begin to customize and it will eventually become our official site.
  - The address of our admin site is <http://hewittwi.govoffice3.com/admin>. Right now, only Derek has a login to this area. More people will get access after we do the training session.
- Action Items
  - Schedule training – Derek will call GovOffice and try to schedule a time next week Wednesday to do the training. The training is about 1.5 hours long and goes over how to administer the site. We'll do the training at Derek's office.
  - Custom graphics – Mike will get photos of the park sign, the fire trucks, the trail entrance on 7<sup>th</sup> street, and some other action shots. Mike is off work this week so he'll get these so we can send them to the designer. Derek will contact the designer and get her the logo so she can begin work on our custom graphics package.
  - Template – the widescreen blue template was selected. We will ask the designer if we can get rid of the line under the words Village of Hewitt at the top of the page.
  - Top Level Menu Items – There was a brief discussion about menu items. This is homework for the next meeting. Each member should examine the top level and second level menu items and come up with

what they think the menu structure should be. We will discuss this at our next meeting.

**Next Meeting:** Sunday, September 18, 2011 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:55PM

Submitted by: Derek Dieringer