



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – September 18, 2011

DRAFT – These minutes have not yet been approved!

The meeting was called to order at 6:31PM in the Hewitt Fire Department conference room.

Present: Ken Eilers, Derek Dieringer, Mike Klein, Jeff Graves

Absent: Peter Shave

Guests: None

Minutes: The minutes from the meeting held on 8/21/11 were reviewed and approved as presented.

Public Input: None

Working Site Addresses:

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

Old Business:

- GovOffice Training
 - There was a discussion about the GovOffice training that was held on Wednesday, September 7th from 11:30am – 1:00pm. Derek and Peter attended this training. It was a conference call between the GovOffice trainer and Derek and Peter. Derek and Peter followed along on the computer but it was not a webex. We didn't go into every detail about the training but we were instructed on how to enable the top navigation bar and learned how to split menus by using a special menu sequence. The training took us through all the different administrative steps. We also learned that new version of the administrative site should be available sometime in September.
- Custom Graphic Package
 - The custom graphics package was discussed. We will replace the photo of the Yellowstone Park sign with a photo of a child playing softball. Derek will find that photo. Mike will take some new photos of the park incorporating the playground, volleyball court and softball field that we can use in place of the photo of the shelter. Once our graphics are finalized, it will take approximately 4 weeks to apply them to the site. We will not lose any content when our site is themed.

New Business:

- Top Level Menu Items
 - We discussed the top and left navigation menus in detail and decided on the following navigation structure
 - Top Navigation
 - Home | About Us | News | Calendar | Contact Us
 - Left Navigation
 - Village Government
 - Departments & Services
 - Minutes & Agendas
 - Community Directory
 - Site Map

- We also discussed the items under Government and Departments and Services
 - Village Government
 - Village Board
 - Committees
 - Ordinances & Resolutions
 - Elections
 - Job Descriptions
 - Government Links
 - Departments & Services
 - Hewitt Area Fire Department
 - Hewitt Area Recreation Department
 - Building Inspector/Permits
 - Tax Assessor
 - Dog Licenses
 - Police/Sheriff
 - Village Hall/Park Rentals
 - Utilities
- Business Not Anticipated in Advance
 - None

Next Meeting: Sunday, October 16, 2011 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 8:06PM

Submitted by: Derek Dieringer