



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – January 19, 2015

The meeting was called to order at 7:00PM in the Hewitt Administrative Building

Present: Derek Dieringer, Ken Eilers, Jeff Graves
Absent: Marylee Jacobitz
Guests: Mandy Renkas, Angel Denk, Jenni Heeg
Minutes: The minutes from the 12/3/14 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:

- Previous Meeting Action Items
 - Ken: Review the text of the volunteer page and send updates to Derek.
 - The updates to the volunteer page are complete except for the update to the Rec Department section. We will replace Scott's name with Jenni's.
 - Ken: Send photos of village hall and park to Derek.
 - This is complete and the photos have been posted.
 - Ken: Validate the Village Board and various committee memberships and update the web pages.
 - Ken has sent the profiles to all committee members and board members. We are waiting for them to return them to see if changes are needed.
 - Committees are current until April. These are appointed once a year after elections.
 - Derek: Update the home page to call more attention to liking us on Facebook.
 - Derek added a bullet in the center section to have people like us on Facebook.
 - Marylee: Create a list of ways to foster interaction on Facebook on a monthly basis.
 - Marylee sent a list of ideas for each month. We didn't do the January one because there hasn't been a lot of great snow in January.
 - January – The snow is piling up. Share your snowman pictures.
 - February – February is heart month. As we celebrate Valentine's Day, tell us or show us what you love about Hewitt.
 - March – The return of the robins is a good sign spring is on its way. Let us know when you see your first robin and post a photo.
 - April – What is your favorite Easter tradition?
 - May – Lots of beautiful flower gardens in Hewitt. Show us your spring flowers.
 - June – Children's softball is underway. We'd love to see your action shots!
 - July – How do you show your patriotic spirit?
 - August – Are you participating in a softball or volleyball tournament? Share your pictures!
 - September – The leaves are beginning to fall. Share your photos: raking, playing in the leaves or just the beauty of the colors.
 - October – What costume are you wearing for Halloween?
 - November – Thanksgiving is coming! What are you thankful for?

- December – Christmas is beginning to light up the town. Show us your outdoor Christmas decorations.
 - Derek: Create a Softball/Volleyball page.
 - This is not complete yet.
 - Ken: Get information about the Pumpkin Run and send it to Derek.
 - We are still waiting for the information.
 - Derek: Create a Pumpkin Run page.
 - This is not complete yet.
 - Derek/Jeff: Evaluate PayPal and be prepared to discuss at the next meeting.
 - This will be discussed later in the meeting.
- Online Payments/Registrations
 - The majority of the meeting was spent discussing online payments and registrations.
 - Most of the solutions we looked at initially allowed us to accept online payments in a shopping cart-type scenario but did not allow us to accept registration information as well. For softball/volleyball, the solution is useless if we cannot collect both registration AND payment information.
 - Derek presented four options that he researched for online registration and payments: cvent, Eventbrite, PayPal and Active Sports. The specifics around each solution can be found in Appendix A.
 - The best option is the Active Sports solution. They have two offerings... one for league management and one for race management. Each solution is slightly different.
 - This solution would allow us to collect registration information online and have people pay online as well. There is a fee. We could either eat the cost or increase the registration fee. Ultimately, it will be up to the Rec Dept to make that decision but the general feeling in the room was that we should eat the cost and see it as a cost of not having to re-key all of the paper registration forms.
 - There is a huge timesaver here. It would definitely help prevent volunteer burnout.
 - There were questions about whether or not the Village Board needs to approve this. The short answer is no. The Rec Dept manages their own budget so how they spend their money is up to them. But we should have the Village Board look over the agreements.
 - The Rec Dept needs to have a meeting to make a formal decision on whether or not to move forward with this solution. Jenni will try to schedule a meeting for Tuesday, January 27th. Derek will attend to discuss the solution.
 - There is a financial incentive (in the way of a waived implementation fee) to make a decision and move on this in January.
 - Derek will contact the company to see if we can get that extended since the Village Board doesn't meet until Feb. 10th.

New Business:

- Business Not Anticipated in Advance
 - None.

Action Items

- Ken: Validate the Village Board and various committee memberships and update the web pages.
- Derek: Create a Softball/Volleyball page.
- Ken: Get information about the Pumpkin Run and send it to Derek.
- Derek: Create a Pumpkin Run page.
- Derek: Update the Rec Dept information on the volunteer page to remove Scott and insert Jenni.
- Derek: Remove Scott's Facebook rights and grant Jenni rights.
- Derek: Remove Scott's rights to the website and add Jenni.
- Derek: Get the agreement for Active Sports and forward to Ken and Jeff. Also check to see if the fee waiver can be extended until the board meets.

Next Meeting: The next meeting is not yet scheduled.

The meeting adjourned at 8:34PM

Submitted by: Derek Dieringer