



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – February 17, 2013

The meeting was called to order at 6:30PM in the Hewitt Fire Department conference room.

Present: Derek Dieringer, Ken Eilers, Jeff Graves
Absent: None
Guests: None
Minutes: The minutes from the 9/16/12 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 Developer/Administrator Position
 - Mike Klein has decided not to fill this position this year. We need a replacement.
 - The Village Board has already approved the job description and the \$75 per hour (not to exceed \$500 per year) rate for the website administrator.
 - Motion by Jeff, 2nd by Ken to appoint Derek Dieringer as the new website administrator. Motion carried.
 - Derek will serve as the new website administrator for a period of one year. We will keep careful tabs on what needs to be done so we have a better idea next year what the position entails.
 - There was also some discussion about needing a backup in case of emergency.
 - Motion by Jeff, 2nd by Derek to make Ken Eilers a backup website administrator. He will have administrative rights on the website but will not make structural changes unless Derek is not available. Motion carried.
- Website Feedback
 - We have received very little feedback on the website so far.
 - It was noted that we need to get the community calendar and the rental calendar updated.
- Budget Discussion
 - Our domain name does not expire until January, 2015.
 - The website hosting is paid for this year and budgeted for next year, per Ken.

New Business:

- Resignation of Mike Klein
 - In addition to not taking the website administrator position, Mike has also resigned his position on the website committee. We need at least one, possibly several new members.
 - We will post a notice on the website about needing committee members. Ken will provide a summary of all committees that need members so we can solicit for all at the same time.
 - We will also post on Facebook.
- Website Phase II
 - There was a discussion about whether or not we should begin Phase II of the website.
 - Not many people remembered what was on the list for Phase II.

- After discussion, we decided that there are a few tweaks we need to make to the current site before we start Phase II.
 - 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
- Each person is to look back in their notes from old meetings and find one item that they think should be in Phase II for the next meeting.
- Meeting Schedule for 2013
 - At this time, we're going to stick with scheduling one meeting at a time.
 - The next meeting is scheduled for Sunday, April 21, 2013 at 6:30pm.
- Business Not Anticipated in Advance
 - None.

Next Meeting: The next meeting is scheduled for Sunday, April 21, 2013 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:33PM

Submitted by: Derek Dieringer