



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – February 19, 2012

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

Present: Derek Dieringer, Ken Eilers, Jeff Graves

Absent: Peter Shave, Mike Klein

Guests: None

Minutes: The minutes from the 11/13/11 and 12/18/11 meetings were reviewed and approved.

Public Input: None

Working Site Addresses:

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

Old Business:

- Populating Content
 - Minutes and Agendas - Derek
 - The structure is complete and the 2010 and 2011 minutes are loaded. I need to do one more verification to make sure all old minutes have been loaded. We will continue to make sure the two minutes areas are in sync until we cut over to the new site.
 - Village Board and Committees - Jeff
 - Jeff still needs to complete these areas
 - RSS feeds for the News page - Mike
 - Mike was not present but emailed me that this was not possible with our current package. We will table this idea for now and possibly revisit in the future.
 - Calendar - Derek
 - Ken just received a list of events for the Fire Department. Ken is going to take over this item. We quickly over how to add/remove/modify events.
 - Community Directory – Derek
 - Most of this is done. There was a question about a list of businesses. Derek will get a list of businesses from Brian Haferman. If the business is listed in the phone book then we'll list them on the website as well. We also discussed the possibility of adding a recreation section but we ended up tabling that idea for now.
 - Home Page – Mike
 - No report
 - We are going to add a link to Nixel in the sidebar
 - Departments & Services – Derek/Mike
 - Mike is working on the top 4 items in the list
 - Derek has not started the bottom 4 items
 - Ken will get the dog license form and send it to Derek
 - Derek will add a calendar to the Village Hall/Park rental area
 - Ken will take over responsibility for the Village Hall/Park rental area and will talk to Joyce Korth about it. We would like the calendar to show which dates are booked. We will also put information about renting and forms online.

New Business:

- Populating Content Areas
 - We are 80% done with populating the initial site. We cannot lose focus now. We need one last strong push to complete the site and make the transition.
 - Derek is going to start sending weekly reminder emails of tasks due before the next meeting to keep people on track.
- Direct URL's
 - We decided on two direct URL's, one for the fire department and one for the recreation department
 - <http://vi.hewitt.wi.us/hard>
 - <http://vi.hewitt.wi.us/hafd>
- Meeting schedule for remainder of 2012
 - We decided to keep the meetings scheduled for the 3rd Sunday of the month at 6:30pm.
 - Exception: next month (March) we will meet on March 11th
 - Once we go live with the site we will likely reduce the frequency at which we meet.
- Discuss cutover dates
 - There are two phases to cutover:
 - Redirect the current site to the new site
 - Point our name (<http://vi.hewitt.wi.us>) to our new site
 - We would like to have the first step complete before softball registration starts. This means we need to have content done by the March meeting and plan for an early April cutover.
- Business Not Anticipated in Advance
 - At the next meeting we need to discuss the following:
 - Identify (by name) site admins for the different content areas
 - Discuss training for the site admins
 - Discuss the website developer/administrator position
 - Discuss a facebook administrator (probably the same person as above)

Next Meeting: The next meeting is scheduled for Sunday, March 11, 2012 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:40PM

Submitted by: Derek Dieringer