



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – February 6, 2019

The meeting was called to order at 7:02PM in the Hewitt Administrative Building

Present: Derek Dieringer, Marylee Jacobitz, Marlene Stueland

Absent: None

Guests: Mike Draxler, Jason Wagner, Becky Wagner

Minutes:

Public Input:

- Instead of a dedicated public input discussion, the guests present were invited to share their thoughts as we worked through the agenda.

Working Site Addresses:

- Web Site: <http://vi.hewitt.wi.us>
- Admin Site: <http://hewittwi.govoffice3.com/admin>

Old Business:

- None

New Business:

- Review of website for 2019 changes
 - There was discussion about how to review the website on an annual basis for updates needed.
 - We should review the board page each April.
 - We should review the committee pages each June.
 - We should ask the committees to review their pages annually.
 - We should look at ways to archive old committees. We want to maintain the records but make it easier for visitors to tell which committees are currently active.
 - There was considerable discussion about how to show the most current minutes/agendas. Ideas included:
 - Publish a list of recent documents on the home page
 - Email notification when a document is posted
 - Posting current documents in the quick links section
 - We are limited by what our web host allows us to do. For now, we will look to post links to the most recent agenda and minutes for the Village Board in the quick links section.
 - There was also discussion about the rental calendar. It is the second most used feature on the website.
 - There is a Village event calendar and a rental calendar
 - At some point last year, we stopped using the rental calendar and started putting rentals on the regular calendar
 - We should get back to using the rental calendar
 - We should put a fillable version of the rental form on the page so people can download and send in with a deposit
 - We will need to talk to Joyce about these potential changes
 - We will also need to update this page as the text/procedures is over 8 years old.
- Facebook ideas

- We should create a calendar that shows posts that should happen on a regular basis.
- We should advertise the village rentals
- Facebook should be our primary method of reaching out to residents. The website is more archival in nature. Facebook is a better method to reach out proactively without having residents have to visit the web page.
- Ideas for Improvement
 - We should look at updating our website. The last time we updated was in 2011.
 - We need to determine what the cost to upgrade is. We also need to know the ongoing costs.
 - We should look into what new features we would gain by upgrading.
 - We should ask if they offer any type of email/list management.
 - We should ask if they offer any type of page update notifications.
- Business Not Anticipated in Advance
 - None

Action Items

- Derek: Post links to most recent agenda and minutes for Village Board in quick links
- Marlene: Discuss rental calendar and ways to make it more accessible online with Joyce
- Becky: Create a fillable version of the rental agreement
- Derek: Create a facebook calendar of when postings should be completed
- Derek: Investigate features and cost to upgrade website to latest version and update look/feel.
- Marlene: Get new version of the New Resident Brochure to Derek for the website.
- Derek: Investigate how to archive old committees.
- Derek: Schedule another meeting.

Next Meeting: The next meeting is not yet scheduled.

The meeting adjourned at 8:35PM

Submitted by: Derek Dieringer