



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – April 15, 2012

The meeting was called to order at 3:04PM in the Hewitt Fire Department conference room.

Present: Derek Dieringer, Ken Eilers, Mike Klein
Absent: Jeff Graves
Guests: None
Minutes: The minutes from the 3/11/12 meeting 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:

- Site Cutover
 - Mike has redirected the old site to the new site
 - We need to repoint the DNS records to the new site. Derek will investigate what it takes to do that. He will probably need Scott Wunrow involved since he is listed as the owner of the DNS records.
 - We need to create sections for HARD and HAFD minutes.
- Content Admins
 - The list of content admins was reviewed.
 - Ken informed us that Marlene would also be responsible for the Planning Committee, Public Roads Committee and Finance Committee for now.
- Site Training for Admins
 - Training for the content admins was held prior to the Committee meeting. The meeting was attended by Derek Dieringer, Mike Klein, Ken Eilers, Scott Wunrow, Karen Tritz, Debbie Oestreich and Brian Haferman.
 - The training session went well.
 - Marlene missed the session but we will give her the documentation that was handed out during training and if she needs a training session after reviewing the documentation, we will schedule one.
- Website Developer Job Description
 - The proposed job description was discussed by the Village Board. Marlene is currently working on revising the wording a bit.

New Business:

- Site Icon
 - Mike and Derek noticed that the site icon (favicon) was blank and were wondering how to get that changed to be the Village logo. Derek called GovOffice and they confirmed that it's blank for every site hosted by GovOffice. They will add it to their list and that will hopefully be fixed in a future release of the product.
- Draft Minutes
 - A brief discussion was held concerning whether minutes should be posted immediately following a meeting in DRAFT form or wait until they are officially approved before posting them. The general consensus among the web committee is that it is valuable to have the draft minutes available so residents can see them prior to the next meeting.

- Whatever is decided (post draft minutes or wait until they are approved) should be consistent across all committees.
- The Website Committee formally recommends to the Village Board that minutes be prepared and posted to the website in DRAFT form immediately following the completion of the meeting. Once the minutes are approved, we further recommend that the minutes be modified to remove the DRAFT status and re-posted as official minutes. The committee further recommends that all minutes be posted in PDF format.
- Non-Village Entities
 - There was a discussion about the possibility of having non-Village entities help with the annual cost of the website. Specifically, we discussed the HAFD and HARD.
 - There was concern that if we forced them to pay for maintenance then they would withdraw from the site and that would de-value the website.
 - The discussion was tabled.
- Items to Add
 - There were several items that we would like to add to the website:
 - Post a PDF of the burn permit application
 - Post a PDF of the fire ring inspection form
 - Add sections on the Contact Us page for who to contact for burn permits and fire ring inspections
 - Post the Village welcome brochure
- Business Not Anticipated in Advance
 - None.

Next Meeting: The next meeting is scheduled for Sunday, September 16, 2012 at 6:30pm in the Hewitt Fire Department conference room. The next meeting after that is scheduled for Sunday, February 17th, 2013 at 6:30pm in the Hewitt Fire Department conference room. The September meeting will be used to collect feedback and general comments on the operation of the website. The February meeting will start addressing items slated for Phase II.

The meeting adjourned at 3:45PM

Submitted by: Derek Dieringer