



## Village of Hewitt

7688 McLean Drive  
Hewitt, Wisconsin 54441

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

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

### Website Committee Meeting Minutes – May 8, 2019

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The meeting was called to order at 6:32PM in the Hewitt Administrative Building

**Present:** Derek Dieringer, Marlene Stueland, Marylee Jacobitz

**Absent:** Jason Wagner, Becky Wagner

**Guests:**

**Minutes:** The minutes from the April 10<sup>th</sup> meeting were reviewed and approved.

#### Public Input:

- None

#### Working Site Addresses:

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

#### Old Business:

- Review of action items from the last meeting
  - Derek: Post the updated rental agreement and update the instructions
    - Not yet complete. Derek will have this completed shortly.
  - Marlene: Provide Derek with a list of inactive committees so the minutes/agendas can be archived
    - Not yet complete. Marlene will review and email the list to Derek
- Website upgrade
  - Action: Determine whether or not to make a recommendation to the Village Board about moving forward with a website upgrade/redesign
  - Approved: The committee decided to move forward with making a recommendation to upgrade/redesign the website.
    - Derek will put together a presentation for the September board meeting
    - We will meet again in August to review

#### New Business:

- Discuss GovOffice Connect
  - This is GovOffice's product to provide multi-channel communication with residents.
    - Our usage tier would be \$900 per year
  - 5 channels: SMS Text, Email, Voice, Social Media, Web
  - Powermail
    - Create personalized bulk email
    - Includes forms
    - Perfect for newsletters
  - Callhub
    - Send voice broadcasts or text messages
    - Great for sending emergency notices
    - \$0.016 per minute or per text
  - Publications/Subscriptions
    - Great for parks/rec programs

- Great for notification of things like minutes posted but would still require manual intervention to send the notice
- Contacts/CRM
  - Collect, search, report on various data points
  - Collected via online forms directly from the citizens (and other methods)
  - Citizens manage their own information and opt in/out with your services
- Discussion
  - Great concept, probably not a great fit for us due to usage
  - Would be nice to be able to communicate like this but no strong use cases at this time
  - Someone would still need to create the content to be sent. Who would do that?
  - Consensus is that it's probably not worth the money at this time.
  - We will not include this in the proposal to the board
- Business Not Anticipated in Advance
  - None

#### **Action Items**

- Derek: Post the updated rental agreement and update the instructions
- Marlene: Provide Derek with a list of inactive committees so the minutes/agendas can be archived
- Derek: Get a formal quote from GovOffice for the upgrade/redesign and put together a presentation for the board
- Derek: Schedule another meeting in early August to review the presentation

**Next Meeting:** The next meeting is not yet scheduled.

The meeting adjourned at 7:00PM

Submitted by: Derek Dieringer