

**WEBSITE IT WORKING GROUP
SPECIAL MEETING**

SUBJECT TO APPROVAL

FRIDAY, JANUARY 15, 2010

1:00 PM in Room 208, Southbury Town Hall

MINUTES

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ATTENDEES:

Doug Ziemke, Chairman
Jennifer Naylor, Vice Chairman
William Sarosky
Diane Schaefer
Sharon Gesek
Mark Massoud

ALSO IN ATTENDANCE:

Frank Salamone, IT Consultant
Jack Rutherford, IT Consultant

The meeting was called to order at 1:04 pm.

The meeting minutes from the December 18, 2009 meeting were approved with no corrections.

The main agenda item on this special meeting was to review and audit the website to identify any updates, changes, fixes, and new content that needs to be made for the new year. The purpose of this review is to ensure the site maintains a high level of quality, relevance, and consistency in order to continue to improve use of the site and value to the end users. The following items were discussed and reviewed.

- Updates will be needed to some of the boards and commissions pages due to changes in elected members and new meeting dates. As changes come forward for each board, Frank and Jennifer will populate and make the necessary updates.
- A new Boards & Commissions template was discussed to ensure all of those pages are using the same layout, design, and typeface. After discussing and deciding on headings, font size, and layout ideas, Frank will create a new draft for the board to review.
- After discussing the way templates are used in the QScend tool, there was agreement that some confusion exists about how templates are used in the editing tool. Frank will contact QScend with questions and clarifications about the use of templates.

- The About Southbury section will have the 'virtual tour' section replaced with two new sections: One for photo galleries and one for a list of events.
- A new button and link to the job opportunities page will be enabled by QScend. This will appear on the home page below eAlert Signup and above the Code Red button.
- Each of the following sections and their pages was reviewed for clarity, consistency, layout, and neatness, among other criteria. Minor changes were made to some sections. Also, comments and suggestions for changes and improvements will be forwarded on to the departments, staff, and content owners:
 - Residents
 - Visitors
 - About Southbury
 - Departments
 - Boards & Commissions
 - Community Services
 - Business & Commerce
 - Links
- In addition to this list, a number of other more minor changes were discussed on various pages.

The next scheduled meeting will be Friday, February 19, 2010 at 2pm.

The meeting was adjourned at 3:55 pm.

Respectfully submitted,
Doug Ziemke, Chairman