

**WEBSITE IT WORKING GROUP**

**SPECIAL MEETING**

**SUBJECT TO APPROVAL**

**FRIDAY, MARCH 19, 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  
Mark Massoud

**ALSO IN ATTENDANCE:**

Frank Salamone, IT Consultant  
Jack Rutherford, IT Consultant

**NOT IN ATTENDANCE:**

Sharon Gesek

The meeting was called to order at 1:05 pm.

The meeting minutes from the January 15, 2010 meeting were approved with no corrections.

The committee discussed the need to establish a policy for posting organization announcements on the home page of the town website. Several requests have come in to promote organization events, and the committee felt it would be good to have a policy in place to provide a framework for which types of announcements, and from which organizations would be posted. Chairman Doug provided a draft policy statement for review and, after some discussion and revisions, the following policy was proposed and approved by unanimous vote of the committee. This policy will be added to a reference document used by the webmaster.

**"The town of Southbury may consider posting announcements of activities and events on the Southbury website for local organizations that are holding fundraisers which benefit the Southbury Fuel Bank, the Southbury Food Bank, and the Southbury Needy Fund, or if a local organization is holding an event where the town of Southbury is a participant."**

A draft of a revised brochure that promotes the website was reviewed by the committee. After a few changes and discussions, corrections were made. Chairman Doug will make the corrections and distribute an electronic copy for the committee to finalize. Diane Schaefer will take the final version and make arrangements to have it printed and distributed to various town locations.

Frank Salamone provided an update on changes made to the boards and commissions templates. He has finalized the design and is still working through a few changes to some pages to get them consistent.

The committee discussed the need to update the website's masthead image to a Spring theme. Jack Rutherford indicated he knew of a number of Southbury images the town has with flowers or other Spring themes that may be appropriate. He agreed to distribute electronically a few candidate images to the committee for review and, once agreed, the image will be passed to QScend for processing.

The next scheduled meeting will be Friday, June 18, 2010 at 2:00pm.

The meeting was adjourned at 2:10 pm.

Respectfully submitted,

Doug Ziemke, Chairman