

WEBSITE IT WORKING GROUP

REGULAR MEETING

SUBJECT TO APPROVAL

FRIDAY, JUNE 18, 2010

2:00 PM in Room 205B, Southbury Town Hall

MINUTES

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ATTENDEES:

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

ALSO IN ATTENDANCE:

Frank Salamone, IT Consultant
Jack Rutherford, IT Consultant

NOT IN ATTENDANCE:

Sharon Gesek

The meeting was called to order at 2:00 pm.

The meeting minutes from the March 19, 2010 meeting were approved with no corrections.

It was noted that Frank and Jack will no longer be working as IT consultants as of July 1st, due to the hiring of the new IT Coordinator position that has now been posted. Frank and Jack were recognized with a lunch and pizza gathering of town staff to say a big "Thank You" for all their help. The new IT coordinator will pick up some of this website project work, in conjunction with departments, Jennifer, and the web committee.

The committee received an update from Frank Salamone on the status of the WebTrac launch. WebTrac is the online version of RecTrac and will allow residents to search, register, and pay for

Park & Rec activities online and is called the "Southbury On Line Activities Registration" system (SOLAR). The site is technically "live" as of June 15th. It is linked off the P&R section of the site, but has not yet been promoted. The vendor and P&R staff, including Frank, have been making minor changes to templates, links, and text on the pages. Around July 1st will be public notices. Voices will run a story and the committee worked on revising the press release text. A notice will also be put out on the main home page. All currently registered users in RecTrac will receive an e-mail with their account information. New users will register but need to show proof-of-residency to get full access. The online payment system is tied to Southbury's bank for direct deposits.

Jack brought up the topic of needing to better organize our photos, and to inform the committee about the way the QScend tool stores photos. The logic seems to be random, so there is little control on the order of where photos show up in a gallery, especially when new photos are added at a later time. He suggested we use a folder hierarchy to keep them organized, e.g., scenes, events, etc. Specific folders will be used for specific categories, rather than putting them all in one folder. Independent content pages can then be linked to specific photo galleries. A numbering schema should also be applied if photos are to be in a certain order, when initially loaded to the gallery.

The tri-fold brochure needs to be updated with the new SOLAR system information, as well as printed. Doug will send the latest version to Jack for final proofing and printing.

The committee will not meet in July and August, but will pick back up again monthly starting in September. Doug will update Ginger with the cancellations to ensure the committee's updated meeting schedule is properly registered. The next scheduled meeting will be Friday, September 17, 2010 at 2:00pm.

The meeting was adjourned at 2:55pm.

Respectfully submitted,

Doug Ziemke, Chairman