

Website Advisory Committee
Meeting Minutes
9:00 a.m., July 9, 2008

Attending: Linda Holiner, Dave Ramsay, Donna Simek, Carol Lisbon, Jeff Seaman

Minutes of June 18 were approved.

Carol distributed the *final* copy of the letter from the Selectmen introducing our task to committee and board members. We decided the letter should be sent in hard-copy and email to all the committee/ Board chairs and their members. We also decided to send it approximately one week prior to the time we are going to contact the committee.

We should give the committees a schedule with milestones (review, update, signoff) to ensure that their work gets done. We can also show them the test site as a preview. Their changes will not take effect until we have gotten to all the committees as it is easier to change site all at once rather than incrementally.

Bill updated the website with many of the changes we had suggested. We will review the changes at our next meeting. One major improvement is the print capability for each page.

Action Items for Next Meeting

- Linda to resend [Advisory Committee](#) letter to committees for final review
- Linda to resend standard template for committees to use in updating website
- Dave Ramsay will create signoff form for committees
- Jeff will send his comments on the website prior to the meeting
- Review assignments of Website committee members to committees. List to be circulated before next meeting.

Next meeting July 16 (Jeff not there)

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Linda Holiner