

# **Birchwood Village Website Task Group**

## **Meeting minute, July 10, 2017**

**Attendees:** Bridgett Sperl, Robert Leeves, Mary Sue Simmons

**Election of officers:** Chair is Bridgett, Web tech is Robert, Mary Sue is recorder

The phrase “and the transparency of city governance” should be added to our purpose statement.

### **Initial thoughts, action steps and assignments regarding website:**

Problems exist with tab headings on left side of each webpage - when clicked on, a blank page often appears. Undo persistence by user is needed to get information.

The City tree logo does not transpose well on the site.

The history video is too long.

Council/mayor photos should be similar - White photo needs changing.

Home page is quite cluttered and lengthy.

History page and others need updating.

There are glitches needing to be cleaned up and make the site materials available without so many clicks by users.

Space needed for Parks Committee.

### **Action steps and assignments**

Bridgett: explore options for new menu frame, including tabs at top of page.

What will work with our website and whose approval do we need for modifications ?

Explore use of Google analytics to determine website use data.

Robert: examine Birchwood Facebook page, clean it up and post July 4 parade pictures. Talk with Tobin about FB and Twitter. Attend webinar?

MarySue: draft a welcome page for new residents, examine site for specific inaccuracies.

**Next meeting: Monday, July 24, 1 pm. Village Hall**