

Town of Craftsbury Website Committee Meeting

Friday, December 8, 2023

4 PM at Craftsbury Town Hall

Present: Victoria Hudson, Don Houghton & Michelle Warren

- Call Meeting to Order
Michelle called meeting to order at 4:10pm
- Approve Minutes
Don made motion to approve Sept. 29, 2023 minutes, Victoria seconded. All aye, motion passed.
- Review Committee Members, Suggestions Review Town Website, Suggestions
Michelle shared with the committee suggestions from a resident given to Susan Houston. Michelle has been working on making corrections from the suggestions. She asked Don to get information for the Historical Society page, she also asked Victoria to work on the wording on the Visitor page. Victoria will also work on a site map. Michelle has been working on the Directory page, has contacted most of the people on the page, asking for them to look it over. She also has started a monthly e-newsletter and restarted the paper calendar again, with copies at the stores, churches and libraries.
- Review Website Committee Report in the Town Report due early January
Michelle had written up a quick draft for the website committee report, Victoria had done a great job revising. Victoria caught a few more corrections and then we agreed on submitting the report with the corrections.
- Decide Next Meeting Date & Adjourn
Meeting adjourned at 5:30pm. Next meeting is scheduled April 12, 2023.

Submitted by,
Michelle Warren