

Town of Craftsbury
Website Committee Meeting
Wednesday, Jan. 5, 2022 Via Zoom

Present: Michelle Warren, Don Houghton (via phone) and June Cook

Agenda:

Call Meeting to Order

We had trouble connecting, didn't start the meeting until 4:30 PM

Approve Minutes (link [here](#))

The August 5th minutes were approved.

Review Committee Members Status

Margie has asked to resign on the committee. She has offered to help edit when necessary. Michelle will put something on FPF to see if we can get another member in town.

CRAFTSBURY WEBSITE COMMITTEE (3 year term):

- Margie Ramsdell (2022)
- June Cook (2023)
- Donald Houghton (2023)
- Michelle Warren, Chair (2023)
- Yvette Brown (2024)

Review/Edit the Directory [PDF](#)

Margie had given Michelle corrections for the directory. Michelle will give June a copy of the corrected version and she will look over to let Michelle know of any additional corrections. June will also call to confirm information on the directory.

Review Website -let Michelle know of any corrections:

June noticed the link to the school is missing. Michelle realized that was in the directory section. She will put under the government drop down menu instead. It will have its own page with board members and a link to OSSU minutes plus the school website.

Social Media Policy:

Don said he would stop down and sign at the Town Hall.

Review/Edit Town of Craftsbury Website Committee Report

June had a couple suggestions. Michelle will tweak and send over to June to double check.

Decide Next Meeting Date & Adjourn

Meeting adjourned 5:15 PM.

Respectfully Submitted,
Michelle Warren