

Town of Craftsbury
Website Committee Meeting
Friday, Sept. 29, 2023
4 PM at Craftsbury Town Hall

Present: Don Houghton, Victoria Hudson, Michelle Warren and John Zaber

Meeting:

Call Meeting to Order

Michelle called meeting to order at 4 PM.

Approve Minutes

Michelle made a motion to approve the Jan 5, 2022 minutes, seconded and all aye, motion passed.

Review Committee Members, Suggestions

Michelle suggested that we add John Zaber to the Craftsbury Website Committee, so it would be 5 member committee, all agreed.

Review Town Website, Suggestions, Updates

Victoria asked about stats, Michelle said it's been a while since she's logged into google analytics. Michelle will share with her log in info so she can help review the stats.

The directory pdf will take longer to edit. Michelle can send out emails to people thru the town email to verify their info, and put a FPF post out to review and maybe add new people to the directory.

Michelle asked all the committee to review the website. Let her know any suggested changes. As Town Clerk, she has added a link on the home page to get 911 contact information. Michelle also has updated contact page info, made it a button on the home page so people see it better. She will work on making that more attractive. Michelle also wants to get a .gov domain name, will take some time though. She is also trying to do a news type blog for announcements, also put them on FPF and facebook too.

Plan Website Committee's Report in the Town Report due early January

Michelle will get something started, add everyone to the google form page so they can help edit too and get ready for the next meeting.

Decide Next Meeting Date & Adjourn

Next meeting is scheduled 4 PM Dec. 8, 2023 to discuss and review the annual report.

Sincerely,
Michelle Warren