

Minutes
Town of Woodstock
Website Committee
March 17, 2011 – 3:00 pm
Selectmen's Conference Room

Present: Bet Zimmerman, Judy Walberg (had to leave at 4:30), Julie Woodland, Carolyn Derrico

Others Present: Jim Stratos

1. Call to Order

Zimmerman called the meeting to order at 3:30 pm.

2. Approve the February 9, 2011 Website meeting minutes

Zimmerman moved to approve the February 9, 2011 meeting minutes.

Motion carried unanimously.

3. Training session with Jim Stratos

The following is a summary:

J. Stratos wanted members to be careful about making too many categories available under each section of the Documents/Forms tab, and try to group similar things together as much as possible. (For example, under the Town Clerk's section there were Town Meeting Notices, Special Town Meeting Notices, and Documents—were these all necessary/could any be combined together?) He showed the group how to include a short description under section and category headings.

The main topic for the meeting concerned better organizing uploaded documents. J Stratos reminded the group to be certain they were within the proper section, category folders, and category sub-folders before uploading a document. He also reminded the group that links to documents correlated directly to their location within the phoca download area, and any reorganization would require links to be reestablished. [To reestablish links, remember that you can copy and paste the URLs of documents once they are saved in the proper phoca download area!]

The "CPanel" was introduced as a way to manipulate the general framework of the website, in a similar (but very different) manner to "backend" editing. [Reminders about the website name, username, and password to access the CPanel are available to Website Committee members (at the administrator level) from the First Selectman's Office.] File Manager, Go. Then, Phocadownloads (to see uploaded documents), or various other categories. Click on the file folder symbols to open your selection, and select "back" or "up one level" to back out. Please don't make changes here unless you're sure about what you're doing! When your work is done, close the tab you're in and remember to log out.

Returning to the back end, issues with the blue tabs ("parents") and the drop down categories (sub menus, or "childs") across the top of the site were discussed. Note: Parents and Childs can also be found along the side bar area as well.

- Menus, Menu Manager—lists all menus
- Menus, Menu Manager, Main Menu, click on menu items icon—for the blue tabs, and grey (parents and childs)
- Menus, Homepage Side Menu, click on menu items icon—for additional parents and childs on the “Additional Links” side menu; treat the homepage side menu the same way as the top menu with links, articles, etc.
- Menus, Menu Manager, Bottom Menu, click on menu items icon—for the links along the bottom of the home page (Home, Calendar, POCD, etc.)

The Alt key was used to highlight, drag, and drop but Stratos noted that using a key other than Alt could break a bunch of links and require a great deal of repair on his part, so BE CAREFUL here!

Extensions, Module Manager—The module menu can be used to discover where certain features are located. For example, Position, “right”—Here you will find “Bulletin Board” and “About our Boards.”

Article Manager. Sort by Current Events/Bulletin board. Here you will see the items currently running on the Bulletin Board on the homepage. Bulletin Board—the “Count” = the number of articles showing at one time.

We were able to change the order that articles appear in by changing from “default” to “order.”

Several other small, specific problems were brought to Jim’s attention and corrected.

4. **Other business**

Action Items

- Walberg will reorganize categories for the Boards and Commissions on the documents/forms tab to Agendas, Minutes, Documents, etc. This will allow Walberg to delete outdated minutes and agendas more easily in the future and allow the previous 12 months of Agendas/Minutes to be available without consideration for the year of creation.
- Walberg will create sub folders (Agendas 2011, Minutes 2011, Documents, etc.) in the phoca downloads area for each board so that uploaded documents will be better organized for future maintenance.
- Walberg will reestablish links to documents moved into new sub folders, which will be utilized by all administrators in the future.

5. **Schedule next meeting**

The group agreed that this would probably be the last training session. Going forward, Jim would be available to answer questions on a case by case basis via phone or email.

6. **Adjourn**

Zimmerman moved to adjourn. **Motion carried unanimously.** Meeting adjourned at 5:55 pm.

Respectfully submitted,

Julie Woodland