

FINAL Minutes
East Goshen Township Website Committee
October 23, 2014

Present: Committee members Erich Meyer, Jack Reidy and Paul Grothmann. Staff liaisons Jon Altshul and Brian McCool were also present.

Call to Order and Pledge of Allegiance: The meeting was called to order at 7:07. Jon led the pledge of allegiance and a moment of silence followed.

The October 9, 2014 draft minutes were approved with an amendment.

Review Progress of Site/To Do List:

- All agendas and minutes pages to be removed. The agendas and minutes will be added to each ABC page. There will be a tab to separate years for each the agendas and minutes. Minutes will display in Month/Day/Year format on website. Each minutes file name will be in Year/Month/Day format.
- Brian to change all ABC pages to the “Boards” template.
- Paul to shrink calendar and move “Upcoming Events” and “Upcoming Meetings” headers to side of calendar in order to reduce the size of each calendar.
- Paul to add “Featured” header in “Featured” box.
- A link for “Full Calendar” to appear under “Upcoming Meetings”. The calendar icons in the upper right hand corner of each calendar to be removed.
- Brian to rename “Camps” to “Programs for Youth and Camps”.
- Paul to purchase Gravity Forms Plugin and later be reimbursed from Township.
- The site map to be user friendly. The site map may later be changed so it is more search engine friendly.
- Paul to add Developed By: W3 Global Solutions on footer.
- Paul to research folders option for media library.
- Erich to add 2014 Board of Supervisors and Conservancy Board agendas and minutes to the test website.
- Jack to add 2014 Historic Commission agendas and minutes to the test website.
- Brian to add all remaining agendas and minutes to the test website.
- Brian to provide analytics data for future meetings.
- The social media icons will be added to the header and footer of website.
- The Facebook appears below the fold section of the memo to be removed.
- The dropdown links that appear on the header will be listed within the footer.

Action Plan for Next Meeting(s)

- Review progress of website and discuss the draft memo to the Board of Supervisors.

Adjournment

Paul made a motion to adjourn at 8:05pm. The motion passed unanimously.

Respectfully Submitted,

Brian McCool