

Communications Committee Minutes
July 19, 2021

Present: Michael Tirrell, John Spritz, Dan Webster, Lisa Fryer

Lisa gave an update on the website. There are links/URLs not working after it was pushed live. Instead of linking to a live site, they are linking to the staging site. The host could not fix the problem as a whole, so we need to go back and try to fix each individual issue.

Everyone on the committee will look at the website for errors. Lisa will distribute a table to record errors. Feedback from members of the public should be sent to lfryer@nvcmaine.org.

Bill Pay must be addressed with Wendy. Lisa has emailed her. Most likely Tile or Square Acct. The entirety must be coordinated with the Utility Dept.

Content Management was discussed. Lisa will pursue various avenues on who is available to help. Maintenance will be continual, but actual structural changes (changes to the website navigation structure, new pages, new functionality, etc.) will probably be done no more than 2 times per year. Lisa will also prepare an appeal to community members that may be available for sporadic IT and content management assistance.

We spoke about security. We need to figure out if the site is automatically backed up by the hosting service on a periodic basis and whether it can be backed up locally in the office. We should at least periodically download a local copy. If it can be done, it should be done at least one time per month.

Lisa will send out another reminder to Bayside organizations to help spread the word about our website. We need to check how many people have joined our email list through the website sign-up link (http://www.nvcmaine.org/staging/1483/?page_id=1143).

Dan will continue to “rebroadcast” NVC information through www.baysidemaine.com at least for the time being.