

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

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) will be done 2 times per year. Lisa will also ask if any community participants are available for sporadic IT help.

We spoke about security. We need to figure out if the site can be backed up in the office. We should at least download for a local copy.. If it can be done, it should be done 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 list.

Dan will continue to “rebroadcast” information at least for the time being.