

Minutes of Website Committee Meeting

Monday, February 15, 2010

1:00 PM in the Craft Room

Present:

Committee Chair Julia McIntyre

Committee members Don Oppenheim, Marsha Bitgood, Gail Cinea, Gerry Hudson

Alternate committee member Brian Bitgood

Several residents

The meeting started at 1:00 PM with a review of the reasons for convening the committee: to determine if a simpler method of website creation and management could be implemented, lessening the Park's reliance on one person to serve as webmaster, and spreading the responsibility over several people who could each carry a smaller share of the load and serve as backup to the others.

The group reviewed the three elements involved in maintaining a website:

- the **domain name** used to find the website (heritageoakpark.com)
- the **software** used to create web pages to be placed on the site (Microsoft Front Page)
- **website hosting** of the actual pages seen by viewers on the internet (Godaddy.com)

The website software now used, Front Page, is obsolete and no longer available for purchase. It requires extensive training and skill to use effectively. Few residents are willing and able to volunteer to maintain the website using this product, and using a paid professional is too costly.

Committee members discussed some features and functions which could be added to a web site, such as requiring passwords for access, allowing residents to advertise units for rent, personal articles for sale such as furniture or cars, and allowing forms to be printed and/or submitted. These changes would be extremely difficult to implement using the current system.

Professional design of web pages would provide a more attractive appearance and reflect better on the community to both residents and potential residents.

A product called **Easy Web Sites** was discussed, which allows easy creation and maintenance of a website with only brief training and no coding skills. This product combines website software and the website hosting in one package price.

Committee members identified two other products that could be considered, **HOA-Sites.com** and **TOPSwebsites.com**.

The committee and residents identified several criteria for any proposed changes to website management.

- It should be as easy or easier to update pages as on the current system
- It should provide security via password access as needed
- It should provide improved web design conforming to page design standards
- It should allow for future improvements and expansion of functionality
- It should reduce reliance on a single point of contact for all access

Gerry Hudson hoped that a solution could be implemented before he returns north on May 1.

The committee adjourned at 2:45 PM, and will meet again on Thursday February 18 at 2:00 PM in the Lodge to review the three product options for website management.