



TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Website Committee

WEBSITE COMMITTEE
ORGANIZATIONAL MEETING MINUTES

Wednesday, December 3, 2014

7:00 PM

Room B

CALL TO ORDER

Administrative Assistant Joanne Pelton called the meeting to order at 7:00 PM.

ELECTION OF OFFICERS

Administrative Assistant Joanne Pelton called for nominations for Chairman.

Paula Guillet nominated **Dave Yish** for **Chairman**.

Nomination seconded by Mike Macchio.

There were no other nominations.

VOTE: All Ayes.

Chairman Dave Yish called for nominations for Secretary.

Paula Guillet nominated **Mike Macchio** for **Secretary**.

Nomination seconded by Pat Blanko.

There were no other nominations.

VOTE: All Ayes.

The Committee decided not to fill the position of Vice-Chairman.

Chairman Dave Yish called for nominations for Web Site Administrator.

Paula Guillet nominated **Jessica Pennell** as **Web Site Administrator**.

Nomination seconded by Mike Macchio.

There were no other nominations.

VOTE: All Ayes.

The Committee discussed the position of Web Site Coordinator.

MOTION BY Jessica Pennell to make a recommendation to the Board of Selectmen to appoint Town Clerk, Margaret West, as the Website Operations Coordinator on an interim basis until further discussion by the Website Committee in accordance with the Town Charter.

Second by Mike Macchio.

VOTE: All Ayes.

Chairman Dave Yish called for a recess at 7:45 PM.

Chairman Dave Yish called the meeting back to order at 7:55 PM.

ESTABLISH MEETING DATES AND TIME

The committee established that they would meet the 3rd Monday of each month at 7:00 PM.

ESTABLISH AGENDA FORMAT

Committee members discussed the agenda format; it would be a standard agenda format, with the addition of one Audience of Citizens and Amendments to the Agenda.

OTHER ITEMS DEEMED NECESSARY FOR DISCUSSION

The Committee discussed the current problems with the website and noted various areas that need to be updated. They also discussed having the website hosting company attend a meeting to go over items that need to be addressed.

Chairman Dave Yish stated that he would like to hold a Special Meeting on the 3rd Monday in January.

ADJOURNMENT

MOTION BY Mike Macchio to adjourn the meeting at 8:20 PM.

Second by Chairman Dave Yish.

VOTE: All Ayes.

Respectfully submitted,


Jessica Pennell

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TOWN CLERK
