

Craftsbury Website Committee Meeting
Aug. 5th at 4 PM at Craftsbury Town Hall
Draft

Present: Michelle Warren, Don Houghton, June Cook & Margie Ramsdell

Absent: Yvette Brown

Agenda:

- Approve minutes
Don made a motion to approve January 2021 minutes, Michelle seconded. All aye.
- Review website for information errors and changes
Michelle had made changes a few weeks ago, updating links etc. She asked the group to look over as well, especially the directory section and let her know anything that needs to be changed.

Don will also send some photos for Michelle to add to facebook & website.
- Look over website for business changes, discuss posting on fpf for more feedback
Don will post on FPF for people to email us updates or new businesses for the website. Michelle will also post, so it gets out a few times.
- Facebook policy - review and make suggestions to the Select Board
We reviewed the social media template by VLCT, Michelle has added our information, still need to do a few more changes on the form. **Margie made a motion to recommend this social media document to the Select Board for approval, June seconded, all aye.** Michelle and Don will also need to sign the last page, since they are the Town's facebook admins.
- Adjourn
Meeting adjourned at 5 PM