Communications Committee
10/21/20

Members Present: Janae Novotony, Michael Tirrell, Lisa Fryer

<u>Website</u>
Our aim is for a basic website launch and phases after that. Website must be easy to navigate and not overwhelming visually.

Tabs/Information that must be present
- Alerts on Home Page (ex: re trash pickup changes)
- News and Events
- FAQ - easy to see questions and answers
- How we are governed: Overseers information
- Ordinances
- Minutes - how far back to go?
- Agendas - how far back?
- Committees - page about committee description, members, and recent minutes
- Boaters/Waterfront/Lifeguards/Dock - Jim will help
- Departments: Utilities Department, Village Agent, Office and office hours - staff, law enforcement with non-emergency number
- Renting Info - what should you know: sailing school, "how to" trash, parking, etc.
- History of Bayside
- Later: payment ability
- Link to Dan's website
- Link to Bayside Historical Society
- Link to Bayside Arts
- Link to Yacht ClubLink to town of Northport

Phases:
I - Basic agreement on layout on structure and when it can be live;
II - What else would the site do for us functionally - can we have payments for utilities, etc.

Goal for next board meeting: refined sitemap and structure - presentation to board and vet it with the board...then ask for/assignment for volunteers to write content

We need to accumulate Baysiders emails/id:
1. Dan Webster
2. Historical Society
3. Bayside Arts
4. Yacht Club

Ned has offered to help with videos for educating about the website or informational on the website

We should compare with Northport's Website and other neighboring towns for insight.