

## March 8, 2023 Communication Commission Meeting

**Members Present:** Bill Morris, Sara Thurston

**Members Absent:** Dave Deegan, Isaac Frazier, Amanda Gaskill, Kristin Mathieson, Theresa Six, Jim Michaelson,

**Alternates Present:**

**Alternates Absent:**

**Liaison Present:** Heather Flaim and Jonathon Keen

**Liaison Absent:**

**Guest Present** None Scheduled

**Meeting called to order at 7:00**

**Flag salute**

**Sara made motion to approve minutes, 2<sup>nd</sup> by Jonathon Keen**

**Bill advised the You tube analytics; Bill will send spreadsheet that breaks down each item and meeting views.**

**Bill showed the south Fayetteville PA web page, they do the calendar sideways. We could do this and keep the digital calendar under this calendar.**

**Sara suggested that we could do a newsletter in the free space.**

**Bill, the amount of space that we rent from Civic Plus is 24 mega bites, we only use 4 gigabytes. We have enough space to store magazines.**

**We have settled the calendar; it will be PDF fillable and calendar on top per Sara and Bill**

**Sara advised we will have a trash calendar separate. Sara questioned how many calendars do we want? Bill we have main events calendar then you will have separate calendars**

**Bill suggested all boxes on top on web page and calendar under.**

**Bill we will leave Township calendar on top and digital under Township calendar.**

**Bill advised that we could add tabs later.**

**Sara asked if we can link calendars, this would be helpful.**

**Sara, questioned if everyone is in agreement with calendar and web page tabs; everyone is in agreement**

**Jonathon questioned with analytics, will we be able to see where everyone is going on our webpage? We want to be able to identify the age group and where they are going on our webpage.**

Bill advised that they are looking into audio and video in the Court Room to see what the problem is with sound and quality of sound.

Jonathon, how is our web accessibility, does civic plus provide?

Jonathon stated that if most are elderly there are ways to switch light and dark mode that would be able to help.

Bill suggested that we ask for age appropriate so that for people who have certain eye disorders we could help them in being able to view easier.

Jonathon asked if we have pop ups, Sara advised no

Jonathon, are we doing a revamp of the pages?

Jonathon asked if there is in line editing available for changes; Sara said we could move but make no changes. If we decide later, we can go to developer mode and move, Sara is not sure if this can be done.

Jonathon asked if he could be included in the meeting on March 24<sup>th</sup>; they will add him to the list of invites.

March 24<sup>th</sup> we will be meeting with design teams, Jonathon asked Sara to see the three will be a Front Line Developer, Full Stack Developer and Project Manager on the call at meeting on March 24?

Sara advised that modules are difficult to do, they will be for financial.

Jonathon asked sara at the meeting if the will provide a wire frame? When Jonathon explained, Sara thinks that they are providing.

Bill will meet with Jen and advise her that he needs the schedule.

Bill advised that if for example someone paid the fee for dog license we will have to eat the fee, we cannot charge customer for the fee we are charged.

Bill advised that the forms may have to be printed anyway due to paperwork needed for the file.

Bill advised Sara to add Jonathan's name to the email invite for meeting and advise Civic Plus.

Jonathon stated that Barb Hephrein advised him that she was not getting emails. This problem has been taken care of. Bill advised that she did not have an account with Civic Plus, now she has account and problem has been taken care of.

Bill made motion to adjourn, 2<sup>nd</sup> by Sara.

Meeting adjourned 7:54 pm

## 2023 Analytics

You-Tube		3/8
Number of active subscribers		96
New Subscribers		18
View last 7 Days		405
Audo only last 7 Days		0
Total access last 7 days		405
Views last 28 days		1119
	Not Subscriber	908
	Subscriber	211
Total Views since 2021		6,892
	View by Device	1119
	Mobil Phone	539
	Computer	349
	TV	136
	Tablet	95

## Top videos last 28 days

Twp Committee	2/28/2023	242
Twp Committee	2/14/2023	174
Franklin BoE	2/15/2023	157
Planning Board	2/21/2023	157
Zoning Board	2/7/2023	51