

**City of Rehoboth Beach
Communications Committee Meeting
Minutes September 13, 2010**

Meeting was called to order at 10:02am by Chairperson, Pat Coluzzi.

Roll Call:

Members Present: Pat Coluzzi
Dottie Cirelli
Hoyte Decker
Dave Henderson
Stan Mills

A motion was made to approve the minutes of July 28, 2010 by D. Cirelli, seconded by H. Decker with the following change that indicates that the next meeting was to be held on Thursday, August 12, 2010. Coluzzi-aye, Cirelli-aye, Decker-aye, Mills-aye, Henderson-aye

Old Business:

Continue discussion of website deficiencies including the E-mail bulletins/Newsletter process - D. Henderson reported that the email system within Team Logic is up and running. All agreed that A. Womack should start sending out the agendas for the City Commission, Planning Commission and Board of Adjustment to individuals who signed up online. D. Henderson will remove address information from the sign-up screen and add the privacy policy which will be listed on that screen that states that subscriber email addresses will not be shared. S. Mills will provide the privacy policy to D. Henderson.

D. Henderson has corrected many deficiencies as reported in the minutes dated July 28, 2010. The following items will require additional changes.

- Amusements – the new Amusements page should list in-town amusements first and out-of-town amusements second..
- Convention Hall – this page should include photos, floor plan and amenities as well as information on how to rent Convention Hall. The calendar that is currently used internally for convention hall should be removed. P. Coluzzi will contact Karen Zakarian concerning changes to the Convention Hall Page.
- Restrooms – should list locations of restrooms as well as a map showing their locations and the dates and times that the facilities are open. This map should be a Google map with “balloon” addresses.
- Parks – should list locations of parks as well as a map showing their locations. This map should be a Google map with “balloon” addresses.
- Pets – to replace the Historical Society link and list area vets and rules and regulations concerning pets.
- All pdf documents should open immediately without a dialog box asking the user to open or save.
- D. Henderson will explore with Delaware.net a feed to a page that will automatically populate “Rehoboth in the News”

Discuss Website Management Issues – D. Henderson will invite Delaware.net to the next meeting of the Communications Committee. He will also ask Delaware.net to be prepared to discuss the parameters of a maintenance type of contract for future needs. P. Coluzzi will draft a policy that charges the Communications Committee with the responsibility of reviewing the website on a quarterly basis. The second Monday of January, April, July and October has been suggested. P. Coluzzi will also draft a recommendation to the City Manager that a policy be put in place to establish procedures for training new employees and periodic updating of training given to current employees in the use of TeamLogic.

The next meeting is scheduled for Friday, October 6, 2010 at 10:30AM.

The meeting was adjourned at 11:18am.

Respectfully submitted,

Pat Coluzzi, Chairperson

Minutes approved at the Communications Committee meeting of October 6, 2010