

Lynn Briggs (lynn1200@aol.com) To: nmilanese@yorktownny.org + 8 more [Details](#)

HPC Website Content Status 10 ...docx (14 KB)

HPC, summarized below are the discussions and minutes from our October 14 HPC monthly meeting:

**Attendance:** Adam Fetzer, Christine Sisler, Tom Mcloughlin, Brendan Murphy, Bridget Krowe and Lynn Briggs

**Next Meeting:** November 11, 7pm, Zoom

## **Agenda Topic and Next Steps**

### **I. HPC Member Terms**

1. both Adam Fetzer and Lynn Briggs terms expire on October 31; Nancy Milanese advised that each of us needs to send a letter to the Town Board expressing our interest in continuing in the role

#### **Next Steps:**

1. contact Town Board week of October 19 - Adam and Lynn

### **II. Budget Status**

1. we received summary numbers and concluded that we need the supporting detail to understand the "puts and takes" of the budget status

#### **Next Steps**

1. obtain the drill down reports for the two accounts - Nancy

### **II. Enslow American History Music Performance**

1. the status of the Enslow performance was reviewed; press release done, event announcement complete, distribution list identified, including the RW250 website, event link; roles clear; USB of performance due to Town 1 week before airing;
2. the Town Supervisor has approved its airing, scheduled on the Yorktown Municipal channel, Optimum Channel 20 and FIOS Channel 33, 730pm on November 7 and 14;
3. six social studies teachers at Yorktown High School have been notified to encourage additional opportunities for local history learning
4. final editing of production in process by Brown Bag video followed by Enslow and our approvals
5. distribute the event announcement to local groups; Chris agreed to do and Brendan forwarded administrative access; need graphic to accompany announcement

#### **Next Steps**

1. investigate alerting the Lakeland social studies / history departments - Brendan
2. explore creation of event announcement graphic - Lynn with Matt Slater
3. alert St. Patrick's social studies/history teacher about local history learning opportunity- Chris

### III. HPC Website

1. each of the menu links were reviewed with a focus on user interface improvements
2. need to make it easy, intuitive for visitors to find understand the programs and the applications, including Certificate of Appropriateness
3. add gallery of photos from events; planned in Press Relations or Public Outreach
4. in Public Outreach, Clio, consider reducing copy and relying on You Tube videos
5. under Surveys, Public Outreach or Resources, post links:
  - a) to CRIS, New York Parks Cultural Resource Information System  
<https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
  - b) to National Parks Service, National Register of Historic Places  
<https://www.nps.gov/subjects/nationalregister/index.htm>
  - c) NY Preservation League  
<https://www.preservenys.org/preserve-new-york>
6. investigate the metrics available to measure site visitation
7. incorporate questions into the main town website, How Do I? (e.g. apply to become landmarked), perhaps under Development?
8. longer term, consider converting the process charts in Visio application
9. fix HHD requirements in process chart

### Next Steps

1. establish priority work items inconjunction with webmaster, Robyn Steinberg-Lynn

Lynn

-----Original Message-----

From: Lynn Briggs <[lynn1200@aol.com](mailto:lynn1200@aol.com)>

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Sent: Mon, Oct 12, 2020 9:08 pm

Subject: HPC Zoom Meeting, Wednesday, October 14, 7pm EST

HPC,

Here are the Zoom call in details (thanks Brendan) and agenda for Wednesday's Monthly HPC Meeting:

**Call In Details:**

Topic: YHPC October Meeting

Time: Oct 14, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89415962841>

Meeting ID: 894 1596 2841

One tap mobile

+13017158592,,89415962841# US (Germantown)

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Dial by your location

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+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 894 1596 2841

Find your local number: <https://us02web.zoom.us/j/89415962841>

**Agenda:**

We will discuss the status of the HPC Website content development:

1) please take a moment to review the current content and be prepared to discuss your top suggestions for improvement, change, enhancement

<https://www.yorktownny.org/hpc>

2) reference the Word file attached for the status of the content transition and development

Please confirm your attendance...text, email or call.

Thanks.

Lynn