

St. Augustine Port, Waterway & Beach District

Minutes of Public Workshop Regarding Website Development

April 12, 2005

A Public Workshop of the Port, Waterway & Beach District was held at Old City Web Services, 2155 Old Moultrie Road, St. Augustine, Florida at 2:00 p.m. on April 12, 2005.

Vice-Chairman Rick Gleeson called the Workshop to order.

Vice-Chairman Rick Gleeson called the roll. Commissioners Barry Benjamin and Tom Rivers were in attendance. The District's Attorney, Geoff Dobson was in attendance. From Old City Graphic Design, Bobby Jones, as well as Kay Barrickman and Chuck Nusbaum from Old City Web Services were in attendance. From the public, one name on the Attendance Sheet was not legible.

Kay Barrickman said she thought it was important to discuss the domain as well as an additional domain for searching capabilities and also so no one else could purchase it. Graphics should be discussed as well. She reminded the Commissioners that at the last Regular Meeting, she handed out a proposal - "we had the basic pages to start with, with the home history boating information which has two takes on that - that will lead to one with water navigation and buoy information, marina locations and then resource directory about the members and contact. We can add pages...Bobby Jones as I had mentioned is in my opinion one of the best graphic designers...in Florida."

Vice-Chairman Rick Gleeson asked about more information with regard to the domain name.

Ms. Barrickman said, "yes the domain name which your deposit was already put down on the Contract so we need to obtain the domain...we need to purchase whatever domain you're wanting to use for your material and how people are going to find you on the web. You've thrown out a couple of suggestions - PortWaterway.Com, there's several out there that we can look at. I just need a list from you of the possibilities and then I can research them and make sure they're all available for the meeting next week".

Commissioner Tom Rivers indicated he had looked up StAugustinePort.Com but was unsure if it was still available.

When asked if it was lower case by Vice-Chairman Rick Gleeson, Mr. Nusbaum said it didn't matter. He gave other names which could be used that people could logically find. Discussion ensued about different names which could be used.

When Vice-Chairman Rick Gleeson asked if there was a cost every time the name was purchased, Ms. Barrickman answered \$20.00 per year and \$5.00 to "park it a month". Discussion followed regarding names being sold for a great deal of expense.

Mr. Nusbaum suggested registering StAugustinePortAuthority because that's what everybody really "knows you by and StAugPort, if it's available because that's a separate one and actually SAPA..."

Commissioner Barry Benjamin reminded the other Commissioners that "well, you know, we're not merchandising this; we're just trying to make this available so if somebody wants to look it up...we're not in the business of selling the Port Authority...three or four different ones (domain names) are all you really need". Discussion followed.

Vice-Chairman Rick Gleeson noted that they now had four possible domain names to discuss at next week's meeting.

Ms. Barrickman reminded the Commissioners that e-mail addresses where the Commissioners could be contacted was necessary. A list would have to be provided, along with user names.

Mr. Nusbaum said that on-going issues, "there are certain things that you could do on the site too is to put a form in so that people can fill out a form...they cost each time they do that..."

Discussion followed regarding e-mail addresses and having Minutes from the past meeting on the site as well as well the Agenda for the upcoming meeting.

Ms. Barrickman suggested later on down the road, "that you might want to think about doing is e-mail a Newsletter only for those who agree to it and actually accept and then confirm that they are subscribing to the Newsletter. It's a good way to get your information to the public - also to make people aware of what you do and I think people - I myself was not really aware of the importance of what goes on with this Commission - I think it's very important to let people know that..."

When Vice-Chairman Rick Gleeson questioned whether or not every time a person fills out a form that had been discussed, Mr. Nusbaum said, "not every time, no, no - to build the form initially and however many times you use them is irrelevant..."

Discussion followed regarding how the Minutes could be put on the website as well as an additional page for "Archives".

When Mr. Nusbaum asked if the people producing the map were giving the Board digital files, Vice-Chairman Rick Gleeson answered in the affirmative and indicated he had talked with them today.

**NOTE: At this point, the tape became totally inaudible. I put one of my tapes in the transcriber to make sure it was working. My tape worked fine. Perhaps when the tape was turned over, "Record" was not pushed. I later found out that the tape had never been turned over. Debbie Paterson, Assistant Secretary.**

At the conclusion of the Public Workshop, it was decided that the representatives of Old City Web Services will appear at the May Meeting of the St. Augustine Port, Waterway & Beach District with a proposed design for the website.

The Workshop was adjourned. The next Regular Meeting is scheduled for Tuesday, April 19, 2005 at the Beach City Commission Meeting Room at 4:00 p.m., with a Workshop regarding "Vision Statement" preceding the meeting at 3:00 p.m.

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SECRETARY-TREASURER

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CHAIRMAN