

Website Committee Meeting Minutes

March 16th, 2023 @ 7:00pm – Virtual

Meeting opened at 7 pm

Attendees: Debra (Website Chair), Theresa (Webmaster) , Bonnie and Sandy (Committee Members)

Old Business

- Approval of the Minutes from August 2020

From the RSC meeting – changing the name to Website and Technology. This is not something the website committee should consider. The RSC needs to make a motion to change the name and vote on that motion.

- Website Committee in favor of allowing up to \$176 for an email program. Bring up at next RSC meeting.
- ~~Motion made by Theresa to allow up to \$176 for an email program. Motion seconded by Debra DD revised 04/20/2023~~

Email Service: Current email server is flagging emails as spam. Change of email servicer. Options include: MailChimp at \$13/month; iContact at \$14/month; Constant Contact \$9.99 per month with an additional cost of \$0.02 per email.

Mail Chimp – Webmaster believes this is the best cost-option. This option has the ability to import an Excel Sheet with email recipients. Initial setup costs– none. Annual membership up to \$175 of the website budget. Approx. \$13 a month. Sends email at different times of the day so as not to trigger spam flagging. Automatic subscribing vs. having to opt-in to receive emails. Person can unsubscribe, and the administrator can add them back if they change their mind.

Expenses already incurred this year: Microsoft 365

Hosting Service – Need to renew our website (Blue Host) – One year still left on current contract. Renew for 3-years is \$431.64 total, broken down to \$11.99 per month. Advantages include the group edit form and the fact there has been no down time, so our experience has been positive. Cost-effective

PDF Software: Cofax Power PDF Advanced (formerly Nuance) – Consider a software license to a program that can be used to produce fillable PDF forms. For Region Secretary position.

FLRG (Florida Region Guidelines): Revisions needed. To be discussed further next month.

Website Posting Checklist - committee reviewed the revised checklist

- **Motion** made by Theresa to put the revised website posting checklist up on the website.
Debra Seconded the motion.

Website Committee meeting cadence – Third Thursday each month. Next meeting is April 20, 2023

Website Committee quality review of the website: Each member will visit the website at least once per week. Any needed corrections will be sent to Theresa.

Meeting adjourned.

Respectfully Submitted,

Debra, Theresa, Bonnie, and San