

FL Region Website Committee Meeting Minutes, approved

Thursday, April 20, 2023 @ 7:05pm - 8:07pm (virtual)

	ACTION / MOTION
1. ROLL CALL: Sandy, Debra, Bonnie, Theresa. The meeting opened @ 7:05pm.	
2. MINUTES: Draft Minutes of March 16, 2023. 3 corrections. (1) Remove the 2 nd bullet about a motion for email program, (2) Under email service, 2 nd paragraph, last sentence, remove administrator can resubscribe a person (only that person has ability to resubscribe). (3) 3 rd bullet (under "Website Posting Checklist) add whether the motion passed/failed.	MOTION: <ul style="list-style-type: none"> Bonnie motioned to approve 3/16/23 minutes; seconded by Sandy. Discussion. 3 corrections. Motion to approved amended minutes carried unanimously.
3. IMMEDIATE EMAIL BUSINESS & GROUP CONTACT LIST: Issue: the webmaster requested not to be sent nonessential emails (after event review emails with photo) from a committee chair and was instructed by the chair to delete it themselves; webmaster is evaluating their service in the region. Some cell phone service providers have tiered levels which charge for data used; because of the cost, laws now provide for penalties to companies and/or individuals for calling cell phones and companies that send out advertising via email all have "opt out" unsubscribe links for users. Unsolicited emails do cost. Committee members discussed the contact list being used for emails correspondence from other than the officers of the region or for nonessential emails to Groups. To date, the region has no secretary; the officers have carried out the secretary's duties. RSC officers requested bi-monthly email send outs to prevent ISPs tagging the official naranonfl.org domain emails as spam several months ago. There may be a lack of coordination to combine information & documents across RSC members. How does this affect Nar-Anon in the region? Using MailChimp will give members the option to "opt out" of email or to sign up for Region news without holding a group service position (contact list). Only Officers or those designated will have the ability to send out through this platform.	ACTION: <ul style="list-style-type: none"> The Regional Chair will address the issue one-on-one Committee recommends 1x a week email to Groups that combines RSC, committee communication, events, CAR & WSO info & docs with timelines to submit info for inclusion with that week's email. Theresa will start Mail Chimp "Essentials" (\$13 per month, \$156 year) on a monthly basis for review before we commit to a yearly subscription for region communication.
4. REGION WEBSITE HOSTING: (Note from March meeting: Theresa will contact Rosemary on how to pay Bluehost for hosting the region website; Region acct or reimbursed).	ACTION: <ul style="list-style-type: none"> Theresa will renew the hosting for up to 3 years for a maximum of \$450
5. FLRG / REGION WEBSITE COMMITTEE INTERNAL GUIDELINES: Ongoing. May need to include policy and/or Internal Guidelines on the use of MailChimp and recommend or create a motion regarding the contact list and region emails.	
6. WEBSITE CHECKLIST : Checklist is posted. Suggestion to include recommendation to add contact info (first name, email or phone #) for questions was made. Discussion. This is already included in the checklist under #2 Document Contact.	
7. WEBSITE COMMITTEE QUALITY REVIEW: Committee members have brought to attention & for corrections any items to be addressed to the webmaster.	
8. MEETING MINUTES: Who is taking minutes of this committee meeting? Suggestion to rotate the duty to take minutes, meeting by meeting.	ACTION: <ul style="list-style-type: none"> Theresa is taking minutes for this meeting
9. NEXT MEETING: Meet monthly until we review after June Region Business Meeting. 3 rd Thursday of the month. NEXT MEETING: May 18th @ 7pm. Debra's Zoom account.	NEXT MEETING: <ul style="list-style-type: none"> 5/18/23 @ 7pm
10. MEETING ADJOURNED: 8:07pm	