FL Region Website Committee Meeting Minutes, approved

Thursday, May 18, 2023 @ 7pm (virtual)

	ACTION / MOTION
1. **ROLL CALL:** Sandy, Debra, Bonnie, Theresa. The meeting opened @ 7:02pm. Theresa volunteered to take the minutes of this meeting.	**ACTION:** Theresa will record the minutes.
2. **MINUTES:** Theresa motioned to accept April 20th minutes; Bonnie seconded. Motion opened for discussion. No corrections or changes were made.	**MOTION:** • Motion to accept April 20th, 2023 as written minutes carried unanimously.
3. **MAILCHIMP:** Theresa has set up the region with the email campaign business, MailChimp. Contacts were imported, new fields (tags) set up for email sorting. We are using the free version until we are ready for use. Next step is testing of emails, both plain text and html emails. Pro: Using this service may provide more communication within the region without holding a group service position and could help with members stepping into regional service positions. Con: new group contacts will need to be entered manually into MailChimp individually.	**ACTION:** • Theresa will send the regional officers the username and password for MailChimp. The officers will need to not change 2-factor authentication or Theresa will need to authenticate the user each time onto MailChimp. • Theresa will continue development of MailChimp & test emails.
4. **EMAILS WITH ATTACHMENTS/ EMAIL EDIQUETTE:** The region news email of Friday, May 12 was discussed. Theresa received several emails as GSR, Webmaster and Contact List Administrator. Theresa asked the committee for permission to remove 'contact-list@naranonfl.org' from the contact list & website explaining that there was no need for a dedicated email address since all changes to the contact list and group meeting information is through the Group-Edit form and is dispersed to the region officers, webmaster, website chair and helpline administrator automatically. Problem: after the region email, there were several region service members that 'replied to all' which then added several more emails. Email etiquette is to reply to only the sender – not everyone. Since this was several people that sent to all, the best action is to remove all email addresses from the "to" and "cc" fields and only use "bcc." Members discussed the region email. Theresa showed screen shots of the email on an iPhone and Windows computer and how each email looked different. Tablet email had no visible column borders while the other 2 platforms showed 4 columns. Because users have many different screen sizes, fonts and default settings, there is no control of uniformity. Committee recommends future emails to use KISS (keep it simple sweetie).	**ACTION:** • Bonnie will notify Ingrid & Rosemary to put all email recipients into the bcc field. The Website Committee recommends that email formats (text, html) be kept simple because cell phones, tablets, and computers each render emails very differently and can drastically impact readability of the email. • Contact-List Admin email will be removed from website & contact list. • Theresa will send out updated Contact List to the region officers, helpline and outreach chair with the removal of contact-list email address.
5. **WEBSITE COMMITTEE INTERNAL GUIDELINES:**	• Tabled due to internet stability issues until the next website committee meeting.
6. **GROUP-EDIT FORM:** Committee discussed the suggestion to change the group-edit form because one new group leader was confused. Members decided that this was a one-time problem unique to the user and the form to be kept as-is.	• No action required
7. **NEXT MEETING:** June 15 @ 7pm. Debra's Zoom account. Remaining 2023 (tentative, will review schedule in future): July 20, Aug 17, Sept 21, Oct 19 and Nov 16	**NEXT MEETING:** • June 15th @ 7pm
8. **CLOSING:**	• Meeting adjourned at 7:42pm

Submitted by Theresa
Approved 6/15/2023