

FL Region Website Committee Meeting Minutes

Thursday, July 20, 2023 @ 7pm (virtual)

	ACTION / MOTION
<p>1. ROLL CALL: Attendance: Debra, Bonnie, Theresa. The meeting opened @ 7:01pm. Debra asked for a volunteer to take the minutes of this meeting.</p>	<p>ACTION: Theresa will record the minutes.</p>
<p>2. MINUTES: Minutes discussion opened for discussion. No changes were made.</p>	<p>MOTION: •Motion to accept April 20th minutes carried unanimously.</p>
<p>3. REGION EMAIL: Debra requested a dedicated email address for website@naranonfl.org. Gmail is not delivering email with the forwarder uniformly. Rosemary updated her Outlook and needs to setup treasurer@naranonfl.org email on her computer. Theresa sent her step-by-step instructions for setting up her email.</p>	<p>ACTION: •Theresa will set up a dedicated email for Debra & send her the email instructions to setup email on her device(s).</p>
<p>4. WEBSITE CONTENT: Discussed CMS (content management systems) and 'includes' for automatic data updates on the website (i.e., the header or footer of a webpage). Theresa explained that using 'includes' skews stats on a website; the region website is small; changes to menu structure (adding a webpage) does not often occur. Discussion on problems using WordPress – in the past, members had no experience or skill to update the software, create backups and to manage the documents. Request for another website webmaster to help will require skills and experience.</p>	
<p>5. CONVENTION FLYERS:</p> <ul style="list-style-type: none"> •Flyers or other requests that the committee members do not agree on, a meeting will be setup to discuss the issue. Goal is less back and forth with email. •The SFCNA flyer is up onsite with disclaimers (facility & cooperation with NA) •Bonnie received a second flyer/information from Kim regarding a different NA convention on July 28th with an invitation to Nar-Anon to have a table at the convention. The website committee has not received the flyer or information. Discussion: this is an outreach event? Do we need volunteers to staff the table? Do we have a room for member/speaker meetings at the convention? How does this relate to our members? What is the desired outcome? 	<p>ACTION: •Debra will call for a Website committee meeting to discuss any issues that the committee does not agree upon.</p>
<p>6. CONTACT LIST: Brief discussion on the use of phone numbers of the members listed on the contact list. What is the purpose of the phone numbers? Meeting verification?</p>	<p>ACTION: •next RSC meeting or assembly - discuss member access to the contact list (email, phone #'s).</p>
<p>7. MAILCHIMP:</p> <ul style="list-style-type: none"> •Theresa is working with Bonnie, Ingrid & Rosemary on using the MailChimp platform. Theresa is waiting on response from MailChimp for charity discount and paying annually for the service. •Discussed required fields in subscriber form & the email being tagged as spam or junk. 	<ul style="list-style-type: none"> •Add (*) asterisk to required fields in the MailChimp subscriber form •Add instructions re: avoid email tagged as spam or junk email
<p>8. NEXT MEETING: Remaining 2023 (tentative, will review schedule in future): Sept 21, Oct 19, and Nov 16</p>	<p>NEXT MEETING: •August 17th @ 7pm; Debra's Zoom account</p>
<p>9. CLOSING: Debra motioned to close the meeting; Bonnie seconded. Motion carried unanimously. Meeting adjourned at 8:17pm</p>	

Submitted by Theresa

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