Minutes of the Website Committee
Sunday, November 19, 2017 @ 7pm
Conference Call
APPROVED

ATTENDEES: Bonnie, Mike, Theresa, Donna

APPROVAL OF MINUTES:
- July 15, 2017 Minutes were approved. October 29, 2017 Minutes were approved.

OLD BUSINESS: PRIOR REGION MOTIONS

1. Region previously approved a motion to not allow the webmaster on conference calls. The minutes on this motion are not clear on intent or the exact wording of the motion and do not preference if webmaster is a Nar-Anon member or not. There was not a motion form in the archives to help with the intent of the motion. The website committee will move forward in presenting a motion to the region to rescind the old motion not allowing webmaster to participate.

2. Links to NA. It is the website committee's intent to follow NFG Website Handbook. We will change URL's that do not work to ones that do. The website committee decided to use the National NA website as the proper link (alternative was using the Florida NA website).

3. "Do We Need Nar-Anon" region motion. The committee discussed which piece of literature the previous motion was referring to. The motion wording calls for "verbiage" on the website. Currently there is several pieces of NFG literature that have the 20 questions; some are copyrighted while another is white literature. Copyright, changing literature, new literature were concerns. Previous naranonfl.org website (blog) linked to a white paper on 20 Questions. The website committee decided to continue with the "Do We Need Nar-Anon" on home page linking to the white paper and not list the actual questions of the 20 Questions.

NEW BUSINESS:

1. Meetings:
    a. Temporary Meeting changes: Issue is that the webmaster is not being notified of some temporary meeting closures or changes which results in the website not being current with meeting information which is our primary goal.

    b. Permanent Meeting changes. Using a Single Email would notify all parties needing to know (Region Service Committee board (chair, vice-chair, secretary), Area Service Committee board members, Website Chair, Webmaster, Helpline, Contact List & Meeting List chair of these changes. This will be addressed in the upcoming Regional Guidelines that are being developed by the Guidelines committee.

    c. Disbanded Meetings: The committee discussed the importance of relevant information on the website. There is little that can be done to require GSRs to notify the region of meetings that are disbanded.

    d. Recommendations: The website committee recommends putting a short notification on the meeting news webpage and "member" webpage to remind members (GSRs) that they should notify the Region secretary, the webmaster, and the helpline on temporary changes in local meetings (i.e. holidays) **and** to ask Sheryl B (who sends out the monthly meeting contact list and region meeting list) that a short reminder be added to the base of the email that she sends out to region GSRs, secretaries & treasurers of keeping the region informed of meeting changes.

2. Logo on Banner Header Image: Website now includes NFG logo on the banner header. Feedback has been positive.

3. Drop down menu: Website chair invited regional committees and officers to review a new menu format for the website which was received positively. Theresa will start to create webpages with the new format which will be reviewed before replacing the current format.

4. Website Errors: If there are grammar mistakes or any type of mistakes on website the webmaster can correct it without the website committee approval.

5. Google maps. Contact Rand to request that the Google Maps for meetings be removed (is it his personal Google account or the region Nar-Anon Google account.

WEBMASTER REPORT - see attached report

NEXT MEETING BUSINESS
1. Website Redesign - adding a link for GSR information under the members link.
2. Website Guidelines: Next meeting we will go over guidelines.
   a. Area webpages. Invite areas that are part of the Florida Region to be able to have a webpage which will allow us to remove the page if the area is disbanded.
   b. Region committees - Literature & Outreach have webpages along with the Guidelines committee. May add a website committee webpage.

NEXT MEETING:
Next meeting is Sunday, December 17, 2017 at 7pm. Website meeting conference calls are now held on the 3rd Sunday of the month

CLOSE MEETING:
Meeting business ended at @8:15pm.

Webmaster Report November 19, 2017

	DESCRIPTION
10/30	changed website committee meeting schedule on webpage
10/31	NEW BANNER IMAGE (sunset) to same image with inclusion of the Nar-Anon logo
10/31	1. changed EZ print meeting list, meeting new webpage & find a meeting webpage to include Pensacola meeting day change. 2. Sent email to Sheryl B - asking if I could change the trifold to match (we both were not notified of the change). 3. Checked NFG website for Duval & Clay County - Sheryl had 2 meetings and I had 3 for Jacksonville and 1 Orange Park. naranonfl.org has same info as NFG website.
10/31	Setup Treasurer, Secretary & Website Chair email, chg password, sent email of instructions
11/1	BAM agenda
11/4	(added treasury report to the draft BAM minutes already up on site)
11/6	changed out BAM minutes with approved minutes, removed Fellowship Flyer & Image from BA webpage & events webpage
11/11	Land O'Lakes closed on Thanksgiving (meeting news page)

TO DO:

1. meetings@naranonfl.org -- **EMAIL ADDRESS, MEETINGS** - add email address for GSRs to contact all committee members regarding changing meeting information (closures, changes, temp changes, etc.) which will go to Region Chair, Vice-Chair, Secretary, Area ASR, Area Secretaries, Helpline, Outreach & Contact/Meeting list, Website Chair, Webmaster

2. **Website Growth Ideas:**
   a. INTENT: gradually build and change site so it is phone/table friendly and conforms to new internet guidelines.
   b. Start work on drop down menu like Nar-Anon WSC. (eventually eliminating right side menu bar) This was discussed 2/20/2010 in RSC minutes, website committee report to state they were working on a drop-down menu, and a Zip Code locator. The drop-down menu may look like: http://www.naranonfl.org/trial/ (note the links do not work, this is for a visual reference of what a drop down menu may look like) This would eliminate the right vertical menu which will allow full page content (instead of ¾ page).
   c. Create a "resources page" with the idea of eventually to eliminate right side menu, combine resources, help the fellowship and GSR's find information. Also, allowing for one page to be changed instead of multiple pages

3. **Google Maps & Space Coast webpage:** We can now edit the webpage to add/remove/change meetings. This can be done by any committee member with a specific URL. Is this in conflict with our traditions/concepts to not promote any business or entity? https://www.google.com/maps/d/viewer?mid=1yuse8xA2PrKZXfmTWfyooFr0j-c&hl=en_US&ll=28.06303520354423%2C-83.33138149999996&z=7 -- Need USER NAME/PASSWORD to make changes, or remove maps all together. Space Coast Area webpage: http://naranonspacecoast.weebly.com/ Feb 20, 2010 RSC minutes indicates, "Melanie is asking for volunteers for the

website committee and hopes to have a Zip Code locator installed to help people to find meetings." May 23, 2010 restates Melanie and Google maps

4. **Proposal:** Create Internal Guidelines for Website Committee to administer to the website (that are not detailed in the NFG Website Handbook). The suggestion for guidelines for the (website) committees comes from both GLS and Website Handbook.

   a. **TYPOS/MISSSPELLING CORRECTIONS:** corrected asap **-** as submitted (by anyone)

   b. **MEETING NEWS:** Temporary closures, location/room changes --

   c. **SUBMITTING MATERIAL**: submit to website chair the flyer/info/minutes/agenda in Word, Excel, Publisher, PowerPoint and/or Rich Text format.

   d. **CONTENT: RSC, BAM, Outreach, Literature** ---- What other RSC documents besides agenda, minutes be put up on site?

   e. **WEBPAGES**: Webpage available to each Region committee & subcommittee (Literature, RSC, Outreach, Narateen, Website, ASRs, Convention).

   f. **GSR webpage?** The flow chart, motion form, GSR report under "service" page may need to be under a GSR page too - do GSR's know those are for them? Maybe it should be on the Member webpage. Add other resources... (like the member page)

   g. **RESOURCES** webpage is member page...? Create a "resources page" with the idea of eventually to eliminate right side menu, combine resources, help the fellowship and GSR's find information. Also, allowing for one page to be changed instead of multiple pages

   h. **RSC:** some minutes missing. Email: still no word from Region Service Committee on whether they have set up their email addresses.

   i. **OUTREACH MINUTES**: NO response on request for missing minutes from August 22, 2015 to present.

Minutes of the Website Committee
October 29, 2017 @ 7pm
Conference Call
APPROVED

ATTENDEES: Bonnie, Mike, Theresa

APPROVAL OF MINUTES:
- **MOTION:** To approve/disapprove/amendments, changes of minutes from July 15, 2017 - tabled

OLD BUSINESS:
Prior region motions that impact website & website committee:
1. Webmaster not on monthly call or region makes no sense and needs to be struck to not have her on call will try to have a motion to change that. Intent to have webmaster on calls since webmaster may be and is part of Nar-Anon.
2. Links to NA is just in cooperation not affiliation. We intend to comply and if not made to comply. In addition, changing the link to one that works is keeping with the "intent" of the motion - URLs change so we can adapt to those changes and keep links working.
   a. **If you are an addict seeking help, click here**: 2013.05.18 Assembly Minutes, New Business: "Outreach Committee Motion: The original motion was made by certain Outreach members and it was requested that the makers of the motion be changed to the Outreach Committee upon their approval. Another amendment to the motion is in the intent. After "add the above 'Click Here'" link, it should state: "http://portaltools.na.org/portaltools/meetingloc/". The motion was read and some discussion followed. A call for a vote was made and a voice vote was taken. Motion passes."
3. Discussion on prior region motion to place "Do You Need Nar-Anon?" on the website home page. Issue is that there are several Nar-Anon pieces of literature (some copyrighted and some "white paper" copy ok). Concern was future changes in literature, renaming document and the confusion of different wording. No decision was made as to whether committee addresses this issue or not.
   - 2014.05.30: A friendly amendment was made, stating for the motion to read "To add a link for the "**DO YOU NEED NAR-ANON**?" questions to the home page of the Florida Region Nar-Anon website." The friendly amendment was accepted.

NEW BUSINESS:
1. MISSING MEETING UPDATES: The problem is Theresa not getting meeting updates to change on the website
   o Until problem is solved, Mike will send his notices to Theresa.
   o Instead of the flow chart send to one email that will go to everyone who needs it. Theresa is working with Donna on this. meetings@naranonfl.org
2. DROP DOWN MENU: Remove right vertical menu and integrate into a top drop-down menu which will have all the links to present webpages. This will free webpage space in the main body of the website.
3. GOOGLE MAPS - Ask that map be removed from google map website for meetings.
4. AREA WEBPAGES - offering areas within the region a webpage for the area's sharing of information (minutes, agenda, treasurer's reports, events). This will give the website committee the ability to remove area pages if the area disbands. Point: Space Coast Area webpage is in existence when the area disbanded and has outdated information we can't update. We need to have ability to take down pages on website that don't belong
5. BANNER LOGO - Website committee agreed to change the banner to add the Nar-Anon logo which will meet NFG Website Handbook guidelines.
6. WEBMASTER REPORT - see attached
7. COMMITTEE MEETING SCHEDULE - Committee agreed to change website committee meetings to the 3rd Sunday of each month at 7pm

NEXT MEETING:
Next meeting is November 19, 2017 at 7pm.

CLOSE MEETING:
Meeting business ended at @8:15pm.

Webmaster Report: October 2017 (last meeting July 15, 2015)

	DESCRIPTION
7/19	Meeting change: St. Pete Monday, Group ID# 127-045, eff 7/31 room chg to 3A (notified WSO, Region SC, Area SC & committee chairs
7/26	Updated find-a-meeting webpage (remove old information; but stays on meeting news table)
8/1	Updated for 3 meetings - alert: we are not getting updates for meetings; some are over 30 days wrong. Flow chart is not being followed.
8/6	Removed conference call info for Convention Committee (Bonnie J notified me)
8/9	Updated BAM with next meeting date, remove agenda for previous meeting
8/20	updated BAM with agenda 8/26 meeting
8/27	added new meeting, Leesburg in Lake County FL, Tues 7pm removed BAM agenda, updated next meeting date
8/28	removed 6-month old meeting news items, changed style code to css style sheet code
8/29	Temp closure St. Pete Monday for Labor Day
8/31	after Sheryl B updated contact/list: 1. Added Rm 6 for Land O Lakes Meeting, added to ez print meeting list
9/1	Received BA Afternoon of Fellowship flyer with request to put it on website if possible; sent out email to committee for permission. Stacy, Bonnie replied.
9/2	Asked Bay ASR to remove background from flyer (poor print for BW printers; Placed flyer on site; made image of flyer for site.
9/5	Hurricane alert - meeting closures (3 webpages); asked & received ok from 3 (me too) committee members & region chair
9/6	Cancelled until further notice Naples Monday (hurricane)
9/18, 17, 16, 15	updates on website - meeting cancellations, assembly cancellations, warnings, alerts for Hurricane Irma
9/26	Bradenton, Saturday 10am meeting closure
9/29	***NOT LISTED ON WSO: NAPLES - Tuesdays 7 PM, The Last Connection, 2740 Weeks Ave #16 (no group id#)
9/29	updated meeting list pdf
9/29	removed several old meeting changes (older than 6 months as per committee decision) from meeting news webpage
10/04	add/chg region assembly date & location
10/13	update w new treasury report
10/15	removed old Assembly notice, agenda, meeting information
10/16	added Oct 14 draft minutes, Dec 2016 approved amended minutes, June 11 2017 approved minutes
10/17	changed RSC names (newly elected treasurer, secretary, website chair)
10/24	removed Bradenton meeting from meeting list, meetings webpage (email from Belle forwarded from WSO)
10.29	logged onto server for website stats

ITEMS TO BE ADDRESSED:
1. New banner image?   http://www.naranonfl.org/trial/
2. Should Fellowship Review material be posted with explanation (not for copy, distribution, but for review)
3. New email to new officers & committee chairs?
4. Add BAM meeting list to BA webpage? What other information?
5. Meeting Issues - talk with RSC:
   a. Narateen Ocala shows active on WSO website 9/29/17;
   b. Macclenny, FL (Baker County) is NOT on WSO website 8/31/2017
   c. NAPLES (Collier) Tuesdays 7 PM, is NOT on WSO website 9/29/2017
   d. New Smyrna Beach (Volusia County) is NOT on WSO website. WSO offers Port Orange FL as closest meeting. Outreach EXCEL contact list offers both cities (PORT ORANGE - Thursdays, 6pm, Group ID# 127-078) (remove New Smyrna Beach from Excel contact list?)
6. **EMAIL ADDRESS, MEETINGS** - add email address for GSRs to contact all committee members regarding changing meeting information (closures, changes, temp changes, etc.) (meetings@naranonfl.org) which will go to Region Chair, Vice-Chair, Secretary, Area ASR, Helpline, Outreach & Contact/Meeting list chairs?

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<div align="center">

Minutes Website Meeting

July 15, 2017 - 12pm

APPROVED

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Attendees: Alice, Stacey, Theresa

Absent: Bonnie

Meeting opened with Serenity Prayer - Alice

Roll Call - Alice

Old Business

Website Committee previously approved by consensus via email on 6/20/17 - Theresa

1. To ask the Outreach committee to add to the excel contact list a column which would indicate each "Group ID#" which is assigned by WSO.
   Outreach committee was consulted and the committee approved. Theresa will obtain each group ID#. This addition will help to clarify particular meeting changes and updates.

2. To renew domains net & com for maximum to our ability, not to exceed our budget set by the Region of $228.
   Region has $228.00 budgeted for us. ($24 year each x 2 = $48 year… we should be able to renew for 4-5 years) It is in our best interest to renew for the maximum number of years as prices can raise each year. Alice sent email to Region Treasurer to request method of payment information. No response.

   ACTION ITEM: Alice to follow up with phone call to Mickey on payment method.

3. Add "protected" folder for Guidelines committee (or other committees).
   Only those with the username and password would be able to view the documents in the "protected folder". Only the webmaster would be able to upload documents. . This will aid the Regions committees in sharing documents in a secure format. There is ample space on the server and this should not impact the website in any way. Folders will be able to be removed when the Guidelines committee is done. Completed June 22, 2017. Theresa added a possibility of using a URL link from the Service page to access Guidelines Committee page in today's meeting. All voted in support of adding this link.

Other Old Business

1. Logo Kit – Theresa asked for follow up on status of purchasing a logo kit. (This will allow us to place the logo on the banner of the website in appropriate format, etc.) Theresa is looking for a transparent png file to use. If we order the kit, we can choose which one we use. Theresa will submit order.

Update - We did not have to purchase. Theresa was able to obtain the file of logos to use going forward.

2. Theresa asked if the issue of the Google Maps webpage and the Space Coast webpage has been addressed. Alice had researched we are not able to identify the person who created these pages. As such, we cannot change or remove the sites. Theresa indicated we could make contact to Google with appropriate authority, stating that the site is erroneous. Google will review and can remove.

Update – Theresa was able to determine that the page could be updated, but not removed. The update will be tedious and there is a question as to whether it is within our Nar-Anon guidelines to use this site. We will discuss further at next meeting.

New Business

1. Conference call numbers changed recently. Theresa asked if we should list the conference call number on the website (number only, not PIN). We recommended to leave it off for now, as having the phone number but not the PIN wouldn't help.
2. Theresa brought new banner option for website with drop down menu. This will take some time to update. Tabled until next meeting.
3. Motion: to have the website committee follow Nar-Anon CAL Website Handbook, nullifying previous Region motions that are now in direct conflict with the Website Handbook (1st edition came out in 2014, updated in 2016). Theresa has taken this through her Group for consideration. This motion is off the Web Committee who was not able to fully review and support based on time constraints for submission.
4. Webmaster Report – see attached

Stacey made motion to approve April 2017 minutes. Alice seconded the motion.

Next meeting scheduled for 8/19/17 at 12N.

Theresa made motion to close the meeting, Stacey seconded.

Webmaster Report: July 15, 2017

	DESCRIPTION
6/2	TEMP: Jacksonville, Thurs, June 29th meeting will be held at Fort Caroline Baptist Church, 11428 McCormick Rd, Jacksonville @ 7:30 for this meeting. Return to normal schedule 7/6
6/20	Corrected Port Richey (Pasco) address from 75040 to 7540, per Belle on website & EZ print meeting list
6/25	Made a "protected" webpage for the Guidelines Committee, added documents, minutes, motion archives, excel worksheets (viewers need username and password)
6/30	Naples, Tues *CLOSED (Group ID# 127-079)
	Hollywood, Wed - new time & location (move to Cooper City, 8pm)
	Hollywood, Fri - new time & location (move to Southwood Ranches, 8pm)
	Website Committee - only Alice & I. Via email voted to add Group ID#, contact Outreach and suggest they add Group ID# to contact excel file (I will offer to do the work), motion to follow NFG Website Handbook
	Protected Committee page & RSC page: added missing minutes to Assembly Minutes Archives (by year) and added individual minutes to the Guidelines Committee Webpage
6/28	Added Group ID # to all meetings on meeting page; noted several meetings not on WSO that we list & 1 meeting change for closure for the summer: a. Homestead (on hold for a long time (Homestead) NOT on WSO website b. Macclenny is NOT on WSO website c. New Smyrna Beach is NOT on WSO website d. Tequesta. We have Tequesta BUT the WSO website now shows the Tequesta meeting is on hold for the summer… "We will not be meeting for the Summer. Will resume late August/early September." So, do I show the meeting on hold? Notified Belle, Sheryl, Rosemary, Bonnie (helpline), Alice, Donna
7/1	Added July 1 FL Region Meeting List trifold and made changes to meetings as documented by Sheryl. Discussed with Sheryl meeting confusion with Tequesta and the other meetings we don't match with WSO. Neither of us know what to do, or whose responsibility it is to check with the GSR for meeting info.
7/10	Added new meeting in Jacksonville (find a meeting webpage, meeting news webpage & print meeting list
7/11	Added October 2007 region meeting minutes to Service page & Guidelines page; added dates of meetings to the archives (organized by year)
7/12	changed properties of minutes for each year (shorter) and renamed (shorter url) for minutes (removed Regional Meeting Minutes Archive to Minutes). Removed FRCNA information, flyer and images
7/12	Re-sorted minutes from early to latest (2007, 2008…2016) for Guidelines Committee webpage
7/13	Updated meeting webpage (with Jacksonville group id#) & pdf meeting list

6/20/2017 CONSENSUS DECISIONS/MOTIONS via email

1. **Motion: to ask the Outreach committee to add to the excel contact list a column which would indicate each "Group ID#" which is assigned by WSO.**
   I will offer to do the work and get each group ID#. Why? A lot of confusion comes when a group changes day, time or location… our WSO form only shows the NEW town. So, this week there were two changes to Cooper City and Southwest Ranches… which were from Hollywood. Took me over an hour to match things up and figure out what was changing from where. This can lead to errors and problems…. It has in the pass. I recommend "yes" to asking outreach to add a Group ID# column to correctly identify groups. **PASSED unanimously**

2. **Motion: to renew domains net & com for maximum to our ability, not to exceed our budget set by the Region of $228.**
   Region has $228.00 budgeted for us. ($24 year each x 2 = $48 year… we should be able to renew for 4-5 years) It is in our best interest to renew for the maximum we can renew for – prices have risen a lot over the past few years. (I had a client that had purchased a .info domain for 9 years for $80 and he just had to renew again…cost $151…for 9 years. We own the .org domain name for another 8 years. Our hosting service was paid for 3 years. We get savings when we pay for multiple years. I think we have a credit of a little over $11 with GoDaddy, our domain provider. I recommend voting yes, to renew the domains for the maximum of our ability…. **PASSED unanimously**

3. **Motion: add "protected" folder for Guidelines committee (or other committees). Only those with the username and password would be able to view the documents in the "protected folder". No one by the webmaster would be able to upload documents. This will aid the Region subcommittee to share documents.**
We have plenty of server space and bandwidth. No impact on the website. The protected folder will be secure and be able to be used by other committees or removed permanently when the Guidelines committee is done. I recommend voting yes. This is a service to our fellowship and our leaders. **PASSED unanimously**

4. **Motion: to have the website committee follow Nar-Anon CAL Website Handbook, nullifying previous Region motions that are now in direct conflict with the Website Handbook** (1st edition came out in 2014 and now we have 2016). We would have to submit our motion by July 16th to be heard at the fellowship…. I recommend yes – previous Regional motions did not have a CAL Website Handbook to follow. Over the years many CAL has changed responding to the fellowship, changes in technology and growth. **OUTCOME:** Theresa, Bonnie & Stacy voted via email to accept the motion. Alice wants to discuss the item for this motion.

   REASONING: There are RSC motions that have occurred in previous years that are now outside/opposite CAL Website Handbook Guidelines. This constrains the website committee from developing or changing the website, especially when there are several years of absent RSC minutes in the RSC archives.
   i. Concept Three: The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it;

   ii. Concept Five: For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

   iii. Nar-Anon Website Handbook provides guidance and standards. The CAL Website Handbook initially introduced in 2014. Now we have 2016-18. Prior motions from RSC were without guidance from WSO website handbook and have not been evaluated to see if our website is aligned with the CAL.

   iv. Missing RSC minutes that have motions on wording for the website that the website committee does not have (we have: 11minutes for 2012, 7 minutes for 2013, 3 minutes for 2014, one minutes for 2015, one minutes for 2016);

   v. a fresh start free from previous RSC committee votes as most were changed, inadvertently when the site changed from WordPress to "real" website.

   vi. The website needs to have greater fluidity to respond to changes.
   EXAMPLE: CAL Website Handbook (2014 & 2016) suggests "The following suggested disclaimer should accompany the link to any Narcotics Anonymous website: "Links to Narcotics Anonymous websites are provided as a convenience and in a spirit of cooperation and not affiliation." naranonflo.org website currently uses the wording: because of past RSC OR OUTREACH MOTIONS.

ITEMS TO BE ADDRESSED:
1. Contact Us - perhaps an email address for contact ALL committee members for changing meeting information (closures, changes, temp changes, etc…), (example: meetings @ naranonfl.org) which will go to Helpline, Chair, Vice-Chair, Secretary, Area ASR, Outreach & Contact/Meeting list people?

2. **Google Maps & Space Coast webpage:** We can now edit the webpage to add/remove/change meetings. This can be done by any committee member with a specific URL. Is this in conflict with our traditions/concepts to not promote any business or entity -- Need USER NAME/PASSWORD to make changes, or remove maps all together. Space Coast Area webpage: http://naranonspacecoast.weebly.com/ Feb 20, 2010 RSC minutes indicates, "Melanie is asking for volunteers for the website committee and hopes to have a Zip Code locator installed to help people to find meetings." May 23, 2010 restates Melanie and Google maps

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d. New banner image?   http://www.naranonfl.org/trial/

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d. **CONTENT: RSC, BAM, Outreach, Literature** ---- What other RSC documents besides agenda, minutes be put up on site? Bay Area Meeting list on the Bay Area webpage?

e. **WEBPAGES**: Webpage available to each Region committee & subcommittee (Literature, RSC, Outreach, Narateen, Website, ASRs, Convention).

f. **GSR webpage?** The flow chart, motion form, GSR report under "service" page may need to be under a GSR page too - do GSR's know those are for them? Maybe it should be on the Member webpage. Add other resources… (like the member page)

g. **RESOURCES** webpage is member page…? Create a "resources page" with the idea of eventually to eliminate right side menu, combine resources, help the fellowship and GSR's find information. Also, allowing for one page to be changed instead of multiple pages

h. **RSC:** some minutes missing. Email: still no word from Region Service Committee on whether they have set up their email addresses.

i. **OUTREACH MINUTES**: NO response on request for missing minutes from August 22, 2015 to present.

<div align="center">

Minutes

Website Meeting

April 15, 2017

12pm

</div>

Attendees: Alice, Stacey, Bonnie, Theresa

Meeting opened with Serenity Prayer - Alice

Roll Call - Alice

Web Master Report - Theresa

See attached

Theresa has added a table to detail monthly changes. She will be using this format for March 2017 forward. January, February items are detailed in script.

Old Business – Alice

Alice stated that the BAM page being added to website should have been Region decision, not that of the Web Committee alone. She stated that the website is a Regional site and page 4 of the Nar-Anon CAL indicates that we are accountable to the Regional sub service committees. Asked that we suspend this page until the Region can officially approve. Theresa disagreed, indicating that we are a service to the fellowship, not to the Region.

Because it was not a motioned decision, committee was in majority discussion agreement to remove until necessary approvals are obtained. Theresa indicated that she will change the link to indicate it is currently "under construction pending approval" which allow some time for the Region to approve.

New Business – Alice

Theresa reminded about December meeting discussion about altering November meeting minutes. Stacey will finalize and send to all members.

Bonnie indicated that the Convention Committee call is not listed on the website. Bonnie asked that this be added to the website under Meeting News and Info in the Conference Call schedule. The call is the 2nd Monday of every month at 7:30pmEST. Theresa will add

Logo Kit – Theresa asked for follow up on status of purchasing a logo kit. (This will allow us to place the logo on the banner of the website in appropriate format, etc.) Theresa is looking for a transparent png file to use. If we order the kit, we can choose which one we use. Theresa will submit order.

Theresa asked if the issue of the Google Maps webpage and the Space Coast webpage has been addressed. Alice had researched we are not able to identify the person who created these pages. As such, we cannot change or remove the sites. Theresa indicated we could make contact to Google with appropriate authority, stating that the site is erroneous. Google will

review and can remove. Alice suggested contacting WSO Web Master for options. She will follow up on this item.

Theresa asked that we create a Website Committee webpage with guidelines for submitting material. For example, format for file submissions from other committees/groups, format for minutes, agenda, etc. Alice indicated that this would need to be a motion taken to the Region. Theresa will create the motion form to discuss at our next meeting. Once approved by the web committee, it can be sent to the Region.

Theresa would like to discuss options for following the Nar-Anon CAL Website Handbook, suspending all previous Florida Region Service Committee motions. Alice asked that we think about this option and allow further discussion in next meeting.

Stacey made motion to approve February 2017 minutes. Bonnie seconded the motion.

Next meeting scheduled for 5/20/17 at 12N.

Alice made motion to close the meeting, Bonnie seconded.

Close meeting with Serenity Prayer.

Webmaster Report, April 2017

ITEMS TO BE ADDRESSED:

1. LOGO KIT: received update from Rosemary at RSC Assembly. Each of committees has to obtain their own logo kit. Alice was to order LOGO kit from WSO.

2. Has Lynne addressed the Google Maps webpage & the Space Coast webpage issue as promised at the assembly?

3. Include Group ID#'s on site and include on print list (maybe should be added on contact list for Outreach?)

4. Create Website committee webpage with guidelines for submitting material.

   a. I.E. submit to Alice the flyer/info in Word, Excel, Publisher, PowerPoint, Rich Text format if possible.
   b. Website committee minutes, agenda, webmaster reports?

5. **Motion from Website Committee to follow Nar-Anon CAL Website Handbook**, immediately suspending all previous Florida Region Service Committee motions (or other Website or Outreach committee motions) that are outside/opposite CAL Website Handbook Guidelines or constrain the website committee from developing or changing the website. Intent: Years of missing RSC minutes that have motions on wording for the website that the website committee does not have; this allows for a "fresh start" and aligns with our Concepts (3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it; 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.)

6. CONTENT: RSC, BAM, Outreach, Literature ---- Should other RSC documents besides agenda, minutes be put up on site? Should other BAM documents besides agenda, minutes be put up on site? I.E. literature directions for ordering from Bay Area? Invite committees to submit minutes/agenda/info etc.… Invite other committees to schedule conference calls

7. Website proposal for change:

   a. Start work on drop down menu like Nar-Anon WSC. (eventually eliminating right side menu bar)

   b. Create a "resources page" with the idea of eventually to eliminate right side menu, combine resources, help the fellowship and GSR's find information. Also, allowing for one page to be changed instead of multiple pages

   c. INTENT: gradually build and change site so it is phone/table friendly and conforms to new internet guidelines

DESCRIPTION		AMT. TIME	TOTAL HOURS
04/13	South Tampa meeting temp closures for 13th & 27th		
04/11	Temp Closure: Land O'Lakes closed 4/13 only		
04/11	Lakeland - 1x meeting chg 04/14/17 Lakeland Seventh-day Adventist Church, 1435 Gilmore Ave, Lakeland (Meet in Multi-Purpose Bldg. to the left)		
04/11	Alice emailed to add New Tampa Meeting (GSR Bonnie J) (already done)		
04/06	posted BAM BBQ Fellowship Flyer - events & BAM webpage		
04/04	S Miami meeting chg		
03/21-23	Added New Tampa meeting, added conference call meeting table		
03/17	The meeting news and find-a-meeting webpages and the personal use printable meeting list have all been changed to reflect: Lakeland Friday 4/14 meeting location change, The Miami Springs meeting closure, Meeting location change for SOUTH MIAMI/KENDALL - Tuesdays, 8 PM		
03/14	ECC6 flyer/registration today; the Tampa North 9th Anniversary invitation; the wording for FRCNA in red regarding room availability and need for speakers…		

JAN - MARCH 1, 2017, CHANGES

1. WEBSITE CHANGES:
   a. Added scripted email addresses for all BAM service reps (prevent spams)
   b. Updated personal, not for distribution meeting list to reflect meeting changes done same day as notifications to both meeting list and website
   c. March Outreach changes from Sheryl
      i. Bradenton Meeting (Faith United Church of Christ, 4850 E. SR 64, Bradenton) Thursday will have a step meeting the 1st Thursday of the month
      ii. Added South Miami Spanish Speaking meeting on Sunday @ 5:30pm to "find a meeting" & "meeting news"
      iii. Removed Miami/Kendal meeting from "find a meeting" and added the closure to "meeting news"
      iv. No action required; already done:
         1. Narateen Lutz (changed from Pasco, Port Richey to Hillsborough, Lutz) effective 3/14
         2. Removal of newcomers meeting from Tuesday Clearwater.
         3. Address for Jacksonville was correct;
         4. Boca Raton meeting time was already 7:45pm
   d. Website committee voted months ago to remove old meeting news items older than 6 months. February changes: 07/05/16 Ocala NARATEEN, new location; 07/05/16 Ocala, new location; 07/01/16 Fort Lauderdale, new room; 06/01/16 Orange City, Sat *CLOSED; 06/01/16 Port Richey, new location 06/01/16 Narateen, Port Richey
   e. After RSC December meeting, the website committee meeting list (same as Outreach without Word Art of 72point font size for "Addiction" (smaller file size - ¼ the size), less ink for printing, better print out (less saturation of ink) was removed

2. EMAILS - Emails for RSC, BAM created. (was forwarders)

3. EMAIL SETUP INSTRUCTIONS - step-by-step instructions, with images & with 4 ways to get/setup email developed and dispersed

4. UPDATED MASTER ADMINISTRATION FILE developed which includes scripts, forwarders, redirects, email setup, email addresses and passwords, passwords for GoDaddy & Bluehost, details on domain names & when they end etc.…

5. FRCNA 2017 convention in Orlando. "Save the date flyer" was added. Requests from BAM members for more info regarding the hotel because the information is coming so late that there are no more rooms available.

6. NAR-ANON WORLD CONVENTION to site (Aug 30-Sept 2, 2018 in Orlando FL) Save the date flyer from WSO on 2018 convention added to events page.

7. RSC MINTUES: NO response from RSC secretary to provide minutes from November 25, 2012 to present. Email: still no word from Region Service Committee on whether or not they have set up their email addresses.

8. OUTREACH: NO response on request for missing minutes from Outreach from August 22, 2015 to present. I updated the Outreach secretary position show "vacant position". The Outreach webpage has been updated to include a message to "join us" and the meeting schedule. There is a link to the chair for more information.   Added the FL Region Meeting List is on the Outreach webpage. I included 3 months of the directory (Jan, Dec, Nov). However, Alice asked that it be removed, it was not needed.

9. 404 ERROR Page was added for 404 error messages (wrong webpage) with kitten regretting you landed on a page and to check spelling (this eliminates generic BlueHost webpage error messages with random links, but still has heading I can't change). To see the page: www.naranonfl.org/meeting-find.html (actual correct URL is www.naranonfl.org/meetings-find.html

10. REDIRECTS - Redirects done (old non-existent URLs: i.e. links from naranonga.com/links.html and naranonofnj.org/upcoming-events.htm both linked to naranonfl.org/WordPress). Created a "redirect rule" so that naranonfl.org/WordPress goes to our home page. Using the stats from the site, webmaster can see who is linking to us and if there are issues.

11. GOOGLE MAPS, NAR-ANON MEETINGS: Emailed previous website chair, Donna, in regards to the outdated Google map. She and committee were aware but did not know who set it up, how to change it or remove it. Google map on FL Region Nar-Anon meetings: https://www.google.com/maps/d/viewer?mid=1yuse8xA2PrKZXfmTWfyooFr0j-

-- Need USER NAME/PASSWORD to make changes, or remove maps all together

12. SPACE COAST AREA has a webpage that was linked to - but after discussion, that ASC was dissolved so the link was removed…should have webpage removed (outside our ability. http://naranonspacecoast.weebly.com/

13. CONTACT CARDS - request from BAM for single card options in PDF and PNG for printing using online print sites AND Word option for the 10 card print of cards with limited editing ability (only can add contact info on appropriate line)

14. FLORIDA COUNTY MAP added for those that need help with counties in FL (where they are etc.…)

15. BAM webpage made for BAM documents, minutes, agenda, meeting schedule, email contact, etc…

16. Checked site re WSO Website Handbook (2014 & 2016) to meet other guidelines as copyright, literature, information, meta data, anonymity; current information easily found by visitors (meeting, etc.); and documents should be website friendly & meet WSO handbook guidelines: clear print, small footprint (small file size), appropriate format for media (PDF, Word, PNG), meet goal of ATTRACTION, not PROMOTION

17. PREVIOUS RSC OR OUTREACH MOTIONS - Need a fresh start free from previous RSC committee votes as most were changed, inadvertently when the site changed from WordPress to "real" website. There has been the addition of a WSO Website Handbook what provides guidance and standards that previous votes from RSC prevent changes and growth. The website needs to have greater fluidity to respond to changes.

    a. LINK under Resources - "Addicts Seeking Help Click here".
        i. Theresa changed link to read "Addicts Seeking Help click here, "Links to Narcotics Anonymous websites are provided as a convenience and in a spirit of cooperation and not affiliation." but could not remember where she read it as NFG guidance.
        ii. Alice said we cannot name Narcotics Anonymous as it violates Traditions. Alice asked that we remove the Narcotics Anonymous name and leave other information. All in agreement. Alternate wording was decided upon to use.
        iii. AFTERWARDS: Theresa found the EXACT wording from 2014 & 2016 NFG Website Handbook, supporting item "I" above. Wording changed to meet CAL.
        iv. Alice later shows RSC minutes May 5th, 2013 "If you are an Addict seeking help, click here" Intent: In the spirit of cooperation, not affiliation, add the above "click here" link which will lead the suffering addict to the Word NA Web Portal. This will help for our mission and vision of family recovery." Wording was changed back to 2013 wording via RSC vote.

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Minutes

Website Meeting

February 25, 2017

12pm

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Attendees: Theresa, Alice, Stacey, Bonnie

Meeting opened with Serenity Prayer - Alice

Roll Call - Alice

WebMaster report - Theresa

See attached

Alice asked that items not be "created" and added to website without appropriate approvals. Theresa indicated that she would continue to update information, as directed by the appropriate guides, handbooks and changes to schedules. New information would not be added without committee approval.

Old Business – Alice

N/A

New Business – Alice

About Us Page – "Find a Nar-Anon Meeting in Florida", should say "Find a Nar-Anon Meeting in the Florida Region." Theresa will work on update.

Find a Meeting Page –Alice asked that this be updated to change:

> Current:
>
> **CLICK HERE TO:** print/download meetings (personal use only)
>
> Change to:
>
> **CLICK HERE TO PRINT/VIEW:** Nar-Anon Florida Region Meeting List Trifold (personal use only, not for distribution)
> Printable meeting list (personal use only, not for distribution)
> All in agreement.

Addict Seeking Help Click Here – cannot name Narcotics Anonymous as it violates Traditions. Alice asked that we remove the Narcotics Anonymous name and leave other information. All in agreement.

Stacey Noted that on the Website Committee page, the link for "Click here for the Website Committee" is not working. Theresa to update.

Outreach Committee page – Alice asked that we remove the "updated monthly" after #1 relating to the Meeting List. Theresa will remove.

Contact Us – Outreach Committee. Theresa asked if we should move the highlighted section "If you need help finding a meeting, contact…." Committee agreed to leave as is.

WSO has a logo kit – Theresa asked if Web Committee should purchase the logo kit from WSO to use for Web pages. Theresa will email Rosemary to see if any committee has purchased this. If they do not, Alice will look into purchase options.

Theresa did a search for Florida Nar-Anon meetings and a google map pulled up with old meeting sites/dates. She is also not aware of anyone maintaining this. Theresa and Alice will ask at BAM to try to determine origin. This appears to be a good tool to use on existing website, as long as it's current and maintained.

Contact List for committees – Theresa asked if we wanted to add these to the website and password protect them? Alice will ask committees and follow up.

Next meeting scheduled for 4/15/17 at 12N.

Close meeting with Serenity Prayer.

Webmaster Report, January & February 2017

February 25, 2017, Saturday changes

1. Changed Narateen meeting on meeting webpage, added changes to meeting news and changed the personal use meeting list (Day, Time, Place & County
2. Removed meeting news changes that were older than 6 months: 07/05/16 Ocala NARATEEN, new location; 07/05/16 Ocala, new location; 07/01/16 Fort Lauderdale, new room; 06/01/16 Orange City, Sat *CLOSED; 06/01/16 Port Richey, new location 06/01/16 Narateen, Port Richey
3. Added Nar-Anon World Convention to site (Aug 30-Sept 2, 2018 in Orlando FL)
4. Checked site re WSO Website Handbook to meet other guidelines as copyright, literature, information, meta data, anonymity; current information easily found by visitors (meeting, etc.); and documents should be website friendly & meet WSO handbook guidelines: clear print, small footprint (small file size), appropriate format for media (PDF, Word, PNG), meet goal of ATTRACTION, not PROMOTION

January 22, 2017, Sunday @ 2:52 PM - Instruction from Alice for error correction/changes

1. More people are looking at the website, which is great. I received an email about a few small corrections.
2. The 12th concept's last word should be governance instead of government.
3. It would be better to include the introduction for the 12 traditions since the introduction for the 12 concepts is used.
4. Under Regional Service Committee, the first work should be regional and we have regioal

Webmaster response:

1. Errors & Changes requested above were made on Sunday, January 22, 2017.
2. In addition, the most current version of the Website administration file was sent to Alice;
3. A two-page email setup instructions (with images) for 4 different ways to get naranonfl.org emails

January 22, 2017, Sunday @ 12:17 PM -- Requests from "Group Conscience" meeting on Saturday Jan 21, 2017 (emailed to Alice, Website Chair)

1. The Outreach secretary position shows "vacant position".
2. The Outreach webpage has been updated to include a message to "join us" and the meeting schedule. There is a link to the chair for more information.
3. Rosemary, you may send me the minutes directly – either one at a time or multiple files. It can be in Word format or PDF. I will make them into small PDF files. In fact, I prefer for me to print/export/save to PDF as I have the ability to maximize a small file size for our visitors. Alice is this OK with you to by-pass you being in the middle?
4. The FL Region Meeting List is on the Outreach webpage. I included 3 months of the directory (Jan, Dec, Nov). I don't think more is needed. However, if someone wants to see if information was there or not, the 3 files will show that
5. There is an EZ print meeting directory for "personal use only" on the "find a meeting" webpage. I put a header and footer on each page showing "personal use only" and no Nar-Anon title. I did add the URL of the website (people appreciate having an idea of where they got the information). Linking back to the site IS important for people to go back to the website. We have an up-to-date website that is hopefully relevant to newcomers and old-timers alike... I played around with the meeting list for hours both yesterday and today. I tried portrait style (no columns, single line which is difficult to read and find specific meetings), 2-column and 3 column style. I ended up with the 3-column landscape format because of the ability to print and fold up into a pocket or purse AND with all the information, it fits better into 3 columns. I do a lot of Publishing for various groups both newsletters, websites, PowerPoints, Flyers, Training Materials… and getting things to fit and be readable is my focus in design. There is nothing to associate the Outreach material to the EZ-print Meeting Directory."

Webmaster Report for January Meeting (emailed to Website Chair on Sunday, January 22 @ 2:32PM)

1. I sent out last week a website stats document showing website hits, top downloads, who is linking to naranonfl.org, what search terms are being used and top downloads.
2. Redirects done (old non-existent URLs: i.e. links from naranonga.com/links.html and naranonofnj.org/upcoming-events.htm both linked to naranonfl.org/wordpress). Created a "redirect rule" so that naranonfl.org/wordpress goes to our home page. Using the stats from the site, webmaster can see who is linking to us and if there are issues.
3. Email: still no word from Region Service Committee on whether or not they have set up their email addresses
4. Email: a 2-page detailed instruction page for email setup using 3 alternates for retrieving email was made (1. manual pc/mac/phone setup; 2. webmail use; 3. automatic script setup of email; 4. just use forwarders)
5. Business Cards options were added/created: Single card options in PDF and PNG for printing using online print sites AND Word option for the 10 card print of cards with limited editing ability (only can add contact info on appropriate line)
6. Updated added: Save the date for the FRCNA (& FL Region Nar-Anon) convention July 7-9 in Orlando -- both in flyer format and wording on the event page

7. Bay Area Service Committee webpage was added - they are active and have changing content so adding a page was needed. Space Coast Area has a webpage that was linked to - but after discussion, that ASC was dissolved so the link was removed.
8. The FL Region Meeting List was removed immediately after Regional Service Committee conference call.
9. Page was added for 404 error messages (wrong webpage) with kitten regretting you landed on a page and to check spelling (this eliminates generic BlueHost webpage error messages with random links). To see the page: www.naranonfl.org/meeting-find.html (actual correct URL is www.naranonfl.org/meetings-find.html