

# Website Committee Minutes

Sunday, December 9, 2018, 7pm

Conference Call

Submitted by Stacey M.

**APPROVED**

**ATTENDEES:** Mike, Stacey, Bonnie, Theresa

**Absent:** None

## **APPROVAL OF MINUTES**

November 2018 – to be approved on next call in January

## **OLD BUSINESS**

1. Meetings on hold – all old ones have been resolved. Mike has developed a document for alerting and placing meetings on hold going forward. Committee approved, and the document will be used effective immediately. Theresa brought up that our website meeting list addresses do not always align with WSO meetings. She is notifying related GSR to verify address and make change with WSO, as necessary. There is a link on the website to make these changes. Theresa asked that perhaps Region send out a reminder of the add/change/delete meeting process.
2. 2019 goals include finalizing Web Committee Guidelines and aligning them with Regional Guidelines. This will help facilitate processes and meetings for future committee members.
3. New format for Meeting List has been finalized and in place.
4. Group format email address is in place for website committee and working.

## **NEW BUSINESS**

1. Miami 24HR “Coming Out of the Dark” Nar Anon Outreach notification approved by all committee members. Flyer has appropriate disclaimer. This has been posted under News & Events on website.
2. Webmaster Report to be reviewed in January

## **UPCOMING MEETING**

Next meeting is Sunday January 20, 2019 at 7pm.

## **CLOSE MEETING:**

Motion to close the meeting at 7:30pm by Bonnie, 2<sup>nd</sup> by Theresa. All in favor.

Meeting Closed with the Serenity Prayer.

# Website Committee Minutes

Sunday, October 21, 2018, 7pm

Conference Call

Submitted by Stacey M.

**APPROVED**

**ATTENDEES:** Mike, Stacey, Theresa, Bonnie

**Absent:** Donna

## APPROVAL OF MINUTES

September 2018 – motion to approve minutes made by Bonnie, 2<sup>nd</sup> by Stacey. All in favor.

## NEW BUSINESS

1. Review Webmaster report –  
Question on tasks completed:
  - Forward for Bay Area Service Rep could not be attached to existing email. Had to use personal email at this time. Webmaster will look into options to get this to “generic” email instead of personal.
  - Email to committees – Webmaster suggests using general email that will go to entire committee, instead of chair only. All in agreement that this would be more efficient. Webmaster to set up emails for committees that are interested.
2. Budget: since we now have an approved budget of \$600, we need to decide if there is an advantage in renewing Bluehost early. As a rule it gets more expensive as time goes on. – All in agreement that we should go ahead and renew now. Theresa will pay and submit for reimbursement. She will verify that the budget has been issued in advance of purchase.
3. Mapping or search function: Do we want to explore this now or wait until next year? Tabled for 2019. This will take some time and some financial investment.
4. Theresa proposed draft Website Committee Guidelines that will act as a working guide for the committee. These have been drafted based on years of notes and activities and should serve as a working document and guide for future web committee members. All in agreement to continue to develop written guidance.
5. Theresa asked that our meeting list and the find a meeting tab on the website to be organized in the same way (alphabetically). Mike to send an email to RSC and GSR for Alabama meetings for approval.

## OLD BUSINESS

1. Webmaster has been trying to get First Coast Area to submit information to set up an Area Page using the Bay Area as a template. Mike will send an email to Andrea asking them to let us know if they want to proceed.

## UPCOMING MEETING

Next meeting is Sunday November 18, 2018 at 7pm.

## CLOSE MEETING:

Motion to close the meeting at 7:17pm by Bonnie, 2<sup>nd</sup> by Stacey. All in favor.

# Website Committee Minutes

Sunday, September 16, 2018, 7pm

Conference Call

Submitted by Stacey M.

**APPROVED**

**ATTENDEES:** Mike, Stacey, Theresa, Bonnie

**Absent:** Donna

## **APPROVAL OF MINUTES**

August 2018 – motion to approve minutes made by Bonnie, 2<sup>nd</sup> by Theresa. All in favor.

## **NEW BUSINESS**

1. How long should we leave updates on the meeting list? Theresa indicated meeting changes would be listed for 6 months. New meetings will be listed as new for 6 months, as well. The “on hold” meetings have been left on the list pending a final answer to close to reinstate, considering WSO still has these meetings listed on their website. Theresa is working on this with Belle and hopes to have answers back in the next month. Pend for resolution at next web committee meeting.
2. Are we doing anything to aid the outreach efforts at the NOPE vigil? We can’t do more than volunteer and make announcements. Bay Area is making the announcement and Outreach should be sharing. Web committee cannot post according to our traditions.
3. In the upcoming FI Reg Guidelines, the group email [meetings@naranonfl.org](mailto:meetings@naranonfl.org) for meeting updates will be established. Should we get it set up now to test? All in agreement to get this set up now and test as we can always dismantle if not approved.

## **OLD BUSINESS**

1. Regional Assembly report: Domain names have been purchased and budget has been maxed. Website is current. Notice that as of November, the webmaster may have limited access to make frequent updates. If any changes or updates are needed, advanced notice would be appreciated.

## **UPCOMING MEETING**

Next meeting is Sunday October 21, 2018 at 7pm.

## **CLOSE MEETING:**

Motion to close the meeting at 7:30pm by Theresa, 2<sup>nd</sup> by Bonnie. All in favor.



# Minutes of the Website Committee

## Conference Call - August 26, 2018 @ 7pm

**APPROVED**

**ATTENDEES:** Mike L, Bonnie, Theresa, Donna

**APPROVAL OF MINUTES:**

**MOTION:** *To approve minutes from 7/15/18. Approved: 3 for and 1 abstention*

**BUSINESS:**

- **Budget:**

We discussed the appropriate amount to ask for in the next year's budget. Money is required to renew Bluehost as our website host. It due in February of 2019. Renewing for the max of 3 years is prudent since prices have been going up and we get a discount for the longer term. Extending GoDaddy for the max of 9 years also prudent. We agreed that Mike would submit a budget request of \$600 to the region for approval at the next assembly, *with the note that this includes extraordinary expenses that will decrease in future years. This will give us a cushion if we decide to add features such as a map or search function.*

- **Regional Meeting List:**

Since the Website Committee now has the responsibility for maintaining the regional meeting list, we agreed to remove the EZ print list so that we only need to update a single file for group changes. No functionality will be lost. We agreed to add a note for users to refresh their browser when they look for information.

- **Additional Topics:**

- ✓ Website statistics: Due to the change to HTTPS the statistics have been compromised and we will look at future data for review.
- ✓ Meetings on hold: We agreed that Theresa will contact Belle when a meeting has been on hold for an extended time to see if we should remove them from the meeting list.
- ✓ HTTPS: Theresa will check links to the website to ensure they go to the new site security designation
- ✓ Meeting closed at 6:54 PM with the serenity prayer.

**NEXT MEETING:**

Next website committee teleconference meeting is September 16, 2018 at 7pm.

**CLOSE MEETING:**

Motion to close the meeting was made by Theresa, seconded by Bonnie. Meeting closed at 8:04pm

**RESPECTFULLY SUBMITTED,**

Bonnie & Mike

*approved on 9/16/18*

# Minutes of the Website Committee

## Conference Call - July 15, 2018 @ 7pm

Approved 8/26/18

ATTENDEES: Mike L, Bonnie, Theresa

### APPROVAL OF MINUTES:

- **MOTION:** *To approve minutes from 6/17/18. Unanimous*

### BUSINESS:

- **FRCNA 37** - Website presentation: Great website workshop at Convention lots of useful information
- **WSO WEBSITE HANDBOOK** - the 2018/19 handbook was approved by the conference in April 2018. It is not available yet. The GLS is out and the GLS links on the website reflect the new version.
- **BUDGET:** The Region 2017/18 budget for the website committee is 326.00? Theresa paid \$53.43 to GoDaddy for domain privacy (keeping with our Traditions & Concepts for anonymity). Mike reimbursed her. He has not submitted the \$53.43 yet to the Region. The remaining balance is \$272.57 (\$326 - \$53.43 = \$272.57). Committee discussed how to utilize our remaining funds. Committee decided to use the remaining balance to get all 3 domain names (.com, .net & .org) synced to the same dates of expiration (currently March 2020 and August of 2024) and extend as long as we can (because prices are increasing).

The website hosting through Bluehost was for 3 years and will end Thursday, February 21, 2019. The committee agrees to use the 2018/19 budget to renew hosting for a maximum of 3 years which will cost \$360. We can renew by year, but the costs are significantly reduced if we use a 3-year term. Mike will request \$400 budget for 2018/19 from the region.

- **FORMS ON THE WEBSITE:** Currently there are two documents on the website (carried over from prior "WordPress" website, prior to Sept 2015) that are no longer used or will be replaced with the proposed Florida Region Guidelines (FLRG). One is the "FL Region GSR Monthly Report Template" (for GSRs to fill in and submit to the region each month) and the other document is the "flow chart." The website currently has instructions for GSR's to register new meetings, change meetings or disband meetings on the GSR webpage of the website. Region and Website committee minutes do not reflect instructing/recommending that these documents be available on site. The website committee decided to remove these two outdated documents. The two forms will be kept in archive incase we need to put them back on site.
- **HTTPS:** The webmaster is going to change her personal site to https to test out before changing naranonfl.org to https. Unknown on how it will impact current redirects that are in place to help navigate the site and use in directories (ie. naranonfl.org/meetings redirects to naranonfl.org/meetings.html).
- **GOGGLE MAPS:** The committee is hesitant to utilize Google Maps if we don't "own" it. We can modify it but that can be changed, deleted etc. outside the committee. This was set up years ago and we can't get the username and password, so we can "own" it.
- **FIRST COAST AREA:** Theresa has contacted the area several times via email to set up email and webpage. There are options of how they get mail (dedicated, forwarded or even committee wide email (firstcoast@naranonfl.org could go to the area rep, vice chair, secretary and treasurer). She is waiting for the area to respond.
- **STATS:** The committee members were sent the stats of the website to date. Jan 2018 had 1,604 unique visitors, # of visits was 2,120 and pages viewed was 4,654. June of 2018 had 1,119 unique visitors and 1,660 visits with 4,493 viewed. Hits are "robots/spiders" visitors.

**NEXT MEETING:** Next website committee teleconference meeting is August 19, 2018 at 7pm.

**CLOSE MEETING:** Motion to close the meeting was made by Theresa, seconded by Bonnie. Meeting closed at 8:04pm

RESPECTFULLY SUBMITTED,

Bonnie & Theresa

approved 8/26/2018

# Website Committee Minutes

Sunday, June 17, 2018, 7pm

Conference Call

Submitted by Stacey M.

**APPROVED 7/15/18**

**ATTENDEES:** Mike, Stacey, Theresa

**Absent:** Donna, Bonnie (joined after motion to close meeting)

## APPROVAL OF MINUTES

April 15, 2018 – motion to approve minutes made by Mike, 2<sup>nd</sup> by Stacey. 2 in favor, 1 abstention.

## OLD BUSINESS

1. Google Map link – still active, Mike has made attempts to reach the current owner, without success. Mike tested the site and he can make changes and delete content, but cannot delete the domain. Mike suggested we delete all current content and change banner to redirect all contact to our current website. Mike will explore that option.
  - a. UPDATE 3/18/18: Mike spoke with a former Web Chair and worked with former Web Master, who owns domain. We have access to edit, but we do not have an administrative log in that would allow us to delete. Still exploring option to delete content and change banner to redirect all to current website. UPDATE 4/15/18: Still pending options to update.

## NEW BUSINESS

2. Add Help Line # to the banner. – Concerns that if this is the first thing you see on the page, it may inundate the helpline instead of having visitors navigate the site. The phone number exists on the base of each page today. Committee agreed to add Helpline to the banner and change if it becomes a volume issue for the Helpline. Mike will notify Bonnie at the Helpline.
3. How to simplify and insure that the appropriate people get the meeting notifications? Can we do an automatic forward from website email address to the appropriate groups? (i.e. [meetings@naranonfl.org](mailto:meetings@naranonfl.org) to be used as a forwarder address.) Problems occur when someone doesn't use the generic address and it goes to an individual address. Tabled for further discussion

Next meeting is Sunday July 15, 2018 at 7pm.

## CLOSE MEETING:

Motion to close the meeting at 7:30pm by Theresa, 2<sup>nd</sup> by Stacey

# Website Committee Minutes

Sunday, April 15, 2018, 7pm

Conference Call

Submitted by Stacey M.

**DRAFT 4/15/18**

**FINAL 6/17/18**

**ATTENDEES:** Mike, Stacey, Donna

**Absent:** Theresa, Bonnie

## APPROVAL OF MINUTES

March 18, 2018 – motion to approve minutes made by Donna, 2<sup>nd</sup> by Mike. Committee in full agreement.

## OLD BUSINESS

1. Google Map link – still active, Mike has made attempts to reach the current owner, without success. Mike tested the site and he can make changes and delete content, but cannot delete the domain. Mike suggested we delete all current content and change banner to redirect all contact to our current website. Mike will explore that option.
  - a. UPDATE 3/18/18: Mike spoke with a former Web Chair and worked with former Web Master, who owns domain. We have access to edit, but we do not have an administrative log in that would allow us to delete. Still exploring option to delete content and change banner to redirect all to current website. UPDATE 4/15/18: Still pending options to update.

## NEW BUSINESS

2. Florida Regional Nar-Anon Website Committee Guidelines (not yet submitted for approval.) – Tabled until June meeting. Mike will send all documents to committee members. All Website Committee members to review and bring issues or concerns to next meeting. – not all members in attendance.
3. Can we post events not sponsored by Nar-Anon on our website? We cannot post other organization's events on our website as it may appear that we are endorsing them. However, we believe we can post outreach/service opportunities indicating date, time, location and contact for more information under the Members/Service Opportunities section of the website. We cannot attach any flyers, etc. Can we add a separate category for Outreach Events or Volunteer Opportunities in this section? Members will consider the options and discussion will continue in next meeting.

No meeting in May. Next meeting is Sunday, June 17, 2018 at 7pm.

## CLOSE MEETING:

Motion to close the meeting at 7:25pm by All in favor



# Website Committee Minutes

Sunday, March 18, 2018, 7pm

Conference Call

Submitted by Stacey M.

**DRAFT 3/18/18**

**Updated 4/15/18**

**Final 4/15/18**

**ATTENDEES:** Bonnie, Mike, Stacey

**Absent:** Donna, Theresa

## APPROVAL OF MINUTES

February 18, 2018 – motion to approve minutes made by Mike, 2<sup>nd</sup> by Bonnie. Committee in full agreement.

## OLD BUSINESS

1. Google Map link – still active, Mike has made attempts to reach the current owner, without success. Mike tested the site and he can make changes and delete content, but cannot delete the domain. Mike suggested we delete all current content and change banner to redirect all contact to our current website. Mike will explore that option.
  - a. UPDATE: Mike spoke with a former Web Chair and worked with former Web Master, who owns domain. We have access to edit, but we do not have an administrative log in that would allow us to delete. Still exploring option to delete content and change banner to redirect all to current website.

## NEW BUSINESS

1. Proposed Florida Regional Guidelines as it relates to the Web Committee. Web Chair reviewed recommendations to change the items below.
  - i. Article II, Section 5 – Add wording “and Webmaster” after Website Committee Chair. Remove file type preference for submissions allowing the Webmaster to manage file formats as necessary.
  - ii. Article III, Section 9, B Website Committee – Change wording from “...and any future Florida Region Website Guidelines.” To “...and any future Florida Regional directives.”
- b. Florida Regional Nar-Anon Website Committee Guidelines (not yet submitted for approval.) – all Website Committee members to review and bring issues or concerns to next meeting.
2. Web Committee Report for Regional Assembly – review of Website Committee activity to cover:
  - a. Change to drop down menu
  - b. Adding a service opportunity section to website
  - c. Any website submissions should continue to go to the Website Committee Chair and Webmaster for approval. If there are concerns with the submissions, they will be referred to the full committee for comment.
  - d. Change of domain ownership to the Nar-Anon Florida Region was completed and paid for to maintain member privacy in accordance with our Traditions. Email contacts on domains were changed to position specific instead of person specific.
  - e. Now all 3 domains are appropriately owned, but need to match up renewals for efficiency. These changes brought up questions about budget. The Website Committee does have a budget that was submitted last September. Going forward, the budget will need to be aligned with domain renewal cost, etc.
  - f. Google Map issue – see old business

## NEXT MEETING:

Next meeting is Sunday, April 15, 2018 at 7pm.

## CLOSE MEETING:

Motion to close the meeting at 7:31pm. All in favor

# Website Committee Minutes

Sunday, February 18, 2018, 6pm

Conference Call

Submitted by Stacey M.

**APPROVED 3/18/18**

**ATTENDEES:** Bonnie, Mike, Theresa, Donna, Stacey

## APPROVAL OF MINUTES

January 21, 2018 – motion to approve minutes made by Bonnie, 2<sup>nd</sup> by Donna. Committee in full agreement.

## OLD BUSINESS

1. Review of Motion related to use of Website Handbook. Mike brought up the issue that this motion may be limiting us because it indicates that we will follow the Handbook and any future Florida guidelines. He asked that we consider the withdrawal of this motion pending the issuance of Florida Guidelines? Teresa made motion to withdraw the NFG Website Handbook Guidance for Website Committee motion, Bonnie seconded the motion. Committee is in full agreement. Website Committee Chair will make motion to the Regional Secretary and Belle to withdraw.
2. Google Map link – still active, Mike has made attempts to reach the current owner, without success. Mike tested the site and he can make changes and delete content, but cannot delete the domain. Mike suggested we delete all current content and change banner to redirect all contact to our current website. Mike will explore that option.

## NEW BUSINESS

1. Website Committee Budget – There should be a budget for the Website Committee. Donna identified that the budget was issued in Sept 2017 for the fiscal year through August 2018 and is for approximately \$326. Mike will issue all expenses to the Treasurer with receipts, etc. To date, only the Privacy fees of \$53.14 were already paid, in the spirit of anonymity, and will be issued. In the future, we will also need to extend website ownership and attempt to get domains onto the same expiration schedule, as well as explore potential consultation for mobile viewing update to sites. We will revisit these topics in future meetings.
2. Webmaster Report & Statistics – see attached
  - a. New meetings, changes, closures, temporary changes – can we do a single email blast to all relevant parties including WSO (i.e. Ocala Narateen)? Donna indicated new guidelines direct all changes to go to one email address that will in turn notify the Website committee, Outreach Committee, RSC and Helpline Committee, which should meet our current needs.
  - b. Space Coast website still in existence even though meeting is no longer in effect. How do we remove? Theresa will research ownership.

## ATTACHMENTS

Webmaster Report

Statistics

## NEXT MEETING:

Next meeting is Sunday, March 18, 2018 at 7pm.

## CLOSE MEETING:

Motion to close the meeting by Donna at 6:49pm, 2<sup>nd</sup> by Bonnie. All in favor

# Webmaster Report, February 18, 2018

DESCRIPTION	
1/21	As per website committee decision, moved site to drop down format
1/22	as per committee direction, I changed GoDaddy registration to 2 people (Website Handbook), Changed the .net and .com domain ownership from Darryl Rich. Website Chair and Webmaster information used. Investigated adding privacy to comply with our anonymity Traditions. \$8 per domain.
1/23	Investigated prior years Website Budget. 2018 budget is missing website allowance. Drafted website budget excel sheet with potential items (extended domain registrations to max, adding domain privacy.
1/24	Replied to RSC on meeting count: 74 meetings in the region; 3 are on hold. 71 active meetings in the Region. Crestview (Okaloosa Co) since 5/22/17; <b>NOTE: not listed on WSO</b> Tequesta (Palm Beach Co) since 5/33/17; Narateen Ocala (Marion Co) since 12/20/16. Macclenny (Baker Co) is not registered (not listed, no group ID#) with WSO. <b>PROBLEM - we don't match WSO.</b>
2/1	correction Southwest Ranches - email was sent 1/1/18 and NOT sent to webmaster (Southwood Ranches)
2/1	new meeting, Mobile AL - no group ID# (checked on WSO and not listed)
2/1	made changes on EZ print meeting list, removed personal info from Outreach Meeting Directory, removed meeting news older than 6 months except for "on hold" meetings
2/3	added approved BAM 1/6/18 minutes. Sent out instructions for BA Outreach on email setup via email
2/3	amended information regarding new meeting in Mobile AL (start date added)
2/5	remove Feb 3 BAM meeting event & docs
2/5	no meeting CHULUOTA on Feb 8th & March 29th
2/16	added Apollo Beach, Hillsborough meeting; closed/removed Narateen Ocala meeting that's been on hold since 12/2016
2/18	removed Port Richey Wednesday meeting eff. 2/21
2/18	Removed Crestview (Okaloosa) "on hold" since May 2017

## WEBMASTER:

- MEETINGS - our website, meeting lists don't match WSO. 2 meetings are not registered with WSO (see item 1/23)
- FUTURE: Use "tiles" (images; large "buttons") for home page like WSO. Bad: no real content, frustrating to those that use computers or tablets; Good: easy for phone. Our home page content would become "about us"
- QUESTION: remove "printable" meeting list - with new meeting list and working relationship with Outreach, we can update the tri-fold, so it is up-to-date? Perhaps we can reach out to Outreach Communications person & Outreach to get agreement that the webmaster can update content on the Region Meeting Directory for the website as presented so we then have just one document.

## FUTURE NOTES:

- Meetings** - Use single email to notify all (region flow chart) of meeting changes [meetings@naranonfl.org](mailto:meetings@naranonfl.org).
- Email:** Perhaps we should just use on website general email like Nar-Anon world - so [website@naranonfl.org](mailto:website@naranonfl.org) would go to entire committee; [RSC@naranonfl.org](mailto:RSC@naranonfl.org) go to our region officers; [BayAreaSC@naranonfl.org](mailto:BayAreaSC@naranonfl.org) go to the BA officers
- FL REGION WEBSITE 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.
- Google Maps &:** We can edit the webpage to add/remove/change meetings  
-- Need USER NAME/PASSWORD to make changes, or remove maps all together.
- Space Coast webpage** - CAN IT BE REMOVED?

# Website Committee Minutes

Sunday, January 21, 2018, 7pm

Conference Call

Submitted by Stacey M.

Draft 1/21/18, Final 2/18/18

**ATTENDEES:** Bonnie, Mike, Theresa, Donna, Stacey

## **APPROVAL OF MINUTES:**

- November 19, 2017 – motion to approve minutes made by Theresa, 2<sup>nd</sup> by Bonnie.

## **OLD BUSINESS:**

1. Review of Motions submitted by Theresa:
  - a. Motion 1 – NFG Website Handbook Guidance for Website Committee. Motion for approval by Theresa, 2<sup>nd</sup> by Donna.
  - b. Motion 2 – Rescind motion prohibiting Webmaster on conference calls. Motion for approval by Theresa, 2<sup>nd</sup> by Bonnie.
  - c. Motion 3 – Rescind motion: Do You Need Nar-Anon? questions posted to the website homepage. Motion to approve by Theresa, 2<sup>nd</sup> by Stacey.
  - d. Motion 4 – Rescind website motion wording for an addict. Motion to approve by Theresa, 2<sup>nd</sup> by Donna.  
Theresa will submit all to Region.
2. Drop down menu: Website chair invited regional committees and officers to review a new menu format for the website which was received positively. Theresa created webpages with the new format which were favorably reviewed. Motion to approve by Theresa, 2<sup>nd</sup> by Donna.
3. Missing minutes from Outreach committee and last 2 Regional meetings. Theresa will research and update committee if still needed.

## **NEW BUSINESS:**

1. New Website handbook review:
  - a. Responsibilities and Accountability – committee understanding is that each group that might have a website committee may delegate the applicable responsibilities to that committee. Further, that committee is responsible to area, region, etc. Website committee is compliant with this guideline.
  - b. Paying for the Website – no concerns with this change
  - c. Use of Nar-Anon Copyright Material – committee is compliant with the recommended guideline
  - d. Linking to Other Websites – we are currently in compliance with the disclaimer guideline.
    - i. Google map link – still active, Mike has made attempts to reach the current owner. Donna working on options for updated contact information for current owner and will relay to Mike for continued efforts to discontinue.
  - e. Contact Information – we are currently compliant with updated language in guidelines.
  - f. Website Policy Page – language states that “most” websites have a policy page. The naranonfl.org page currently does not have a policy or policy link. However, there is currently no retention of any personally identifiable information, etc.
  - g. Website Registration - we are up to date with current guidelines
  - h. Choosing A Domain Name And Title for the Website – recommends using the area/region/NSO as the registrant for the domain. Theresa and Mike are listed as administrators. Mike recommended that all email addresses linked should be those that are specific to the seat (Chair, webmaster, etc.) so that with change of personnel, communication would be seamless. Current phone number and address associated with domain is Theresa’s personal information. Theresa will check current information and update as necessary.
2. As temporary meetings end, committee agrees to have the information removed from the website immediately thereafter. (i.e. anniversary meetings, temporary location or closure).
3. Region Call on 2/18 at 7:30pm conflicts with current call. Committee agrees to move web call to 6:00pm that day.

**WEBMASTER REPORT - see attached report**

**NEXT MEETING BUSINESS**

1. Website Handbook review
2. Website Statistic review

**NEXT MEETING:**

Next meeting is Sunday, February 18, 2018 at 6pm.

**CLOSE MEETING:**

Motion to close the meeting by Donna at 8:10pm, 2<sup>nd</sup> by Bonnie.

# Webmaster Report ~~December 17, 2017~~ January 21, 2018

DESCRIPTION	
11/22	added Website Committee Meeting Minutes
11/24	removed temp closure for Thanksgiving
	Added pages/ revised pages for "trial" site - every day, several times....
12/5	added Bay Area minutes & treasury report
12/3	removed newcomer Tampa meeting from site (2 pages & 2 meeting lists)
12/5	Land O Lakes: December 21st & 28th, 2017 and January 4th, 2018
12/13	new meeting Naples (added to 2 meeting pages; 2 meeting news pages; meeting directory & meeting ez print
12/13	added closure to Tampa North (Christmas); St. Pete Monday closed Dec 25 & Jan 1
12/14	added opening notice for Tampa N on Jan 1,
12/16	Plant city - closed 12/24 but open 12/31
12/16	removed closed and on hold meetings older than 12 months (exception Narateen)
12/16	moved vision & mission stmts to home page, changed formatting on home page, removed resource heading on home page (those resources are at the top with the exception of "if you are an addict, click here" and on the "member" webpage.
12/17	added BAM draft minutes, agenda, literature order -- packet
	added 4 meetings, removed a newcomer meeting; helped with Outreach meeting list & contact list
	continuous - worked on new site; added part for service work
1/3	Finding Hope Anniversary Meeting, Jan 9
1/4	BAM meeting packet (agenda, minutes, treasurer report, literature order form
1/6	add FRCNA dates
1/7	revised date for Santa Rosa Meeting start date (4 webpages, meeting PDF & meeting directory)
1/14-present	added 2 Assembly missing minutes for 2015 to the archives.
1/17	location of assembly meeting added to 4 pages

## WEBMASTER: New Site Look:

- a) **Drop down menu** - <http://www.naranonfl.org/trial/>
  - a. Service website content
  - b. GSR webpage
  - c. Member webpage
  - d. Committee webpage
  - e. Nar-Anon Principals (webpage: steps, traditions, concepts)
  - f. added some committee webpages (website) when there is content
- b) **FUTURE:** Use "tiles" (images; large "buttons") for home page like WSO. Bad: no real content, frustrating to those that use computers or tablets; Good: easy for phone. Our home page content would become "about us"
- c) **QUESTION:** remove "printable" meeting list - with new meeting list and working relationship with Outreach, we can update the tri-fold, so it is up-to-date? Perhaps we can reach out to Outreach Communications person & Outreach to get agreement that the webmaster can update content on the Region Meeting Directory for the website as presented so we then have just one document.

## MORE:

1. **MOTIONS:** Webmaster on call, "Do you need Nar-Anon" and "if you are an addict, click here". We could keep "intent" but allow committee and webmaster placement on the site to utilize website content and technology to the best of our abilities.
2. **Domain information** - recommend website chair as admin; webmaster as technical; owner should be our FL Region Mailing address & person would be RSC chair. Could use Nar-Anon WSO address as contact address but what would they do if contacted? Website Handbook 2016-18: It is critical that the area/region/NSO be listed as the registrant of the domain name as opposed to an individual. If the area/region/NSO is not the registrant, then they are not the owner. **Where it is necessary to list a person as an agent, it is advisable to list multiple persons.**
1. **Meetings** - Use single email to notify all (region flow chart) of meeting changes. Should we have separate email address for area or everyone (region & areas) will get meeting updates. [meetings@naranonfl.org](mailto:meetings@naranonfl.org). We should have a recommendation
2. **Email:** Perhaps we should just use on website general email like Nar-Anon world - so [website@naranonfl.org](mailto:website@naranonfl.org) would go to entire committee; [RSC@naranonfl.org](mailto:RSC@naranonfl.org) go to our region officers; [BayAreaSC@naranonfl.org](mailto:BayAreaSC@naranonfl.org) go to the BA officers

3. **RSC MINUTES:** some minutes missing. Email: still no word from Region Service Committee on whether they have set up their email addresses.
4. **OUTREACH MINUTES:** NO response on request for missing minutes from August 22, 2015 to present.
5. **FL REGION WEBSITE 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.
6. **Google Maps &:** We can edit the webpage to add/remove/change meetings. Need USER NAME/PASSWORD to remove maps all together or manage it totally.
7. **Space Coast webpage** - CAN IT BE REMOVED? <http://naranospacecoast.weebly.com/>

# Nar-Anon Florida Region Service Committee Motion

NOT TO BE FILLED IN UNTIL FLRSC MEETING

**Date Submitted:** January 2017

**Made by:** Website Committee

**Title:** NFG Website Handbook Guidance for Website Committee

Pass / Fail

**Motion #:** \_\_\_\_\_

**Date Presented:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**For/Against/Abstain:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Motion:

To recommend accepting the Nar-Anon Family Groups Website Handbook (CAL) as guidance for the region website committee (<http://naranonfl.org>)

## Intent:

Intent: To follow Nar-Anon Family Groups CAL Website Handbook suggestions and guidelines and allow the website committee to respond/develop website wording, links, website looks, and technology that are now in conflict with prior region motions.

Concept Three: The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.



# Nar-Anon Florida Region Service Committee Motion

NOT TO BE FILLED IN UNTIL FLRSC MEETING

**Date Submitted:** January 2018

**Made by:** Website Committee

**Title:** Rescind motion prohibiting Webmaster on conference calls

Pass / Fail

**Motion #:** \_\_\_\_\_

**Date Presented:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**For/Against/Abstain:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Motion:

Motion to recommend rescinding the Assembly motion of ?? "Any new person in the position of Webmaster may not be on future conference calls."

## Intent:

The motion itself is not clear in the minutes does not consider that the webmaster may be a member of Nar-Anon, or a group GSR; limiting participation (voice & vote) from a Nar-Anon Group or Nar-Anon member detailed in Guide to Local Services (possibly not supporting our Traditions and Concepts).

HISTORY: Motion of 2013.10.23: Website Committee Motion: "The motion was read and followed by a second. A question was asked as to whether or not the new Webmaster would be on the monthly phone call or not, but no answer could be given, but she would be part of the Website Committee call. It was shared that the previous webmaster did take part of the monthly teleconference calls but she also submitted a monthly report to the Region. Clarification was needed as to if the Committee was going to be no longer and the Web Master going to be fulfilling the full role. It was shared that if a Website Committee Chair was not voted in position in September, then the Committee would run without one. No further discussion followed. A roll call vote was taken: 11 yes and 1 abstention. Motion Passes" ( 11211-032016FLRegMtns-Mins - PAGE 38 - no motion form - this was a page taken from minutes) (Also indicated in Outreach minutes 10/23/2013)

# Nar-Anon Florida Region Service Committee Motion

NOT TO BE FILLED IN UNTIL FLRSC MEETING

Date Submitted: January 2018

Made by: Website Committee

Title: Recind motion: Do You Need Nar-Anon?  
questions posted to the website homepage

Pass / Fail

Motion #: \_\_\_\_\_

Date Presented: \_\_\_\_\_

Seconded by: \_\_\_\_\_

For/Against/Abstain: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Motion:

To rescind the motion, approved by the assembly of May 30, 2014, which states, "To add link for "**Do you need Nar-Anon?**" questions to the home page of the Florida Nar-Anon website with the verbiage underneath the link."

## Intent:

To authorize the website committee to respond to and develop website wording, links, menus, page design, technology and NFG GLS and NFG Website Handbook changes.

Website committee intends to keep "Is Nar-Anon for Me?" wording replacing "Do You Need Nar-Anon?" with the same wording/link as Nar-Anon WSO. The committee will be able to place the link in an appropriate location on the FL Region website. If the title changes, the committee can change the title to the new title which should aide newcomers and lessen confusion over literature. Nar-Anon WSO website has webpage with a link titled, "Is Nar-Anon for Me?" (<http://nar-anon.org/what-is-naranon/>) which links to a document titled "20 Questions - Is Nar-Anon for Me?"

This is a different document than the CAL literature O-413 titled "20 Questions (document title is "Do You Need Nar-Anon?") and P-105 "Do You Need Nar-Anon?" and the O-406 literature titled Nar-Anon Offers Hope. (back 1/3 page of Hope pamphlet, "Do You Need Nar-Anon?\*" (Excerpt taken from Do You Need Nar-Anon?). All appear to have same questions. There can be copyright issues (we can reproduce 25% of a piece of literature.

## HISTORY:

Motion of May 30, 2014: "To add a link for the "Do You Need Nar-Anon?" questions to the home page of the FL Nar-Anon website with the verbiage underneath the link." Intent: "To aid those in search of the questions "do I need Nar-Anon?" utilizing the questions listed in the Hope pamphlet."

# Nar-Anon Florida Region Service Committee Motion

NOT TO BE FILLED IN UNTIL FLRSC MEETING

**Date Submitted:** January 2017

**Made by:** Website committee

**Title:** Rescind website motion wording for an addict

<b>Pass / Fail</b>
<b>Motion #:</b> _____
<b>Date Presented:</b> _____
<b>Seconded by:</b> _____
<b>For/Against/Abstain:</b> ____ / ____ / ____

**Motion:**

To rescind the Motion accepted on May 18, 2013: "To add to our Florida Region Website the following link, "If you are an addict seeking help, click here." (re: region website: <http://naranonfl.org>)

**Intent:**

To follow present and future Nar-Anon Family Groups CAL Website Handbook suggestions and guidelines and allow the website committee to respond/develop website wording, links, website looks, and technology that are now in conflict with prior region motions.

The motion was passed prior to the first Nar-Anon Family Groups CAL Website Handbook (1st conference cycle 2014-16, now 2016-18).

Presently Nar-Anon WSO website has no links to NA; the site links, resources, topics are all focus on ourselves - not the addict or addiction. NA (world) has no link to Nar-Anon as their focus is on themselves and their addiction. Focus is on us - things we can control.