Minutes of the Name-of-Committee

January 20, 2019 @ 7:31pm
Conference Call
APPROVED 3/24/2019

ATTENDEES: Mike - Chair, Theresa - Webmaster & Bonnie

OPENING: Serenity Prayer

APPROVAL OF MINUTES:
MOTION: To approve minutes from December 9th, 2018 was approved with amendments: under "OLD BUSINESS" item #1. Strike through (remove) sentences: "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.~~" Mike will notify GSR's to verify addresses and share information on how to change the information on WSO website edit group page or change our group information. (revised 2/10/2019)

OLD BUSINESS:
- **NEW WEBSITE COMMITTEE MEMBER NEEDED**: another member is desired for the committee and some names were suggested as possible new committee members. Mike will contact and invite.
- **MINUTES:** Problem/Issue of missing minutes from RSC for website & timeliness of receiving minutes from the region for the website. Benefits of having minutes available on the website was discussed. Discussion on why minutes should be written/submitted before we forget items or what occurred at the meeting. Possibly the reason why the region is missing minutes.
  - #1 fellowship that was unable to participate at assembly/teleconference can read what occurred
  - #2 new committee members can understand history of committees - committee continuity
  - #3 memorializing history for future reference - especially helpful for committee chairs
  - #4 reference for establishing agenda items for subsequent committee meetings
  - OUTCOME: Mike will draft a "recommendation" for the RSC and subcommittees to submit their minutes for the website.
- **WEBSITE COMMITTEE GUIDELINES:** a draft of Website Guidelines was distributed to the website committee. Members were asked to read over and review the guidelines in draft format and think about corrections, additions or concerns. February committee meeting we will work on finalizing the Guidelines. Some points on the guidelines include: no personal information i.e.: last names or phone numbers on minutes

WEBMASTER REPORT:
- See attached webmaster report with some stats on the website for both http and https
- Contact cards should maybe type without www and be accurate
- Spacecoast website is still up and in our stats for our website - concerns over old information was discussed. We have no control over another website. Will invite SpaceCoast if they become an area to a region webpage.

NEW BUSINESS:
- **PLANT CITY "ON HOLD"** - Mike will contact Plant City GSR/contact to address the 6-month hold.

CLOSE MEETING:
Meeting business ended at @ 7:45pm. The committee meeting closed with the Serenity Prayer.

Respectfully Submitted,

Bonnie & Theresa

Website Committee Minutes
Feb 10, 2019 @ 7:00 PM
APPROVED 3/24/2019 with revision

1. **Meeting opened** at 7:14pm. **Attendance:** Mike L, Joe & Theresa

2. **Minutes:** Minutes for website committee meeting 1-20-2019 was discussed and revised. Meeting Minutes of 1/20/19 is tabled until next meeting.

3. **Welcome and introduction** of new members Joe and Karen H. is tabled until next meeting.

4. **Draft Website Committee Guidelines**. The committee discussed the draft Website Committee Guidelines (WCG) and made some revisions. The revisions will be highlighted in yellow and redistributed to committee members. The WCG will not be introduced to Assembly until clarification on how revisions are to be made to this document in the region.

5. **Spacecoast website**. http://naranonspacecoast.weebly.com. The website handbook discourages individual groups from having websites. Joe, Theresa and Mike reviewed the content and it appears to meet Nar-Anon guidelines and principals… Not sure on meeting information is correct but it links back to naranonfl.org website.   Theresa will reach out to SpaceCoast and discuss the possibility that they are reforming an area and may wish a webpage on the region website (possibly removing the weebly website).

6. **Commercial website.** A commercial website, https://www.addicted.org/naranon-meetings-in-florida.html is providing outdated Florida Nar-Anon meetings and linking to WSO - but not using the correct URL so each link to WSO has an error message. We can't make the site take the page(s) down, perhaps giving them updated information and instructions to link all meetings to WSO or our meeting webpage. Mike will check this out.

7. **Webmaster report**. Website stats now have two sets of stats (http and https) and they don't have the same information available. Hopefully the stats will mesh in time so accurate stats may be available.   She discussed that there are consistent problems with flyers - some are common spelling errors like Nar-Anon and Narateen. She is checking and assisting submitters of flyers for grammar, spelling and other issues to provide GSRs cost effective printing of the flyers - and submitting   those flyers to the committee for their review.   Committee discussed adding disclaimers on existing flyers that are working with NA or holding events at named facilities (*spirit of cooperation not affiliation)* to meet WSO guidelines. Theresa will do this and inform those that submitted flyers of this change.

8. **Subcommittee minutes and Region minutes.** Committee discussed how to invite/discuss other region subcommittees (Narateen, Outreach, Convention) to send minutes. Minutes are to be made available to the fellowship; although it is not stated in GLS that it need to be done on the website.   [1]~~A suggestion that Discussion~~

9. **Region and Subcommittee Minutes.**   The GLS suggests that minutes must be made available to the fellowship upon request. Mike is considering how to make a positive approach to the RSC regarding the minutes. One suggestion was to ask for a group conscience at the Assembly if it would be beneficial to the fellowship and our region secretary have Region documents (minutes, reports, etc…) sent to the webmaster several days prior to a "email blast" so that if emails get lost or documents won't open, there will be a place for GSRs to get up-to-date information. The URL for the page would be included in the email blast to GSRs to access those items. Subcommittee minutes: Theresa said that Outreach is now sending their monthly minutes/notes to her for posting on their committee webpage. *We have not received any other subcommittee minutes. Our site provides minutes for the Bay Area, Website Committee, Outreach Committee only right now.*

10. **Meeting Closed at 8pm with Serenity Prayer. The next committee meeting date was not discussed** (3rd Sunday in March is the 17th which is the day after assembly)

Submitted by Theresa

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[1] removed last phrase

Website Committee Minutes
March 24, 2019 @ 7:00 PM
Approved 4/28/2019

1. **Meeting opened** at 7:05pm. **Attendance:** Mike, Joe, Bonnie & Theresa

2. **Minutes:** Minutes for website committee meeting 1-20-2019 was approved (2 yes; 2 abstentions - not present). Minutes for website committee meeting 2/10/19 was approved with the correction of striking out the last phrase in item #8 (3 yes and 1 abstention).

3. **Process for approving items posted for events:** Mike suggested a process similar to the process of addressing meetings on hold and memorializing the wording to be used for events posted to the website. The committee discussed this issue which continued into the draft FL Region Website Guidelines, below.

4. **Draft FL Region Website Committee Guidelines**: The committee discussed events and event flyers review process before posting to the website. Items discussed included copyright issues for images, NFG Logo, spelling and grammar issues (Nar-Anon and Narateen being the most misspelled), the personal information that is put for contact info on the flyers, and disclaimers that are outlined in the NFG GLS, GWS, Website Handbook, Event Planning Handbook and the Serenity Connection Newsletter. These issues will be addressed in the draft Guidelines.

   a. Mike will contact NFG World regarding if we can share the NFG logo with events in the region if the flyer is vetted for meeting NFG Traditions and the NFG policies or possibly us adding the logo to the flyers. The logo issue has pros and cons with the process being a hindering point for groups (response time).

   b. The draft Website Committee Guidelines (FLRG, Subcommittee Duties, pg 9) continue to be tweaked as new issues and the need for clarification and unification are needed. Once the flyer requirements are finalized, the website committee will share with the convention committee and the outreach committee for further review and approval.

5. **Webmaster report**. Website stats now have two sets of stats (http and https). Website stats for http was reviewed (https is not available at this time). Some highlights included that Google Chrome (browser) had the most hits and Windows was the most popular platform. With so many different computers, phones, tablets, hardware within those devices and the software differences in those same devices make having a website display and work the same way in each is not possible; but we currently keep complex codes to just the menu so that most devices display correctly. The next step will be purchasing coding for phone menus and browser/device sniffer code so that phones automatically get a different code to display in a user-friendly way.

6. **Website Committee Budget.** Mike will contact Jim to obtain information on when we can use the remaining funds of our budget which will be used for purchasing additional time for domain ownership.

7. **Region Assembly.** Theresa and Bonnie were present for the assembly. Theresa gave an overview to the assembly. She invited committees to submit minutes for individual committee webpages/space. Also discussed was committee email (one email distributed to many), the development of Website Committee Guidelines which meet GLS, GWS, NFG Principals and other NFG guidelines.

8. **Meeting Closed at 7:47pm with Serenity Prayer.** The next committee meeting date was not discussed (3rd Sunday in April is the 21st.

Submitted by Theresa & Bonnie

Website Committee Meeting Minutes
April 28, 2019 @ 7:02 pm - Conference Call
Approved, June 2, 2019

ATTENDEES: Mike, Joe, Theresa, Bonnie

APPROVAL OF MINUTES:
    MOTION: To approve of minutes of March 24, 2019 was made from Joe, seconded by Bonnie. Passed unanimously.

OLD BUSINESS - WEBSITE COMMITTEE GUIDELINES:
- Nar-Anon Logo: Remove the word "individual" for use of the Nar-Anon Logo kit. Once you have permission to use logo kit does not need to request again. Website has use of logo kit. Logo same as trade mark and registered name
- Website Chairman Duties: Add "three-year appointment" and that the chairman may be re-elected
- The Region Chair receives a copy of the "Master" for website information (passwords, etc.)
- Submit flyers/documents to both the website chair and webmaster
- Change the word to "online" from "onsite"
- Replace the word "addict" to qualifier -- By breaking our anonymity, we also break our qualifiers.
- Images - Separate disclaimer - don't want faces in pictures of people can be assumed to be members.
- Would rather documents sent in word or publisher that would be much easier to correct.
- Theresa to reword the last page of the flyer/document to make into a checklist. Once this is done & approved, we will provide that page online for the fellowship use and send to area and region secretaries as a resource if they are asked to do a release of flyers to GSRs
- Once we approve the Guidelines, it will be sent to the RSC (FL Region Service Committee) for approval.

REPORTS:
- Webmaster Report - new meetings added; some closures for Easter holiday. Routine changes for events, Bay Area meetings, etc.
- Emerald Coast - Theresa will reach out and ask if they want a webpage on the region site like the Bay Area
- 1st Coast - has been invited to submit materials for their webpage without success.

Meeting ended at @ 7:34pm with the serenity prayer to close the meeting.

Respectfully Submitted,

Bonnie & Theresa

Website Committee Meeting Minutes

June 2, 2019 @ 7:02 pm - Conference Call

Approved 7/14/2019

ATTENDEES: Mike, Joe, Theresa ABSENT: Bonnie & Karen

APPROVAL OF MINUTES:
 MOTION: To approve of minutes of April 28, 2019 was made from Joe, seconded by Theresa. Passed unanimously.

OLD BUSINESS - WEBSITE COMMITTEE GUIDELINES:
- Reviewed and changed minor wording for clarification, grammar or spelling. Added Concept Nine to other Traditions and Concepts that underscores the website guidelines. The Event Planning Handbook and Newsletter Handbook were added as references.
- Meetings:
    - Lutz & Lutz Narateen are closed for one meeting.
    - Ft Lauderdale meeting is on hold - they have to find a new location.
    - Meeting closure for two different days: A meeting change was requested by "Jacquelyn" who notified us of two different closures for the meeting but there are no details on what meeting it is. Both Theresa & Mike have emailed requesting more information but has not received anything.
    - Lakeland North #127-084 (Polk) Thursdays meeting has been on hold since February 22, 2019. Our form letter reminding them of their "on hold" status and asking for status update (hold vs closure).

REPORTS:
- **Webmaster Report** -
    - Bay Area requested to post Bay Area Guidelines Subcommittee minutes on the Bay Area webpage. The Bay Area approved (June 1 BAM meeting) to post minutes pending Website Committee Approval. Website Committee approved unanimously.
    - The FL Region fiscal year ends September 30th, 2019. Website budget for 2018-19 was $600. The committee expended $359.64 for website hosting for 3 years. The remainder is set to renew our 3 domain names as far as the remaining amount of $240.36 will go. Theresa will contact GoDaddy to renew at no more than $240.36. She will send the receipt to Mike.
    - **Area Webpages** - Theresa and Mike have reached out to 2 Areas and have not received any communication back; Emerald Coast & First Coast.

Meeting ended at @ 7:34pm with the serenity prayer to close the meeting.

Respectfully Submitted,

Theresa

Website Committee Meeting Minutes

July 14th, 2019 @ 5pm - Conference Call

Approved August 18, 2019

ATTENDEES: Mike, Theresa, Joe, Bonnie   ABSENT: Karen

APPROVAL OF MINUTES:
MOTION: To approve of minutes of June 2nd, 2019 was made by Joe; seconded by Theresa. Passed unanimously.

OLD BUSINESS - WEBSITE COMMITTEE GUIDELINES:
After discussion from the Website Committee: *MOTION to approve draft Website Committee Guidelines was made by Bonnie. Passed unanimously.*

2019-20 WEBSITE BUDGET REQUEST:
- Website Committee had $600 budget from last year

- Coming year goal is to find phone-friendly coding for the website for the menu and site. Theresa discussed this with the current hosting company, and they suggested WordPress. We can add components to the WordPress site that will make it phone friendly. The agent suggested a price of $99 per month which would give one-on-one support to walk us through adding features, etc.... (WordPress tutoring of sorts). This would total about $1200 per year.

- Another goal is a location/map feature for meetings close to a zip code or city– perhaps a map feature. Professional features as this are purchased or contracted.

- The committee decided to make a request to the region for $1200 Fiscal Year (FY) 2019-20 based upon our future needs. Mike will submit budget request for $.

REPORTS:
- **Webmaster Report**:
  - Theresa will email Jim to request an additional $30 to the website committee budget of $600 to extend domain names one additional year.

  - Plant city meeting is approaching the 6 months of no meetings (*on hold). Mike will email the GSR to find out the meeting status (is it closed so the meeting may be removed from the website and directory).

  - Website Stats: With 2 calls to tech support to fix the AWstats feature for the SSL site (Google rankings require secure sites (https). We still have http stats. Theresa created a website statistics document using AWstats for http and Webalizer for the https. Next time we will have stats for both using the more robust platform of AWstats. (http: to https: https is secure server)

  - Discussion on BAM meeting with a new meeting and no notification to the Region. It was suggested to get out information to all the region about how to inform the region about meeting changes AND WSO (two steps). Instructions are on the website and in the FLRG. The new meeting is Riverside Recovery off of Riverside Dr in Tampa on Thursdays. Theresa found no information on this meeting on the World website (information received was this meeting has been registered with WSO for a while). Theresa will ask Jim about this meeting along with the budget increase for this year request.

Meeting ended at @ 5:44pm with the serenity prayer to close the meeting.

Respectfully Submitted,

Bonnie & Theresa

Website Committee Meeting Minutes
August 18, 2019 @ 7:05pm - Conference Call
Approved 9/22/19

Attendees: Mike, Theresa, Joe, Bonnie (absent: Karen)

Approval of Minutes: The minutes of 7/14/19 approved unanimously

FL Region Website Guidelines:
- Website Posting Checklist – change the name to *website posting checklist* from *flyer checklist*.

- Website Posting Checklist – add specific description for documents on the website to, "Flyers, Announcements, Meeting Agendas, Minutes and Other Documents"

- Website Posting Checklist - add wording to the about using people's full names or other contact information

- Website Posting Checklist – add wording about getting approval from person's name to appear in minutes

- Website Posting Checklist – cleanup wording regarding search engines (trolls)

- Mike will contact to Doug and request Doug redact last names in Bay Area minutes

- If the Guidelines or Website Posting Checklist is not followed, we will not post the document

Website Committee Report at the Sept Regional Assembly
- Bring Website Posting Checklist – about 25 copies to distribute.

- Request groups to check the website – check for correct group information on the meeting page and submit any errors that are found.

- Discussed the Website Guidelines - should be omitted until RSC approves the Guidelines as per FLRG. This allows changes as this is still a new guideline and new issues pop up for us to address that were not anticipated.

Webmaster Report:
- Riverside changed their meeting back to Thursday (first was Thursday, then Wednesday and now back to Thursday).

- Starting to get good stats on the https address. With about 1 month of statistics, we have about 300 to 400 visitors per month

- Review of the year: The FL Region owns all three website domain names (.com, .net and .org) for 9 years including security keeping with the principles of anonymity.

Respectfully Submitted,

Bonnie & Theresa

Website Committee Meeting Minutes
September 22, 2019 @ 7:00pm - Conference Call
Approved 11/17/19

Meeting opened at 7PM

Attendees: Mike, Theresa, Joe, Bonnie (absent: Karen)

Approval of Minutes: The minutes of 8/18/19 approved unanimously

Minutes Posted to the FL Region Website:
- Committee discussed minutes on the website.
    - Using the Principles of Nar-Anon (Traditions, Concepts re anonymity, outside entities, NA, meeting locations) committee discussed what is acceptable in minutes. With verification from World (Mike L, Chairman checked), we can't name any other organization in describing/detailing Outreach Events (even with disclaimers) when minutes are posted to the website.
    - Committee also discussed social media – Facebook and other platforms. The First Coast Area in their minutes indicated they wanted a Facebook page. This is discouraged in Nar-Anon as it can be in conflict with our Traditions; however, we have no control except to ask that naranonfl.org not be linked in any postings. First Coast Area was alerted to the Facebook issue as an FYI – we do not have the right to tell them what to do or not to do – just to give them the information that this is discouraged.
    - Committee discussed adding minutes and social media aspect to the Website Committee Guidelines. With all in favor, this will be added (amended) to the Guidelines; Theresa volunteered to add the wording and distribute to the committee for editing or approval.

Webmaster Report:
- New meeting in Kissimmee – posted on the find a meeting page, meeting news page and the meeting directory
- Stats: using https, Theresa sent out the website stats. In a Google search, we are #2, with World being #1 as a paid advertisement. When not using http or https (using www) the site defaults to the secure https.
- First Coast Area: FCA has their own webpage (listed under the tab "members", under Bay Area (ABC order). The officers and subcommittees have official naranonfl.org email addresses which is forwarded to their personal email.
- Emerald Area appears to have folded but we do have a placeholder page ready if they become re-organized. Review of the year: The FL Region owns all three website domain names (.com, .net and .org) for 9 years including security keeping with the principles of anonymity.

Meeting Closed with Serenity Prayer at 7:23pm

Respectfully Submitted,
Bonnie J & Theresa M