

Website Committee Meeting Minutes

January 19, 2020 @ 7:00pm – Teleconference

approved

Meeting opened at 7PM

Attendees: Mike, Theresa (absent: Bonnie)

Approval of Minutes: n/a

Minutes Posted to the FL Region Website:

- Discussion renaming the FL Region Website Committee Guidelines to “FL Region Website Committee Handbook.” All agreed to rename the document. Theresa will make the changes and share the new “handbook.” The Handbook include what is required from the webmaster, committee members and chair to be able to update the site continually; providing member and those looking for help current and relevant information. This is the first time for a Region Website Committee Handbook and is a learning-as-we-go tool to help the committee, the chair and the webmaster perform their service.
- NFG documents: committee discussed Nar-Anon documents from the Conference being linked to the NFG World website. Region, Area, Group websites are asked to link to NFG and not to place documents on their websites. This includes CAL material, both approved and “draft” (aka “review” documents) and CAR documents. It was agreed that this be added to the FL Region Website Committee handbook. Wording and modification of suggested wording will be worked out via committee email.
- Committee agreed to meet quarterly. The website committee will meet prior to Assemblies – this will guide our schedule. The September FL Region Assembly is when the new budget is presented and voted upon. Assemblies are in March and September. We will try to keep to the 3rd Sunday of the month for meetings. Same time: 7pm.
- Next meeting: February (to meet prior to Assembly) for website committee report.

Webmaster Report:

- none

Meeting Closed at 7:23pm

Respectfully Submitted,
Theresa

Website Committee Meeting Minutes

August 2nd, 2020 @ 7:00pm – Teleconference

approved 3/16/23

Meeting opened at 7PM

Attendees: Mike, Bonnie, Theresa

Approval of Minutes: n/a

Old Business

- Website Committee Budget request for 2020-21; continue with \$1200

Website Committee Handbook – proposed changes

- Change in emails – choice of forwarder or dedicated with a time frame to set up and let webmaster know that they have set up their email or it will become a forwarder to their personal email.
- Electronic meetings - Restrictions with email or phone number to get on the meeting
 - WSO Ad Hoc Virtual Committee suggests that using gmail Yahoo promotes other businesses which goes against our traditions.
 - Our Narateen Committee has 2 Naranonfl.org email addresses – one for the teens and one for auto replies since Donna is getting multiple requests for meeting information that is not for Narateen.
- Discussion ebooks: Our site has instructions for members/newcomers to find Digital CAL literature to buy for various platforms. The WSO ad hoc committee had initially asked for language on the WSO virtual page for how to find digital CAL including using the names of various businesses – Nook, iBooks, Kindle, etc... which is against our traditions. We are sticking with instructions on the “need literature” webpage.
- Discussion: Make sure we put in if groups decide to have physical and virtual. Suggest that if using these mediums, that members use only their first name and last initial.
- Edit Meetings: Online edit for is the only way to change meeting
- If there is a problem with Contact list information let Mike know if no access to contact list

Webmaster Report:

- none

Meeting Closed at 7:23pm

Respectfully Submitted,
Bonnie & Theresa

Webmaster Report - June 2021 Assembly

News

- **New Banner Image** - Website has a new look
- **Electronic & Ordering CAL** - Website has instructions for members needing to buy CAL (physical and electronic CAL) (Need Literature?)
- **Region Donations** - Website will soon have a donations webpage which will allow various methods of sending contributions to the region.
- **Meeting Directory** – only being updated on physical meeting changes (location, date or closure of meeting). Does not reflect suspensions or virtual meeting status with exception of Narateen Virtual meeting.
- **Meeting Webpage, Directory & Contact List** - Meetings are slowly opening back up to face-to-face meetings. To make changes to group meetings or/and contacts, GSRs must use the website form: <https://naranonfl.org/edit-group.html>. Do not email the webmaster or website chair. The Form must be used – it is sent to many!
 - **Biggest Problem:** misreading form and putting in country or state in the county field. We use counties on the website, and this assists the webmaster in making the changes quickly and accurately.
 - **Failure to Submit Completed Form:** If you don't click submit and then automatically rerouted to the "thank you" page, you have not submitted the form, and no one gets the information
 - **Don't See the Changes on Website:** Click 'refresh' browser to see changes. If you don't see the changes after a couple of days, resubmit the form
 - **Response to Receiving Form:** Webmaster emails the sender listed on the form with a 'thank you' and letting the person know the changes have been made.

Statistics

- **Top Search Engines:** 33 different robots* --
Googlebot; bingbot; YandexBot; facebookexternalhit; Baidu (catchall); Applebot; BingPreview; robot; crawl
- **Top Files:** /meeting-directory.pdf / archive/region-minutes-2010.pdf / meeting-directory-BA.pdf
- **Top 6 pages:** meetings.html; events.html; meeting-news.html; committees.html; bayarea.html; members.html
- **Top Operating Systems:** Windows 37.4%, iOS 27%, Linux 15.5%, Macintosh 12.2%
- **Top Browsers:** Google Chrome 44.2%; Safari 32.7%; Firefox 10.3%; MS Internet Explorer 2.7%
- **Top Connect to site from:** Google.com, Bing, Google Hong Kong, DuckDuckGo, Yandex.ru, AOL.com
- **Top Search Phrases:** naranon; semalt.com; natanonmeetings florida; naranon pasco florida meeting list; naranon meeting palm coast florida; narcanon venice fl; naralon forum

