

Minutes
Website Meeting
July 15, 2017
12pm

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

- 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**

- 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
3. **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
 - d. New banner image? <http://www.naranonfl.org/trial/>
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/MISSPELLING 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? 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.