

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?

7. **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

8. **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://naranospacecoast.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

9. **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?
 - 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.