

Website Committee Minutes

Sunday, January 21, 2018, 7pm

Conference Call

Submitted by Stacey M.

DRAFT

ATTENDEES: Bonnie, Mike, Theresa, Donna, Stacey

APPROVAL OF MINUTES:

- November 19, 2017 – motion to approve minutes made by Theresa, 2nd 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, 2nd by Donna.
 - b. Motion 2 – Rescind motion prohibiting Webmaster on conference calls. Motion for approval by Theresa, 2nd by Bonnie.
 - c. Motion 3 – Rescind motion: Do You Need Nar-Anon? questions posted to the website homepage. Motion to approve by Theresa, 2nd by Stacey.
 - d. Motion 4 – Rescind website motion wording for an addict. Motion to approve by Theresa, 2nd 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, 2nd 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, 2nd 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/revise 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. We should have a recommendation
2. **Email:** Perhaps we should just use on website general email like Nar-Anon world - so website@naranonfl.org would go to entire committee; RSC@naranonfl.org go to our region officers; 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

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

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.