

Website Committee Meeting Minutes

March 16th, 2023 @ 7:00pm – Virtual

Meeting opened at 7 pm

Attendees: Debra (Website Chair), Theresa (Webmaster) , Bonnie and Sandy (Committee Members)

Old Business

- Approval of the Minutes from August 2020

From the RSC meeting – changing the name to Website and Technology. This is not something the website committee should consider. The RSC needs to make a motion to change the name and vote on that motion.

- Website Committee in favor of allowing up to \$176 for an email program. Bring up at next RSC meeting.
- ~~Motion made by Theresa to allow up to \$176 for an email program. Motion seconded by Debra DD~~
revised 04/20/2023

Email Service: Current email server is flagging emails as spam. Change of email servicer. Options include: MailChimp at \$13/month; iContact at \$14/month; Constant Contact \$9.99 per month with an additional cost of \$0.02 per email.

Mail Chimp – Webmaster believes this is the best cost-option. This option has the ability to import an Excel Sheet with email recipients. Initial setup costs– none. Annual membership up to \$175 of the website budget. Approx. \$13 a month. Sends email at different times of the day so as not to trigger spam flagging. Automatic subscribing vs. having to opt-in to receive emails. Person can unsubscribe, and the administrator can add them back if they change their mind.

Expenses already incurred this year: Microsoft 365

Hosting Service – Need to renew our website (Blue Host) – One year still left on current contract. Renew for 3-years is \$431.64 total, broken down to \$11.99 per month. Advantages include the group edit form and the fact there has been no down time, so our experience has been positive. Cost-effective

PDF Software: Cofax Power PDF Advanced (formerly Nuance) – Consider a software license to a program that can be used to produce fillable PDF forms. For Region Secretary position.

FLRG (Florida Region Guidelines): Revisions needed. To be discussed further next month.

Website Posting Checklist - committee reviewed the revised checklist

- **Motion** made by Theresa to put the revised website posting checklist up on the website.
Debra Seconded the motion.

Website Committee meeting cadence – Third Thursday each month. Next meeting is April 20, 2023

Website Committee quality review of the website: Each member will visit the website at least once per week. Any needed corrections will be sent to Theresa.

Meeting adjourned.

Respectfully Submitted,

Debra, Theresa, Bonnie, and San

FL Region Website Committee Meeting Minutes, approved

Thursday, April 20, 2023 @ 7:05pm - 8:07pm (virtual)

	ACTION / MOTION
1. ROLL CALL: Sandy, Debra, Bonnie, Theresa. The meeting opened @ 7:05pm.	
2. MINUTES: Draft Minutes of March 16, 2023. 3 corrections. (1) Remove the 2 nd bullet about a motion for email program, (2) Under email service, 2 nd paragraph, last sentence, remove administrator can resubscribe a person (only that person has ability to resubscribe). (3) 3 rd bullet (under "Website Posting Checklist) add whether the motion passed/failed.	MOTION: • Bonnie motioned to approve 3/16/23 minutes; seconded by Sandy. Discussion. 3 corrections. Motion to approved amended minutes carried unanimously.
3. IMMEDIATE EMAIL BUSINESS & GROUP CONTACT LIST: Issue: the webmaster requested not to be sent nonessential emails (after event review emails with photo) from a committee chair and was instructed by the chair to delete it themselves; webmaster is evaluating their service in the region. Some cell phone service providers have tiered levels which charge for data used; because of the cost, laws now provide for penalties to companies and/or individuals for calling cell phones and companies that send out advertising via email all have "opt out" unsubscribe links for users. Unsolicited emails do cost. Committee members discussed the contact list being used for emails correspondence from other than the officers of the region or for nonessential emails to Groups. To date, the region has no secretary; the officers have carried out the secretary's duties. RSC officers requested bi-monthly email send outs to prevent ISPs tagging the official naranonfl.org domain emails as spam several months ago. There may be a lack of coordination to combine information & documents across RSC members. How does this affect Nar-Anon in the region? Using MailChimp will give members the option to "opt out" of email or to sign up for Region news without holding a group service position (contact list). Only Officers or those designated will have the ability to send out through this platform.	ACTION: • The Regional Chair will address the issue one-on-one • Committee recommends 1x a week email to Groups that combines RSC, committee communication, events, CAR & WSO info & docs with timelines to submit info for inclusion with that week's email. • Theresa will start Mail Chimp "Essentials" (\$13 per month, \$156 year) on a monthly basis for review before we commit to a yearly subscription for region communication.
4. REGION WEBSITE HOSTING: (Note from March meeting: Theresa will contact Rosemary on how to pay Bluehost for hosting the region website; Region acct or reimbursed).	ACTION: • Theresa will renew the hosting for up to 3 years for a maximum of \$450
5. FLRG / REGION WEBSITE COMMITTEE INTERNAL GUIDELINES: Ongoing. May need to include policy and/or Internal Guidelines on the use of MailChimp and recommend or create a motion regarding the contact list and region emails.	
6. WEBSITE CHECKLIST : Checklist is posted. Suggestion to include recommendation to add contact info (first name, email or phone #) for questions was made. Discussion. This is already included in the checklist under #2 Document Contact.	
7. WEBSITE COMMITTEE QUALITY REVIEW: Committee members have brought to attention & for corrections any items to be addressed to the webmaster.	
8. MEETING MINUTES: Who is taking minutes of this committee meeting? Suggestion to rotate the duty to take minutes, meeting by meeting.	ACTION: • Theresa is taking minutes for this meeting
9. NEXT MEETING: Meet monthly until we review after June Region Business Meeting. 3 rd Thursday of the month. NEXT MEETING: May 18th @ 7pm. Debra's Zoom account.	NEXT MEETING: • 5/18/23 @ 7pm
10. MEETING ADJOURNED: 8:07pm	

FL Region Website Committee Meeting Minutes, approved

Thursday, May 18, 2023 @ 7pm (virtual)

	ACTION / MOTION
1. ROLL CALL: Sandy, Debra, Bonnie, Theresa. The meeting opened @ 7:02pm. Theresa volunteered to take the minutes of this meeting.	ACTION: Theresa will record the minutes.
2. MINUTES: Theresa motioned to accept April 20 th minutes; Bonnie seconded. Motion opened for discussion. No corrections or changes were made.	MOTION: •Motion to accept April 20 th , 2023 as written minutes carried unanimously.
3. MAILCHIMP: Theresa has set up the region with the email campaign business, MailChimp. Contacts were imported, new fields (tags) set up for email sorting. We are using the free version until we are ready for use. Next step is testing of emails, both plain text and html emails. Pro: Using this service may provide more communication within the region without holding a group service position and could help with members stepping into regional service positions. Con: new group contacts will need to be entered manually into MailChimp individually.	ACTION: •Theresa will send the regional officers the username and password for MailChimp. The officers will need to not change 2-factor authentication or Theresa will need to authenticate the user each time onto MailChimp. •Theresa will continue development of MailChimp & test emails.
4. EMAILS WITH ATTACHMENTS/ EMAIL EDIQUETTE: The region news email of Friday, May 12 was discussed. Theresa received several emails as GSR, Webmaster and Contact List Administrator. Theresa asked the committee for permission to remove 'contact-list@naranonfl.org' from the contact list & website explaining that there was no need for a dedicated email address since all changes to the contact list and group meeting information is through the Group-Edit form and is dispersed to the region officers, webmaster, website chair and helpline administrator automatically. Problem: after the region email, there were several region service members that 'replied to all' which then added several more emails. Email etiquette is to reply to only the sender – not everyone. Since this was several people that sent to all, the best action is to remove all email addresses from the "to" and "cc" fields and only use "bcc." Members discussed the region email. Theresa showed screen shots of the email on an iPhone and Windows computer and how each email looked different. Tablet email had no visible column borders while the other 2 platforms showed 4 columns. Because users have many different screen sizes, fonts and default settings, there is no control of uniformity. Committee recommends future emails to use KISS (keep it simple sweetie).	ACTION: •Bonnie will notify Ingrid & Rosemary to put all email recipients into the bcc field. The Website Committee recommends that email formats (text, html) be kept simple because cell phones, tablets, and computers each render emails very differently and can drastically impact readability of the email. •Contact-List Admin email will be removed from website & contact list. •Theresa will send out updated Contact List to the region officers, helpline and outreach chair with the removal of contact-list email address.
5. WEBSITE COMMITTEE INTERNAL GUIDELINES:	•Tabled due to internet stability issues until the next website committee meeting.
6. GROUP-EDIT FORM: Committee discussed the suggestion to change the group-edit form because one new group leader was confused. Members decided that this was a one-time problem unique to the user and the form to be kept as-is.	•No action required
7. NEXT MEETING: June 15 @ 7pm. Debra's Zoom account. Remaining 2023 (tentative, will review schedule in future): July 20, Aug 17, Sept 21, Oct 19 and Nov 16	NEXT MEETING: •June 15 th @ 7pm
8. CLOSING:	•Meeting adjourned at 7:42pm

Submitted by Theresa

Approved 6/15/2023

FL Region Website Committee Meeting Minutes

Thursday, June 15, 2023 @ 7pm (virtual)

	ACTION / MOTION
1. ROLL CALL: Sandy, Debra, Bonnie, Theresa. The meeting opened @ 7:02pm. Debra asked for a volunteer to take the minutes of this meeting.	ACTION: Theresa will record the minutes.
2. MINUTES: Theresa motioned to accept April 20 th minutes; Bonnie seconded. Motion opened for discussion. No corrections or changes were made.	MOTION: <ul style="list-style-type: none"> • Motion to accept April 20th, 2023 as written minutes carried unanimously.
3. REGION COMMITTEE WEBPAGES: Part of this (website) committee's duties is to review the region's website for content and errors. Sandy reviewed committee webpages and found under the Outreach committee webpage, out-of-date documents and content. The website committee was notified via email of the problem. The webmaster, Theresa, edited the Outreach webpage to remove the old content to the base of the page under archives. New links to Outreach and Service pamphlets and other material that is free for groups/members to print off was added. The Narateen webpage was reviewed by the Narateen committee recently and was up to date. Convention committee and Literature committee webpages have not been updated or given content since the webmaster started in 2015.	ACTION: <ul style="list-style-type: none"> • Debra will ask the Outreach committee chair about several documents (Outreach Report Forms & Literature Placement document); if the forms are used (or removed or archive) and ask for content for the Outreach webpage to be reviewed and updated. • At the next RSC meeting, an agenda item will be added to discuss committee webpages & minutes/notes (updating, checking content).
4. VIRTUAL/HYBRID GROUP MEETINGS: On June 1 st , the region received a group-edit form from Port St Lucie group #127-041 (St. Lucie County) that holds hybrid meetings of the June 22 nd closure and added under "meeting changes" the following, "And can you take off the email address." Theresa emailed the GSR asking if they were stopping hybrid meetings as there is no way for a newcomer or member to get information on how to participate. To date, no response.	ACTION: <ul style="list-style-type: none"> • Bonnie will contact the group and either get contact info for that group (email and/or phone #) to add to the meeting listing on the website or see if they are no longer a hybrid meeting.
5. CONTACT LIST: This week members received a phone call from a convention committee member. The convention committee decided to call everyone on the contact list to personally invite members to FRCNA. Members discussed the usage of the contact list to access group member's personal email addresses and phone numbers other than the region officers, Helpline, or the Outreach Chairperson. This information is important to be able to verify information about a meeting (Helpline). Members were asked if they got the FRCNA flyer registration, the weekly emails from the region about the convention, and if members of their groups were going. The issue may be if group members choose to remove their contact information and how this would impact the Bay Area and FL Region with no way to help a member find out about this group meeting (verification).	ACTION: <ul style="list-style-type: none"> • Add agenda item to the next RSC meeting to discuss member access to the contact list (email, phone #'s).
3. MAILCHIMP: Theresa continuing to work with the MailChimp platform. It is not user friendly and is geared for large businesses selling. Contacts are updated as changes occur.	
5. NEXT MEETING: July 20 th @ 7pm. Debra's Zoom account. Remaining 2023 (tentative, will review schedule in future): Aug 17, Sept 21, Oct 19, and Nov 16	NEXT MEETING: <ul style="list-style-type: none"> • July 20th @ 7pm
6. CLOSING:	<ul style="list-style-type: none"> • Meeting adjourned at 8:14pm

Submitted by Theresa
approved 7/20/23

FL Region Website Committee Meeting Minutes

Thursday, July 20, 2023 @ 7pm (virtual)

	ACTION / MOTION
<p>1. ROLL CALL: Attendance: Debra, Bonnie, Theresa. The meeting opened @ 7:01pm. Debra asked for a volunteer to take the minutes of this meeting.</p>	<p>ACTION: Theresa will record the minutes.</p>
<p>2. MINUTES: Minutes discussion opened for discussion. No changes were made.</p>	<p>MOTION: •Motion to accept April 20th minutes carried unanimously.</p>
<p>3. REGION EMAIL: Debra requested a dedicated email address for website@naranonfl.org. Gmail is not delivering email with the forwarder uniformly. Rosemary updated her Outlook and needs to setup treasurer@naranonfl.org email on her computer. Theresa sent her step-by-step instructions for setting up her email.</p>	<p>ACTION: •Theresa will set up a dedicated email for Debra & send her the email instructions to setup email on her device(s).</p>
<p>4. WEBSITE CONTENT: Discussed CMS (content management systems) and 'includes' for automatic data updates on the website (i.e., the header or footer of a webpage). Theresa explained that using 'includes' skews stats on a website; the region website is small; changes to menu structure (adding a webpage) does not often occur. Discussion on problems using WordPress – in the past, members had no experience or skill to update the software, create backups and to manage the documents. Request for another website webmaster to help will require skills and experience.</p>	
<p>5. CONVENTION FLYERS:</p> <ul style="list-style-type: none"> •Flyers or other requests that the committee members do not agree on, a meeting will be setup to discuss the issue. Goal is less back and forth with email. •The SFCNA flyer is up onsite with disclaimers (facility & cooperation with NA) •Bonnie received a second flyer/information from Kim regarding a different NA convention on July 28th with an invitation to Nar-Anon to have a table at the convention. The website committee has not received the flyer or information. Discussion: this is an outreach event? Do we need volunteers to staff the table? Do we have a room for member/speaker meetings at the convention? How does this relate to our members? What is the desired outcome? 	<p>ACTION: •Debra will call for a Website committee meeting to discuss any issues that the committee does not agree upon.</p>
<p>6. CONTACT LIST: Brief discussion on the use of phone numbers of the members listed on the contact list. What is the purpose of the phone numbers? Meeting verification?</p>	<p>ACTION: •next RSC meeting or assembly - discuss member access to the contact list (email, phone #'s).</p>
<p>7. MAILCHIMP:</p> <ul style="list-style-type: none"> •Theresa is working with Bonnie, Ingrid & Rosemary on using the MailChimp platform. Theresa is waiting on response from MailChimp for charity discount and paying annually for the service. •Discussed required fields in subscriber form & the email being tagged as spam or junk. 	<ul style="list-style-type: none"> •Add (*) asterisk to required fields in the MailChimp subscriber form •Add instructions re: avoid email tagged as spam or junk email
<p>8. NEXT MEETING: Remaining 2023 (tentative, will review schedule in future): Sept 21, Oct 19, and Nov 16</p>	<p>NEXT MEETING: •August 17th @ 7pm; Debra's Zoom account</p>
<p>9. CLOSING: Debra motioned to close the meeting; Bonnie seconded. Motion carried unanimously. Meeting adjourned at 8:17pm</p>	

Submitted by Theresa

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