

Website Committee Minutes

12/26/12

7:00pm

474 Pleasant Street, Holyoke

Present: Carl (co-chair), Bob (Webmaster), Sally, Dani (Round-Up registrar)

Sasha (chair) arrived at 7:15pm

Email addresses: domain-hosted email addresses versus homegrown addresses, such as gmail.

- ⌚ The Area has approved the use of standardized email addresses that include the domain name, so we need to facilitate that.
- ⌚ We also understand that the transition to using these email addresses won't happen overnight, and that the Committee may have to train committee chairs and Area officers in their use.
- ⌚ Sasha will work with Bob to develop a page of written instructions about the email procedures to distribute to committee chairs and officers.
- ⌚ The Webmaster (and interested committee members) will make themselves available to those who need help setting up and using the new addresses; this can be done at Area meetings, to start.
- ⌚ Each committee can designate who they want to be their email contact; it doesn't necessarily have to be the Chair.
- ⌚ Dani was using a gmail address for Round-Up registration but she agreed to switch the email address provided by the Webmaster. She'll continue to check the gmail address, since some flyers include it.

Budget

- ⌚ We were approved for \$250 but it was knocked down to \$225 (every budget was cut by that amount) so that the Area can purchase a projector.
- ⌚ Given the smaller budget, we will not pursue a mobile hot spot at this time, but we are still thinking about it.
- ⌚ We discussed the Website security certificate that pops up for some users when trying to check email. It is standard practice on the Web to just use the host's security certificate. Or we can pay \$50 a year to purchase a certificate that would match our domain name. If we don't buy this, users will get a popup that they just accept (this is common practice). For now we will not purchase that specific certificate.

Advertising the Website Committee

- ⌚ Intergroup offers a monthly spot for committees. Carl will see if we can get a spot on their agenda so he and Sasha can introduce themselves and the committee.
- ⌚ Sasha will announce at monthly area meetings that she (and Carl?) are available to attend District and Area committee meetings in order to speak about the Website. She will also look into speaking with committee chairs and DCMs directly about visiting their meetings; she and Carl may divvy these up.

Mission, Vision, Guidelines, and Handbook language

- ⌚ We had a long discussion about the proposed language for the Website's mission and vision. These are proposed for the "about" page on the site, as guidelines for the Committee, not as marketing tools for visitors to the site.
- ⌚ We briefly discussed the Guidelines and Handbook language, as well.
- ⌚ The vision was eliminated and the language added to the mission, which we edited.
- ⌚ We agreed to add proposed language to the Handbook to the effect that an assistant webmaster position may be appointed.
- ⌚ Sasha will revise the mission memo per the Committee's requests, as well as the proposed language for the Handbook, and resend both to the Committee, to continue discussing at our next meeting.

Other

- ⌚ Sasha will contact Mark to ask for keys to the office.
- ⌚ We seem to be having an ongoing discussion about what is appropriate for the Area Website, which is very helpful. We are concerned that we not duplicate the role of the Intergroups sites (a clear, specific mission helps us remember what our role is). For instance, GSO emailed the Webmaster about hearing-impaired meetings and he posted it on the site. We decided this was important to leave up, but we agreed that notices about Intergroup alcathons would not be on our site, but that we could link to them.

The next meeting will be held on Jan. 23, 2013.

Meeting adjourned at 8:27pm.

Minutes respectfully submitted by Sasha (with considerable help from Sally)
12/29/12