

### 3/27/2013 Web-site Committee minutes

Attending: Bob (web-master), Carl (co-chair), Sally, O. L. (The Step Group)

The Web-site host annual payment of \$47.82 is due at the end of March. This will again be charged to Bob's credit card and he will be reimbursed from the committee budget. The domain name is effective for 4 years. Going forward, the auto payment and the ownership of the host account will be turned over to the Area 31 General Service Committee. Bob will follow up with this.

Copies of the material that was sent to the Handbook/Guidelines ad-hoc committee was distributed.

This will be reviewed by the committee members for editing and discussed further at the next committee meeting for re-submission with corrections.

We talked about the need for back-up for the Web-master both as short term and unforeseen long term needs. The passwords for the site have been given to the Area chair. It is being discussed that the committee chair or another committee member learns basics to making short term minor updates to the site when needed. There was an idea to create an instruction "binder" for a step by step tutorial for use by back-up personnel. This will be pursued in the near future.

We talked about various committees' autonomy both in posting of minutes, as well as in the use of e-mail other than those designated thru the Areas' site. It is recommended by the Web-site committee that only Area e-mail be used when conducting Area business i.e. (CPC contacting professionals with the committee e-mail address as opposed to personal accounts).

We will continue to refine the definition and roles of the committee, committee chair, and Web-master.

We will develop standard policies/criteria for review of materials submitted for inclusion on the site.

We will reach out to the Area for submission of photos appropriate as representation for the slide show on the main page.

The "How do I get involved" section will be review for additional content in the future.

The next committee meeting will be wed. April 24,2013 7pm.