

Attending were the Webmaster (Bob), Co-chair (Carl), The Step Group (Ed), Holyoke Group Sally, Alternate Delegate (Mark)

We welcomed a new representative from the Holyoke Group Sally.

We reviewed the committee goals for the upcoming year.

Bob reported on his efforts to develop the backup tutorial. He will continue these efforts and provide page shots with text instructions, and will be video recording his key strokes etc. through the process. We will then have another member (Sally?) review and edit text to achieve another perspective. Following this the committee will all follow step by step to test procedure.

Ed is working on the development of the new representative introduction letter and shared some initial ideas. He will bring a first draft to the next committee meeting.

We continued discussion of an informational pamphlet for our area similar to the Area11 website pamphlet that helps inform what their site is and does. Carl will make copies of the example for our next meeting.

Bob is now using a new hot spot device at the committee meeting.

The area history is now on the website which was requested at the last area meeting. It is located on the Archivist page. It needs to be refined and broken up into pages instead of one long document. Bob will complete this shortly. He will also be working on getting the handbook listed.

Bob and Jack are working on development of an electronic group update for on the site that will be useful to the area registrar.

The security certificate will be purchased In March to coincide with the site renewal.

2014 Website Committee Goals

- ① Complete Webmaster backup tutorial
This will be accomplish through a collaborative effort of the webmaster, delegated committee members, and proofed by the entire committee
- ① Increase awareness of the website within the fellowship of Area 31
This includes encouraging increased participation of input from all facets of the area committee to help enrich the value of our message.

This will be accomplished through development of an informational pamphlet, visits to district and intergroup meetings, monthly area reports, and word of mouth of committee representatives.
- ① Create a new representative introduction letter
This will be completed by delegated committee members.
- ① Explore ideas brought forth from last year, as well as any new ideas proposed
This will be addressed throughout the year by priority set by the committee.
- ① Encourage participation throughout the committee to accomplish goals
This will be nurtured through leadership and committee unity.

Our next committee meeting will be February 26, 2014