Attending ~

Chair (Mary), (Co-Chair) Sally, Webmaster (Bob), and The Holyoke Group (Frank)

October Minutes were reviewed ~ accepted

Feed back from groups ~ none

Visitors ~ Area Chair ~ Paul
   *NERAASA and upcoming events

Old Business ~
   1. Bi-Lingual – (No attendees)
   2. Budget ~ $250 was requested at the November Area Meeting for the Website committee 2016 budget

New Business ~
   1. A PDF of the website pamphlet will be added to the website for download
   2. Passwords to the Website ~ A folder including Drupal, control panel passwords and e-mail re-sets, etc with information on how to use them which were previously passed on to the Area Chair only, will now be passed on to the Area Chair and the Website Committee Chairs. There were problems with the previous plan as it was noted that the current Area Chair never received this information when he took his current position 2 yrs ago.
   3. Area Handbook ~ conversation began around how to handle and track changes if/when the Handbook is posted on the website. We will continue to consider ideas as the Handbook nears completion.
   4. NERAASA ~ the committee had some conversation around the upcoming event/round-tables
   5.
*Other info ~ New e-mail access instructions are currently on the website

**January (Area Meeting) ~ To enhance awareness of the website, and ease the use of it, a list of e-mail addresses and access instructions will be provided to all the new DCM's and Committee Reps ~

Closed with the "I Am Responsible   *Next Meeting will be Dec 23rd 2015

Respectfully submitted,
                    Mary