

**Area 31 Website Committee
Meeting of January 27, 2016**

Attending:

- Chair
- Co-Chair
- Webmaster
- 4 group representatives
- Visitor from Berkshire Intergroup

The meeting began with a moment of silence followed by the Serenity Prayer.

1. New reps were welcomed and given a welcome letter and pamphlet about the Area 31 website and the work of the committee. We looked at the website together and discussed its content and its links to other sites. We reviewed four key texts:
 - Purpose of the Area 31 website
 - Content submission guidelines
 - Description of the Website Committee
 - Duties of the Webmaster
2. The Webmaster brought us up to date about changes coming in the new version of Drupal that will help with mobile-friendliness and translation. He outlined some of the things that work well about the Area 31 site, and also some of the challenges in getting and posting information. He also reported on the NERASSA site and on-line registrations for NERASSA.
3. The Chair reported that red folders are now created for the Website Chair and the Area Chair. These contain instructions and passwords for accessing the site in an emergency if the Webmaster is unavailable. This system was put in place some years back but has fallen by the wayside, and the Committee wants to restore it for the protection of the site.
4. The Committee welcomed visitor Mike M., who is developing a site for Berkshire Intergroup. We passed along information about the Area 31 site, answered his questions, and invited him to consult the Webmaster or the Committee any time.
5. The Committee reviewed some specific agenda items for the year, including posting and maintaining the Area Handbook when it is finished. The Committee also laid out some broader goals, especially:
 - Increase the number of committees and districts submitting minutes to the Webmaster for posting.
 - Increase general awareness of the existence and purpose of the Area 31 website.

The meeting ended with the Responsibility Declaration.