Area 31 Website Committee
Meeting of July 27, 2016

Attending:
>   Chair—Sally
>   (Co-Chair—Terri absent)
>   Webmaster—Bob
>   Group representatives—Jim (I-Opener, Florence)
>   Alternate Delegate—Mike

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

- The Committee reviewed minutes from the June meeting and the agenda items for tonight's meeting.

- Reports:

  - Group rep: Continuing to distribute flyers and inform group members about the Area 31 website.
  - Webmaster: Expenditures have been made for various site-related renewals. The Drupal update is still in beta and not yet ready for us to transition. Bob is caught up with posting flyers and minutes received to date.
  - Chair and Co-Chair: Terri attended the last meeting of Intergroup and presented information on the Website and the work of the Website Committee. Sally encouraged ongoing visits to committee and district meetings, and volunteered to attend the next meeting of the Archives Committee.
  - Alternate Delegate: Mike brought registration brochures for the Mass State Convention and described some of the convention planning.

- Discussion:

  - The Committee had a lively discussion about ways of encouraging people to send documents in editable format. The Webmaster continues to receive documents in PDF format, which cannot be edited without time and resources (including expensive software) that we do not have. Sometimes a PDF document is fine for posting, but often we find personally identifiable information that needs to be removed in keeping with the Website Content Submission Guidelines. The Website Committee has recently developed a flyer on How to Post. This is available at meetings of the Area Committee, and we are considering emailing it as well. We welcome other suggestions. We will continue our reminders that documents should be sent electronically to the Webmaster in Word or Open Office format, or using Notepad, or in the body of an email.
  - The Committee discussed how and where to put the new 2016 Handbook on the site, and how to track changes. The consensus is that we will have three parts:
    1. A web version of the Handbook, set up like the current Area 31 History, with a link from the left FAQ's box. This will be updated as needed.
    2. A PDF version which will track changes made since the July 2016 Handbook was distributed to the Area Committee. This version will be identical to the web version, except that changes will show.
    3. A log of changes.

- The meeting ended with the Responsibility Declaration.