

**Area 31 Website Committee
Meeting of August 24, 2016**

Attending:

Chair—Sally
Co-Chair—Terri
Webmaster—Bob
Group representatives—none
Area Chair—Sue

- The meeting began with a moment of silence followed by the Serenity Prayer.
- The Committee reviewed minutes from the July meeting and the agenda items for tonight's meeting.
- Reports:
 - Group reps: No reports.
 - Webmaster: Working on the Handbook. Caught up with postings. Mass State Convention registration and other information is available by link from the Area 31 site to the new Convention site: <http://aamastateconvention.org/>.
 - Chair and Co-Chair: Sally attended meetings of the Archives and Grapevine Committees in July.
 - Area Chair: Sue reminded us about the Area Assembly in October and then joined in our discussion.
- Discussion:
 - The Committee considered the request from Intergroup to post their picnic flyer. The website's submission guidelines call for all material on the site to be service related. The picnic falls into a gray area: it is not a service event, yet it is sponsored by an invited committee cooperating with the Area Committee structure. Our conclusion was that we will normally post material submitted to us by the four invited committees: Institutions, Western Mass Intergroup, Berkshire Intergroup, and WMYPAA.
 - Most of the meeting was devoted to the Handbook. Bob and Sally have been experimenting with its location and its layout, and things are looking good. We talked about a link to the Handbook from the left FAQ's navigation pane, in place of the current link to the History section of the Handbook. We are moving the Handbook up one level under Area Documents. We talked about tracking changes and revisions on the web and in print. We worked out a mechanism for getting any final corrections from Area Committee members so that we can reprint the Handbook before the fall Area Assembly.
 - The Committee and Area Chair talked about representation from groups. The Website Committee has always had a small number of group reps. There are a number of possible reasons for this, ranging from the newness of the committee to lack of information about what we do and how group reps can contribute. Outreach over the last couple of years (the color brochure, handouts and reports in Area Committee meetings, visits to committees and districts, new boards for the Mass State Convention and NERAASA, etc.) has raised awareness of the website and increased documents submitted for posting, but we have not drawn many new group reps. One question to explore is whether it would be helpful to have reps from committees and districts rather than groups. We will continue to discuss this.
- The meeting ended with the Responsibility Declaration.