

# Website Committee Meeting Minutes

## April 24<sup>th</sup>, 2005

### Discussion

1. Calendar - Overall response is positive.
  - a. Discussed the inability of the Calendar update page to handle multi-day events. I advised that to do this, would require a major programming change.
  - b. Discussed the current colors of the Calendar (and the rest of the site) and the overall consensus is that current color scheme will continue to be used for the time being.
  - c. Discussed the request to make the Calendar printable (a printable version.) The committee felt the Calendar's functionality was fine the way it is right now, and I informed the committee that the request would take about 8 hours of programming to complete.
  - d. Discussed a new bug: when this page is resized to 800x600 in Internet Explorer, the boxes are now staggered, instead of just shrunk to fit the page.
  - e. What qualifies as a NETA Event – if NETA committee chair or officer is asked to come to the event.
2. Email – Discussed the unused email accounts and the concern that people would not they the account wasn't being checked. Decided to talk to the two people that are not checking them.
3. Discussed Spanish translation – no feedback (later Joe found a problem with Spanish translation, that has since been resolved)
4. District page – discussed adding links to NETA65 District sites
5. Outside links – discussed at length, and it was determined that a motion would be made to add District and Intergroup hyperlinks only
6. Discussed the pros and cons of PDF format documents versus Microsoft Word format documents - the PDF reader is accessible to everyone, Word is not; PDF documents are generally smaller and not alterable in most circumstances
7. We talked about the need for and appointment of an Alternate Webmaster; person will need to be skilled in PHP/MYSQL, HTML and Javascript (the programming languages used to create the website) – it was pointed out that it was up to the Webmaster to appoint the alternate
8. We discussed the concern about time and skill set needed to modify and maintain the website; about the possibility of having to pay for the services at some point; that requests for changes that take considerable time to implement, will get done if there is time, and the amount of maintenance for such changes would have to be considered each for each request

## Action Items

1. Fix IE resize to 800x600 bug – done
2. Check on “Not available” message for unused email accounts or disable.
3. Charlie A. has agreed to document the website’s functionality
4. Remove old site from the server
5. Motion to add hyperlinks to the Intergroup and District websites – Bobbi C.  
(remove links to Intergroups in the interim)
6. Pick Alternate Webmaster