Sunday, January 14, 2001
Michigan-NA.org Website Meeting: St. Lawrence Hospital, Lansing, Michigan

OPENING
Meeting called to order by Dale V. at 3:15p.m.
Moment of Silence followed by the Serenity Prayer.
Read 12 traditions and 12 Concepts.

ROLL CALL
See Attached

PREVIOUS MINUTES
N/A – This was the first meeting of the Michigan-NA.org Website Committee.

At this time the meeting was turned over to Doug H. to chair the meeting.

VOTING PROCEDURES
- If voting is necessary today, anyone present will be allowed to vote, as this is the first meeting. Future requirements will be attendance at 2 of the last 3 meetings including present meeting.

SECRETARIES REPORT
N/A – This was the first meeting of the Michigan-NA.org Website Committee.

TREASURERS REPORT
N/A – This was the first meeting of the Michigan-NA.org Website Committee.
- The position of treasurer is open at this time.
- There are some expenditures to be addressed later.
- Domain name and web hosting were covered by a member whom has been reimbursed by the two regions at this time.

ADMIN REPORT – Dale V.

Hi Family,
Members have brought up concerns about certain areas of the web site breaking traditions. We appreciate your concerns and questions. In reference to concerns about the banner and counter breaking the 6th and 7th traditions, we agree and have removed them. We are in discussion with the current provider hosting the site. As it stands now they have given us a figure of $10 / month. We will continue to research other possibilities. Future questions or concerns can be sent in a brief note to your regional contact and it will be addressed, reviewed, and if appropriate the changes will be made. Thank you for you r help, concerns, and your patience.

Suggested Requirements for Area Web Contact
- HTML skills
- Editing capabilities
- Area Site Maintenance
- Area attendance and/or should be in close contact with PI Committee

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Ideally, all areas will maintain their own portions of the Michigan-NA.org Website. However, areas that do not have someone with the skills and/or willingness will need to have a point of contact to provide meeting information, contact information and event information to their Region Contact until such person is found.

Guidelines for Area web pages within Michigan-NA.org
- Each area will remain autonomous but will need to follow certain criteria to maintain consistency.
- No links to websites that do not fall under the guidelines of the WSO.
- Consistency throughout the site.
- Content maintenance to ensure accuracy.

We look forward to working with all of you.
In Loving Service,
Website Admin Committee

MICHIGAN REGION REPORT – Woody L.

Hi Family,
I would like to give you some background on me. I am the Flint area PI chair as well as the Michigan Region Contact for Michigan-NA.org. I currently maintain the Flint Area website. The Flint ISP will expire in March and we plan to have already made a full transition to Michigan-NA.org.

I have received contacts for each Michigan Region and our intention is to be as inclusive as possible. Our ultimate goal is to have contacts for each area that have the ability and willingness to maintain their Area's portion of the site. If there is an area that does not have someone with the skills / willingness, I will be happy to assist until someone is available including teaching people, if necessary.

At this time, we are looking for content from the areas to include meeting lists, events and contacts. Again, we need a communication link from each area as well as people with the willingness to help make this work.

In Loving Service,
Woody L.
Michigan Region Contact

METRO DETROIT REGION REPORT – Doug H.

Hi Family,
I became a part of this project for many reasons. One of which is that this is one of the first major projects that has brought the two regions together since the split. We are in the beginning stages of the project and have heard from some members in the Metro Detroit Region that wish to get involved.

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The goal is to have one web page that combines both regions and all areas that anyone can go to and find directions to a meeting. We have designed it so that anyone entering the site is only two clicks away from any meeting in Michigan and 3 clicks away from having directions to the door! In addition, the site will provide a place for areas to attract members to their events. We are hopeful that this will help eliminate problems in the past of neighboring areas scheduling events on the same day.

Our main objective at this time is to identify members with the skills and willingness to get involved and maintain their area's portion of the website.

AREA REPORTS / CONCERNS

At this time, since this was the first meeting and Area Reports were not available, we opened the floor for a question and answer session as well as a demonstration of Michigan-NA.org.

Q. There are concerns regarding download time of graphics. How long will graphics take to download?
A. Graphics now are extremely small and they shouldn't take long. The whole site at this time, (100+ pages) fit on a disk. The testing that we have done showed that graphics, JAVA scripts, etc. all load in under 1 minute, most often 30 seconds or less even on slow modems.

Q. Will something be available as far as guidelines?
A. We have some very general guidelines at this time that are a part of the Admin Report and will be available in the minutes.

Q. Who I s brainstorming future guidelines?
A. We are hoping to get participation from the areas at future meetings where guidelines will be discussed and / or established.

Q. A big concern is outside links going to websites that are not NA related. What types of links will be allowed on this site?
A. Outside links will have to fall under the guidelines of the WSO.

Q. What is and is not NA on website.
A. NA meeting lists, NA events and NA links. Basically anything that you can make a flyer for and put on the tables at an NA meeting would be allowed on the site. A good rule of thumb would be the WSO guidelines. Any concerns about material on Area websites should be brought to the committee where they will be addressed and the Area Contact will bring it back to the Area.

The hope is that the spiritual principles of this program will govern. We think you will find that if it doesn't fall under this website, it probably doesn't have anything to do with NA.

Q. Is there a place for questions to e-mail rather than waiting to take it to the Area Contact, who has to take it to the Region Contact, who has to take it to the Website Committee meeting. The concern is that the process would take too long.
A. There will be a contact portion for e-mail links on each Area's homepage that should contain the Area's Contact. Additionally, on the Region page there will be e-mail links to the Regional Contacts, Website Coordinator and other Admin Members.

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Q. What would the response time be to questions / concerns.
A. Ideally we would expect to respond within 24 hours either that the problem has been fixed or that it is being looked into.

Q. If the Region Contact received questions pertaining to a certain area would the question be referred to the area contact?
A. There is a contact page on each area's site and each area will have it's own contact, however, if the Region Contact receives questions regarding a certain area, they will be forwarded on to the Area Contact if appropriate.

Q. Will there be generic email for Area contacts?
A. We are looking into getting separate e-mail addresses for each Area Contact and each member of the Admin Committee. Additionally, there will be individual user names and passwords for each specific area so they can maintain/edit only their portion of the site without accessing others. Including images, links, etc. within the area. If / when there is a new Area Contact, there will be a new user name and password assigned.

Q. How long will it take to see if all areas will get involved? Is there a point where you just go with it?
A. It may come to a point where we put meeting lists up for the area. The purpose of this project is to provide addicts with information to get to a meeting. At the very least, if an area does not have a Contact to maintain their portion of the site we will put the meeting list up for that area.

Q. Is there a projected time for this to be up and running?
A. We do not have a definite date at this time. It may be something that is decided upon by the regions. If we get enough content for other areas and nothing for a limited number, we may put the meeting list up and go live with the site. The main thing we need now is WILLINGNESS from the areas to maintain their Area's pages.

Q. Are you able to type in a city and be taken to the area that the city is in?
A. Not at this time, this is something we can look into, however, there is a map of the state with the areas and their locations indicted that are clickable to the specific areas.

We will not go live with the website until all areas have content in them. The reason for this is that if people go and see nothing there, they may not come back.

We would like to create something solid that will remain long after we're no longer here, this is why we are trying to incorporate it into the service structure.

OLD BUSINESS
N/A – This was the first meeting of the Michigan-NA.org Website Committee.

NEW BUSINESS
N/A – This was the first meeting of the Michigan-NA.org Website Committee.

MOTIONS
None

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NEXT MEETING
The next meeting will be held Sunday March 18,2001 @ 3:00 tentatively in Lansing. Location to be announced.

CLOSING
We closed the meeting at 4:55pm with a Moment of Silence and the Serenity Prayer

Michigna-NA.org Website Meeting 1-14-01 Lansing ROLL CALL		
Website Coordinator	Dale V.	X
Michigan Region Contact	Woody L.	X
Metro Detroit Region Contact	Doug H.	X
Secretary	Shawn V.	X
Treasurer	open	
Battle Creek Area		
Capital Area	Carol B. / PJ R.	X
Detroit Central Area		
Detroit East Area		
Detroit West Area		
Flint Area		
Grand Rapids Area	Dale V.	
Kalamazoo Area		
Macomb Area		
Muskegon Area		
Northwoods Area		
NW Michigan Area		
Oakland Area		
Saginaw Bay Area	Jeremy W. / John R.	X
St. Clair Area		
Tri-City Area		
Washtenaw Area		
Western Wayne Area		

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