

December 26, 2008

**The Carrying the Message Ad-Hoc Committee meets on the 2<sup>nd</sup> Wednesday of the month at 6:30 pm, 50 Court St. Cromwell.**



We met on December 10, 2008. **8 Addicts in attendance 2 from MSUA, 2 from GHA, and 4 from TVA.** Gary M. – Regional Schedule Chair, and Greg K. – Mid-State Unity Area, Carlos R. – Greater Hartford Area Webservant/NAWS web contact (previous regional webservant) and Diana F. – Greater Hartford Area, Stephen R., Jacob R., Jen S., and myself (Julie S.) - Tunxis Valley Area. Tommy D. – Meeting Scout for SFCA couldn't make it to the meeting but was in contact with me throughout the month.

TVA, GDA, and SFCA meetings are up to date in the database! GWA is working on putting together a list of updates. Carlos R. is working on GHA. I attended the TVA and GHA service committee meetings this month. **USA and GNHA are in need of ad-hoc support.**

NAWS web contact was added to the Regional webservant position at the November Regional meeting.

We discussed what schedule info will be used for the database. We went over the current revised schedule form and suggested the possibility of further revising it. There is much more to be discussed and much more work to be done to further our efforts of improving coordination and communication within the service structure.

We went over what fields (or columns in spreadsheet format) are in the existing database and what columns we would like to add. We would like to add a column for key tag in our database. NAWS does not include key tag in the meeting formats. NAWS uses children welcome as a possible format, where we use child care available in our schedule. We plan to convert the 24 hour format to AM and PM in the CT database. We will add a last updated column in the database and use the date the schedule change was submitted found on the form. We would also like to add a column for rotation of format (i.e. Speaker last Sunday) because so many groups request to have this information listed on the website and in the printed schedule. We will need to consider any feedback from the groups about what information is the most important to have listed. We discussed the amount of room on the printed schedule and the need for more space if more meetings are created.

There is a column for directions to meetings. This column can be used for additional information especially info that someone could not get using GPS or a service like Mapquest or google maps for directions. For example the WMCA in New Britain which is located on High Street, the additional information included is:

parking on Columbus Boulevard, gate opens automatically. We could also include corner of and route number as additional directions. I'm not sure about fitting this information in the printed schedule. We need to do more research on linking to directions. We also need to find out more about the feature to create a meeting schedule directory that was added to the NAWS database (This feature will create a printed schedule, but it is not yet functioning.) It will be interesting to see what kind of printed schedule this feature will create. We'll discuss this at future ad-hoc meetings.

The revisions to the schedule change form that were suggested are: to change duration to meeting end time, because this is the actual info we use in the printed schedule and website (Greg K.) to add format rotation (Julie S.) GNHA Alt. RCM pointed out at the Nov. Regional Meeting that information is collected to further the primary purpose. This is something the ad-hoc committee has previously discussed. It was suggested to add to the schedule change form as a reminder to the groups and the individuals submitting schedule changes "Information collected to further our primary purpose. Please provide as much information as possible." Another suggestion was clarification that we need the complete street address i.e. 120 Main St. rather than corner of i.e. corner of Main and Center St. This information is used for driving directions and to find the zip code (when it is unknown.) The database requires zip code for the new search features.

We discussed how NAWS collects schedule information on the internet, schedule information that is frequently submitted to the CT website via email, how these emails are currently being handled by the website, and how we can better improve coordination in this area. This will also be discussed at future ad-hoc meetings.

Jen S. volunteered to help set up the database structure. No one can assess confidential contact information of individual addicts without being appointed by a service body (Area or Region) and signing a legally binding confidentiality agreement with NAWS.

Carlos R. is beginning work on the CT database programming. Jen and I will also help out with that as much as we can. **The website and ad-hoc committee are looking for volunteers with knowledge of PHP programming language.**

Dwight T. (Regional Treasurer) asked me to submit a schedule increase for the website since I used website budget for Ad-hoc report copies. **The ad-hoc committee is requesting a budget** for accounting purposes (to clarify which expenses are for ad-hoc and which expenses are for the website.)

In Loving Service,  
Julie S.  
Carrying the Message Ad-Hoc Chair  
(and webservant/NAWS web contact)