



## Webservant Report

Connecticut Region of Narcotics Anonymous

[www.ctna.org](http://www.ctna.org)

November 29, 2008

### **Web Pages**

Work has begun on the about this site page.

### **Meeting Schedule Updates**

In progress... Work on the NAWS database begun this month. The updates will need to be made on both the NAWS database and the CT website until we have both coordinated. This task is extremely time consuming. I spent approximately 20 hours on schedule updates this month and I'm not yet finished with last month's schedule updates. The Ad-Hoc committee can help get this information up to date and help with the coordination process – but the Ad-Hoc committee has no support in 5 of the 9 areas!

### **Website Statistics**

In October our website had 5,095 visits with an average of 164 visits per day, and 412 pages viewed per day.

### **Routine Maintenance**

Outdated events were deleted. New events were posted. Old flyers were removed from the server. Minutes were posted, policy updated, schedule changes made, schedule cost changed on order form for institutions, email blacklist updated, spam assassin configured, spam deleted, e-mails answered.

### **E-Mail Statistics** (October)

<b>Activities (In CT)</b>	10
<b>Bulletin Board Events (Outside of CT)</b>	6
<b>Family Support</b>	0
<b>Schedule</b>	17
<b>PI/PL and H&amp;I</b>	5
<b>Web Servant E-Mail</b>	15

<b>Website Content</b>	9
<b>Ad-Hoc</b>	9
<b>Policy</b>	5
<b>Total E-Mails</b>	<b>76</b>

### **Policy**

I would like to bring up for discussion the possibility of changing regional policy to state that all flyers on the regional table include a date, revised date, or expiration date. I have made up flyers for RCM's to bring back to areas & make copies of to address the issue of outdated flyers in the meeting announcements – specifically regional service committee meeting places and times. I also made the changes to the Regional policy to include updates from previous meeting minutes. Thanks Jim for your help with finding the needed minutes! I would also like to suggest that policy state that all copies of the regional policy include the last revised date on the front and each page. I've asked Carlos R. and Adam H. for help converting the policy to pdf for posting on the website.

### **Ad-Hoc Committee**

I have signed the confidentiality agreement for NAWS and been given a login ID and password to access the NAWS database. I'm working on getting the online schedule up to date, as well as entering the new schedule changes into the NAWS database. The Ad-Hoc report explains more of the details.

### **Website Committee**

We would like to get more people involved with the website committee and transform it from a 2 person job into a committee. There are many things that can be done without any knowledge of html, or programming. In the coming months the alternate webservant, Nicole and I will talk some more about how to get more support and how to structure the website as a "committee". The website currently serves between 150-200 visitors per day, with a total of 315-450 pages viewed per day, and only 2 people maintaining the website and answering e-mail!

### **Schedule**

Once again Carlos R. has created a printable and searchable (by town) version of the schedule from the proof. The new "eSchedule" that is accessible to screen readers. I have contacted NAWS regarding accessibility issues. I was able to find out that the schedule database pages will be accessible to screen readers. I also have some follow up research to do on accessibility issues. I hope to give more details about that next month.

### **Notes**

My commitment goes out to the fellowship next month. It's hard to believe that it has been almost a year already. When I came to regional in December of 2007, I had no idea what was involved with the website. I intended to come and get involved with the website committee, not realizing that it was not actually a committee. I did not intend to take the webservant position, but in hindsight it has been the best thing I could have done for my recovery. This commitment has been very rewarding for me. It has got me involved again and I feel more a part of this fellowship than I ever have before. It has kept me focused on my own personal recovery; it has taught me a lot. It truly is a pleasure to serve. The website is a very time consuming commitment and I understand why Carlos R. did not want the position indefinitely. I'm willing to continue to serve in this position for another year and I hope to help build the website into a committee. Carlos was correct in saying that without a webservant and or alternate webservant the website would be "shut down." The heart of the website is the schedule page, the activities page, and the resources page. Our statistics show that these are by far the most often visited pages. Without keeping these pages up to date our website would be virtually "shut down." We would never have been able to accomplish what we have without the help of Nicole D. (alternate webservant) and Carlos R. (previous webservant.) Thanks to their dedication and excellent communication skills, the website is what it is today.

Nicole's position also goes out to the fellowship next month. Nicole is willing to serve as the alternate for one more year, but she does not want to take the webservant position at this time. She plans to volunteer to be the Convention webservant in January.

I can't stress enough how important the CTNA website is in carrying the message, and how crucial it is for us to build a committee to keep the website going in the future. I have included the number of individual visitors our site gets each day to stress this point. The website is the communication center for the CT Region. There are emails to answer, activities to post, schedule changes to be made, minutes to be posted, and we are doing more and more on the website every day. The website has been transformed from a position that requires knowledge of html into something that anyone with basic computer skills can get involved with. If you know how to use email or a word processor (i.e. Microsoft word) you can get involved! Please help carry the message by announcing the Ad-Hoc committee is in need of support and Meeting Scouts are needed! No computer needed to get involved!

In Loving Service,  
Julie S.  
Webservant