

TA Report:

The old website situation deteriorated too rapidly for the originally decided Summer/Fall schedule to be followed: there was an outage in early July, another in late September, which was followed almost immediately by a third, more damaging one in early October. The last situation looked to be essentially permanent, which forced District to postpone the planned finalization of the ITA position description, and instead to make an immediate transition to Wix as site-host. Email functionality would have to be recreated later, as fast as possible.

A first draft site was created by mid-October and initially published in late October. The site was functional immediately, but zoom & other info still needed correction for some local groups. That was completed by early November. Separate email service also was first reenabled in late October, tho only as a proposal to be tested, with later KBDM.

UPDATE to: Replacement Email Service for Whatcom AFG District 25

background

old email addresses for District (provided for free by the old web-host) were not always used or even known about, and no longer could be used directly with the new Wix web-host,

thus, a replacement email service is needed:

- (1) Zoho does provide free email addresses to some customers, limited to 5 different addresses;
- (2) although free, they are not branded to Zoho, but cannot be auto-forwarded to a personal address (as far as i can tell at this time)
- (3) the DR already gets their own email address allocated from Area
- (4) the Alt-DR (when there is one) could be in direct personal contact with the DR, thus using their own personal email to hear from the DR

SO, to at least address the District's need to permit easily reaching trusted servants for their individual business:

the following 5 proposed District25 replacement address accounts are already established – & activated – at Zoho, at this time, primarily for testing to see how easy & effective they can be—

the address-names /can/ be changed, but these names generally were among the dozen or so listed by the old web-host, and are now being re-used so as to encourage persistent continuity for ongoing District business:

Email address	Role
alateen@whatcomafg.org	User
contact@whatcomafg.org	User
literature@whatcomafg.org	User
tech@whatcomafg.org	Super Administrator
treasurer@whatcomafg.org	User

“contact” is a new name, and is intended for general input to the District from folks, like public information requests, possibly for purposes of Outreach, etc... another address (service@whatcomafg.org) exists, but is just for District use as an internal group-mail group: it automatically sends one message to all 5 of the above individual addresses, and cannot be directly accessed, since it does not independently retain mail

the 5 individual addresses (again, not the “service” group-address) can individually be accessed online via web-browser at the following link (updated/correction to link in previous email):

<https://www.zoho.com/mail/login.html>

the “Username” is always the full email address for the particular account; and, for the moment, they all have the same password:

District25!!!

if you need more information about logging-in, the Zoho Mail “Help” website is at:

<https://www.zoho.com/mail/help/login-to-zoho.html>

for the moment, i recommend not changing any settings for these free email accounts —esp. as i’m still learning the full extent of the specific services we can get for this general level, free service... but, let me know if you do decide now (as a test) to add a personal phone number or alternative email address to an account, as those personal details will have to be changed with every change in the person associated with that service position and its related email account

to close, it seems that single, and small-group, emails can be sent from these addresses, and single replies seem to work as well. setting up pre-established groups still has not been accomplished, but may be possible. also, there seems to be no way to use any account, such as Alateen, to conduct email *outreach*-campaigns—but, that, too, is not certain...

THEREFORE, I recommend, PROPOSE and MOVE THAT:

(a) the above free email service, and address names, be approved and adopted by District 25 for its business purposes,

and that

(b) to reduce confusion for AI-Anon members, any address names should remain consistent over a reasonably long term, and not be changed without District Group Conscience, especially if proposed any later than within three months of a District 25 Group Conscience on this matter,

and that

(c) access to these addresses, and any associated alternative contact information, should immediately be transferred to any individual who becomes associated with the Trusted Servant role related to that email address, until such association be ended,

and that

(d) to allow for emergency access to all District business email, a change to any of the relevant passwords or address names should immediately be communicated to the TechAdmin, or such other individual as determined by District 25 Group Conscience.

– UNFINISHED TA BUSINESS –

I also recommend, PROPOSE and MOVE THAT all outstanding, unfinished TA business be removed from consideration as mooted, and THAT, per input since June, the following position-description be adopted:

Information-Technology Administrator (or “Tech Admin”),

Serving as District Webmaster, & Information-Technology Coordinator

Tech Admin Responsibilities

General—

- ensuring all published documents – especially group schedules, the District Calendar, and contact information – are secure and up-to-date
- updating as necessary the IT-Tech operational documentation, and ensuring up-to-date procedures can be immediately passed on to the next Tech Admin—the work normally will take no more than 2 hours per week

Specific—

The Trusted Servant with this position will be the coordinator of the District 25 website, any Facebook or other social media service used by the District, and all Google (or other) IT services used by District, including remote-meetings services, email accounts and documents stored online for District use. This will require ongoing coordination with the Treasurer, and any other Trusted Servants directly responsible for making IT service payments, or for creating and updating District documents, including minutes, District contacts, and data for Alateen, Outreach, etc.

- Read and becoming familiar with current IT-Tech operational documentation provided to the Tech Admin, and ensuring those are kept up-to-date, to be immediately passed on to the next Tech Admin.
- In particular, the Tech Admin is responsible for posting, but not editing (beyond clear typographical errors), accurate/current District meeting schedules and schedules of all approved AI-Anon events, as well as all other long-term posted information and documents, and for maintaining website and document security.
- Any material posted on social media (or other IT-Tech platform) for longer-term use and reference does require oversight by the Tech Admin to ensure it is kept secure and up-to-date.
- Ensure that payments for all IT-Tech services, such as web-hosting, domain hosting and any phone plan, remain current.
- The Tech Admin will assist as requested in:
 - posting, but not creating, time-limited or other "immediate-use" material for social media, such as for outreach purposes;
 - creating IT-security educational materials for the District to provide to groups, and providing other technical support to District IT service users;
 - occasional website redesign;