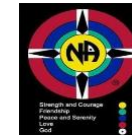
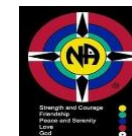




Sussex Area Online Committee (SAOC)

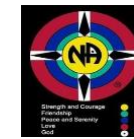


Committee meeting minutes	12.07.2022 06:00pm	Zoom -	Actions
Chair of the meeting:	Babs		
Reading of 12 Concepts:	Traditions read by Jez		
Agenda items for meeting:	Vacancies Chair position Zoom security		
Those present:	Fi A – Secretary Jez C - Webservant Babs T – Treasurer Judy –Chair		
Apologies:	None	Phil has stepped down from his position	Babs has emailed Phil a thank you for your service on behalf of the committee
Vacant positions	Vice-chair Vice Treasurer Web Servant – (ideally with a Social Media interest)		
Approval of last meetings minutes:	All		
Opening treasury balance:	£488.27		



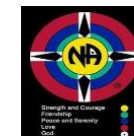
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Chair report:			
Vice Chair report:			
Treasurer report:	Babs	<p>Balance £488.27. Judy had requested £500.00 from Area which was granted and is incorporated in this balance. Zoom annual account is due within the next few days at £119.80. Special worker Aimee's account will follow.</p> <p>Jez is now full user on the bank account.</p>	
Webservant report:		<p>Jez confirmed that the new meeting pages are going great. He has added a couple of new meetings and maps and it went really well.</p> <p>Jez is thinking about looking at the Events page, he has learned from Aimee that he hasn't been updating it correctly. He is thinking about booking Aimee to show him what he's doing wrong, Jez would record the details so that other committee members were able to learn from them.</p> <p>There is a lot to do on the site, the minutes saved there are a great long list that would benefit from folders to organise them by date.</p> <p>Babs suggested that Area would likely be ok with covering the cost of this.</p> <p>Jez advised that we should be ok to add an event to Facebook but not a link to Facebook on our pages.</p> <p>Babs noticed that the Covid guidance on the site was out of date and updated it for us.</p>	



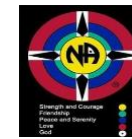
Sussex Area Online Committee (SAOC)

		<p>Judy will look around for someone who may be able to help with one off tasks.</p> <p>Babs suggested keeping things light this month, the Zoom tasks for this month and in the long term Facebook and a revamp of other parts of the site.</p>	
Agenda Items	<p>Vacancies</p> <p>Chair position</p> <p>Zoom security</p>	<p>Babs noted that our last two web servants didn't stay in the role very long and wondered if the clean time should be increased to two years? Should we do this to protect new committee members?</p> <p>Babs suggested that we could invite anyone to attend to see what we're all about.</p> <p>Judy confirmed that she has been ratified by Area – Awesome.</p> <p>Judy has gotten info our Zoom platform and believes that it needs to be updated. This will take about an hour and a half and then we should be able to use the Host button. Judy confirmed that there is a setting that will automatically update. Babs confirmed that updates were last done about a month ago but are not set to automatic which would seem like a good way to go.</p> <p>Regarding the issue of making the Host key visible, this should be found in the menu's but Jez has failed to locate it to activate the key.</p> <p>Judy explained that the host has to open the waiting room before the Host key can be activated. Closing the meeting room will reset everything so the process has to be followed each time.</p>	<p>Judy to set updates as automatic.</p>



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		<p>Babs confirmed that there are settings in the background and the Host turns on/off what they want for each meeting. We won't need new Zoom accounts, we just need to tell users the way to go and keep them informed that turning on the Host key causes some big changes.</p> <p>Jez and Babs will try to attend some of the online meetings to introduce the revamp of zoom and get email addresses. Then we can distribute Host keys and change user names and passwords.</p> <p>Judy mentioned guidelines for meeting behaviour. Babs confirmed that we do have some but can think about some more formal ones.</p> <p>Judy will attend some meetings too to introduce herself and Zoom changes</p>	<p>Babs will track down every user and update them on the changes and will look at other rooms to see if they are being used.</p> <p>All to investigate for contacts in various meetings to contact</p>
AOB:		None	
Request for funds:			
Closing treasury balance:	£488.27		



Sussex Area Online Committee (SAOC)

Next meeting date:	09.08.2022	Babs will send out the link for the next meeting.	Meeting closed with the serenity prayer.
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