



Sussex Area Online Committee (SAOC)



| | | | | | |
|---|--|--------------|----------------|--|--|
| Committee meeting minutes | 12/03/2024 06:00pm | Zoom | Actions | | |
| Chair of the meeting: | Babs | | | | |
| Reading of 12 Concepts: | 12 Concepts | Read by Judy | | | |
| Approval of last meetings minutes: | Yes | | | | |
| Agenda items for meeting: | Jez – Updating the UK NA website | | | | |
| Those present: | Judy – Chair Fi A – Minutes secretary Babs – Treasurer Jamie - Webservant | | | | |
| Apologies: | Jez - Webservant | | | | |
| Vacant positions | Vice Chair Vice Treasurer Web Servant – Social Media | | | | |



Sussex Area Online Committee (SAOC)



| | | | | | | | | |
|---------------------------|-----------------|---|--------------------|--------|---------|--|--|--|
| | | | | | | | | |
| Opening treasury balance: | £291.58 | | | | | | | |
| Chair report: | Judy | Judy reviews and approves or rejects events details that people want to post on our FB, evaluating if they meet the criteria. Judy has been checking our website regularly to see if there are new events that she can post on our Facebook. Judy has also been attending the Phoenix meeting. | | | | | | |
| Vice Chair report: | None at present | | | | | | | |
| Treasurer report: | Babs | date | debit | credit | Balance | | | |
| | | Closing balance last month | | | 291.58 | | | |
| | | 15/01/2024 | 5.00 bank charges | | 286.58 | | | |
| | | 01/03/2024 | 15.59 Zoom monthly | | 270.99 | | | |
| | | Opening balance 12/03/2024 | | | 270.99 | | | |



Sussex Area Online Committee (SAOC)



| | | | | | |
|---------------------------|-----|---|--|--|--|
| | | | | | |
| Webservant report: | Jez | <p>Website report delivered to ASC in March provided by Jez.</p> <p>Website is going well and meetings/Events have been updated regularly. UKNA is slowly clearing the backlog of meeting updates from their list so that is good news. Please remain patient when requesting updates from them as it takes a few days to action requests.</p> <p>We have been asked by UKNA not to add two sets of contact details for meetings or Events when uploading that website. So with that in mind we will no longer be updating the UKNA site, unless members specifically ask us to do so. Can we remind members that if you wish SAOC to update the UKNA site we need, Name, Mobile and Email address to do this. We will be using these details to make the update and it will result in a phone call to the member, from UKNA to verify the details. The number they will be calling from is 01772342640 so please be aware to expect this call. No updates will be made on the UKNA site until they have made contact with the member.</p> <p>For uploading flyers for events, UKNA also requires 3 contact details for their form, so if you wish your event to be on both websites please head over to UKNA yourselves to upload it there.</p> | | | |



Sussex Area Online Committee (SAOC)



| | | | | | |
|----------------------------------|------------|--|--|--|--|
| | | <p>SAOC will not chase for these 3 contact details, so if they are not included in any instructions, it will only be the Sussex site that gets updated.</p> <p>It is very easy to upload/edit the UKNA website yourselves. Please navigate to your meeting and click the EDIT tab and fill out the form for meeting changes. Or click the 'Add a Meeting' from the top of the meeting search page to add a new meeting or click the 'Add Event' at the top of the events page and fill out the form.</p> <p>On our site we have a form also for Meeting edits/Additions. It is accessed via clicking the <<click here to submit meeting details>> link at the top of the meetings list page. This form will ask for Name (with the first letter initial for the surname), Your Email and Mobile number. With these three contact details we can update the UKNA site also.</p> | | | |
| Agenda Item | None | | | | |
| AOB: | | | | | |
| Request for funds: | None | | | | |
| Closing treasury balance: | £270.99 | | | | |
| Next meeting date: | 09.04.2024 | Babs will send out the link for the next meeting. | Meeting closed with the serenity prayer. | | |