Sussex Website Report to LSC 14/08/18

Website meeting 07/08/18. Starbucks St James Street. In attendance Neil P (NP), Paul R (PR), Steve L (SL).

Website and email migration now complete. NP has checked over all data, PDF's, Audio shares etc. Some glitches were found, missing files etc. Everything has now been rectified and all files are back to full working order.

Financial: Website team agreed to clear outstanding payments owed to Shoestring Digital. It was agreed that monthly hosting fee of £7.65 will be paid on a quarterly basis. SL will take care of this from LSC float.
Breakdown of costs –
Migrate website to HTTPS and Narnia IT: £116
Migrate the domain name to Narnia IT: £10
Meeting on the 2nd July: £32
Hosting £7.65 per month or £91.80 per annum started on so two months are due for this.
Privacy policy/cookie policy creation £32

Total - £205.30

Ongoing work: NP is having some issues uploading new audio shares, after chatting with Shoestring it transpires that they have put an upload limit on the site. This is designed to protect us from unwanted advertising hacking. This isn't ideal as the limit is 10MB and most of our audio shares are larger files. PR highlighted the fact that this hasn't been an issue in the past. NP is in communication with Shoestring as to how we can resolve this problem.

SL/PR highlighted the fact that we are currently unable to print off meetings list direct from the page. The *print now* button was disabled some time ago as the print selection wasn't great. NP is liaising with Shoestring to find a plugin that will enable us to print from the meetings list page again but also ensure that this is a live function, i.e that any time a meeting is updated the print sheet updates at the same time.

Shoestring are currently looking into sourcing a plugin that will allow us to have a live countdown to next meeting on our landing page. NP will update the team as soon as we have any information.

Email Addresses: It was agreed by the team to follow a simpler plan with the use of SussexNA email addresses. Only committees that deal directly with the public will have use of these email addresses, i.e LSC, F&E, Campout and Convention. It was also agreed that within these Sub Committee only essential members will have access to these, primarily the chairperson and one other. PR/NP will maintain these to try and keep password control and site maintenance manageable.

Moving forward: PR suggested we engage with some training on the new hosting system (C Panel). The team agreed that it would make sense as there are lots that could be done with regard to reporting on website usage etc. NP will investigate this further with Shoestring. PR/SL suggested that we head toward full autonomy with our meetings list as the UK site isn't the best at keeping up with changes to our meetings. The team agreed to look into this further in the upcoming months.