u3a learn, laugh, live

South Central Network

SCN IT, Webmasters & Beacon Meeting Agenda

Tuesday June 27th 2023 10am –12 Noon via Zoom.

Attendees

Sally Ingledew	SCN Manager	
Kevin Stock	SCN Admin	
Tony Luetchford	Beacon	Botley
Warner Baker	Webmaster	Botley
Hazel Irwin	Mem Sec	Emsworth
Tim Mathews	Chair & Webmaster	Ems Valley
Karen Rodger	Beacon	Ems Valley
Jennifer Bellamy	Webmaster	Gosport
Bob Beveridge	Beacon & Mem Sec	Horndean
Rodger Skidmore	Webmaster	Isle of Wight
John Stych	Beacon, Web, Mem Sec	Locks Heath
Prue Amner	Beacon & Webmaster	Rowlands Castle
Janette Lloyd	Beacon & Webmaster	Solent
Sheila Liggins	Groups Webmaster	Stubbington
Sheila Simpson	Beacon	Stubbington
Mike Young	Webmaster & Vice Chair	Stubbington
Angela Chapman	Beacon	Waterlooville

Apologies from: Hayling Island, Meon Valley, Portsdown

1. **Welcome** by Kevin Stock, Acting SCN Manager

2. **Meeting Procedures** Kevin Stock
   Permission was asked to record the meeting for the purpose of producing this report.

3. **Introductions** by Kevin Stock
   KS chaired the meeting during this transition phase and asked everyone to introduce themselves.

4. **Group Leaders email addresses** Personal vs Generic (Ems Valley u3a)
   KR A Group Leader would prefer that Beacon did not show her personal email address at the end of sent emails. TM solved that with Google Workspace for Charity and a new Gmail address for her. JS Locks Heath use one.com for committee email addresses and now may use it for groups leaders. JB Gosport also use one.com for committee email addresses and said group leaders can just set up a Gmail account with the group name in it. AC Waterlooville Setting up mail forwarding for all group leaders would be a nightmare to administer and recommends individuals to set up their own address for their group. JL Solent use 123 reg but may change to Google Workspace. PA also has a Beacon role for the external examiner that is switched on at that time of year. Several other u3as also do the same.

5. **Beacon Access for Chairs & Committee members**
   What level of access do u3as give them? (Ems Valley u3a)
   KR Their new Chair has view access to everything on Beacon using a new role that has been set up. AC said every role should have the minimum access needed for them to do the role. If they need, eg, to rarely see a members record they can ask the Mem Sec instead. *Post Meeting from AC: The full Beacon User Guide is here:*
   https://u3abeacon.zendesk.com/hc/en-gb/categories/360001240017-User-Guide
   We make extensive use of our Beacon Demo site for training new Beacon users and trying out new roles/privileges with no danger of them causing chaos on our live site. I add or amend the raw data there from time to time and have changed the basic settings provided so that it exactly mirrors our live site.
   Every u3a can have a demo site upon request. Below is a link to the page about demo sites :
   https://u3abeacon.zendesk.com/hc/en-gb/articles/360007514178-Demo-System-Getting-Started
   To request a demo site follow the advice here :
   https://u3abeacon.zendesk.com/hc/en-gb/articles/360007478557

6. **Email Hosting** What do u3as do for this? (Solent u3a)
   JL said this item has now been covered in the previous items.

7. **Website Updating** Who can update? Just webmaster? Group Leaders?
JS is the only one that updates Locks Heath as no-one else knows how. BB Horndean has a backup person for website and Beacon that can stand in if necessary. AC The Waterlooville Secretary has sealed envelopes with each committee members passwords to the websites they use for u3a use, the names of which folders on their device that contains u3a data, and the location of any physical paperwork. WB Botley has succession planning documents and will be moving to cloud based storage.
JB Gosport Group Leaders can update their own page. TM Ems Valley do the same. SI pointed out that groups can have more than one person doing the Group Leader role. SL Stubbington have some GLs that update and some that don't, which seems to be the usual situation for most u3as.

8. **Do you use any form of social media?**
JB Gosport don't use Facebook as they don't have the experience to run it or the time. JL Solent have started a Facebook page and their members can post items. AC pointed out that a Facebook admin can ask the mem sec if a person is a member and can also moderate posts. PA Rowlands Castle are not on Facebook as most members use the village Grapevine to advertise and for news. SI commented that outside local forums are a good way to advertise. LS Locks Heath don't use Facebook as their members mainly use it just for family and friends. MY Stubbington used to use Facebook but have now stopped as it had minimal results. TM suggested using nextdoor.com to advertise. Most u3as have coffee morning which are successful.

9. **SiteWorks Project Update**
KS gave an update on the migration SiteBuilder to SiteWorks. It included a demo of what it will look like using the LocalWP facility. The SiteWorks development team have put full details on https://siteworks.u3a.org.uk/ It has monthly news updates, details of how to prepare for migration, and how to install a demo WordPress site on your PC and how to install the u3a plugins. All webmasters of SiteBuilder sites should be receiving emails from the SiteWorks team. If not, you can add yourself to their mailing list by completing a form on the Welcome page of the above website. SI is unsure if the facility to see what groups other u3as have will be available in SiteWorks. TM Will SiteWorks have a Members Only area? *Post meeting: There are no plans to provide this as it is doubtful that any u3a site has anything that can't be seen by non-members. WordPress does have the facility though to password protect a page if needed.*
The SIteWorks Migration Lead is Graham Tigg graham.tigg@beacon.u3a.org.uk

10. **Any Other Business**
TM asked if there was any offline Beacon training as he has been unsuccessful with getting on a course. AC pointed him to the Online User Guide (see item 5).