

U3A

HAMPSHIRE SOUTH CENTRAL NETWORK

Notes of the SCN Webmasters Officers Meeting

held on Tuesday 12th June 2018

at the Foster Room, Stubbington Village Centre, Stubbington PO14 2AS.

PRESENT:

Sally Ingledew (SI) – SCN Manager;	
Alex Bone (AB) alexbone14@yahoo.com ; -	Gosport;
Ray Davies (RD) raysdavies@virginmedia.com ; -	Chichester;
Mike Polgreen (MP); mcpolgreen@gmail.com –	Emsworth;
Sue Le Feuvre (SL); u3aguernsey.website@gmail.com ; -	Guernsey;
Geoff Worthington (GW); gworthington@aol.com ; -	Havant;
Mike Smith (MS); websolentu3a@gmail.com ; -	Solent;
Andy Forbes (AF); horndeanu3a@gmail.com ; -	Horndean
June Halford (JH); junehalford@gmail.com ; -	Rowlands Castle
Prue Amner (PA); prue.amner@bes.org.uk ; -	Rowlands Castle
Mike Young (MY); u3a@young.co.uk ; -	Stubbington
Sheila Liggins (SL); sheilaligginsu3a@icloud.com ; -	Stubbington
Kevin Stock (KS)	Waterlooville & SCN Administrator
Bunty Davison (BD)	SCN Report Secretary

1. Mike Young of the Stubbington U3A, who was hosting the Meeting, welcomed Sally Ingledew and the Group representatives to the Foster Room in Stubbington.
2. Sally Ingledew gave a brief introduction regarding the Agenda items to be covered and confirmed that questions would be welcomed when discussing details of the different group activities.
3. Agenda Items were – Job Descriptions, GDPR, Other Users, Communication, Back Up re Webmaster.
Reports given in response to the above issues were:
4. **Webmasters - Job Descriptions:** Reports were received from the following representatives:

Horndean – AF: Membership of 200 and no job description to be covered.

Solent – MS: No job description in use but webmaster's role consisted of providing a service, dealing with photographs, shadowing Group Leaders where necessary, covering security issues eg. Serious aspects relating web and e-mail problems.

Havant – GW: Had been Webmaster for three years using the 'Site Builder' package although three ago the webmaster role had been covered by a personal data system for the Group.

Guernsey – SL: Webmaster for many years plus management of the Group's 'Facebook' Account pages. This was considered a quicker method for communication and was administered with the assistance of four administrators. Only the Guernsey

Webmaster actually managed the Site but media sub-groups existed to provide web information. Each of the sub-groups have an Executive member to Chair each Group.

Emsworth – MP: One year acting as Webmaster but no Job description available for use.

Inherited and use of the 'Site Builder' package for their web site. This was noted and thought to be acceptable although the use of the 'Word Press' programme as a suggestion had been identified. In reply SI stated that 'Site Builder' was easy to use and offered continuity.

Chichester – RD: No job description and used the Webmaster title although role covered mostly administration duties. Word Press used and Webmaster dealt with the training of two/three regular editors for the site plus duties regarding leaders' training, liaising and setting up the Beacon data system.

Gosport – AB: Acting as Webmaster and Vice Chair of the Group and therefore covered the editorial role for the Web Site. No job description to be considered although assistance was received from the Liaison Co-ordinator for the Newsletter and a BT Account was used.

Stubbington – MY: It was noted Group Leaders act as page editors to update information on a monthly basis.

Waterlooville – KS: No job description available and 'Site Builder' not used since the web site had been developed by a private company some years ago and therefore an annual license is payable to cover hosting. Both a Laptop and Desk Top were used to update the website. A Members' area is available requiring a user ID and password for access. As there are eighty- eighty groups, KS manages all the web site pages for each of these groups.

5. **GDPR:** Under this item the following general comments were noted:

Stubbington – MY: Workshop had been attended. It was reported two areas to be aware of might be – a member who does not wish their information to be used and the use of photographs since the data protection regulations did not appear to cover these aspects. It was noted that under the Beacon system members can view their data when in use and non e-mail users undertake to pay additional payments to cover postage or cannot become members. Consent from members would be required regarding changes relating to members' data sent to the Magazine Printers. The sub-groups have the task to keep the data information up-to-date.

Horndean – AF: Recommended setting up a Google Group containing the ids of Members to send emails to them without disclosing their ids rather than using blind copy. Reference the National Office data SI reported that the data information required was minimal and so the risk was also low.

Chichester – RD: Contact forms were used and generic e-mails used by group leaders. Blind copies were used for circulations.

Solent – MS : Unfortunately 'spam' mail had been received by members.

Havant – GW: Thirty members had identified they did not wish e-mail addresses to be displayed. It was suggested that a new domain name – eg U3A Havant - was required for the Havant Group as the original domain set up by John Worley was still in use.

6. Other Users: How many use Group Leaders for up-dating web pages?

Rowlands Castle: Replied two.

Hayling Island: Although not in attendance an e-mail had been received which informed the meeting that 'Word Press' was used to create web pages involving some group leaders and members were able to provide their own details direct.

Havant – GW: Replied input by 15 – 20.

Gosport - AB: 9 Users since web page enquiries are received.

Stubbington – MY: 8 Page Editors and 15 group leaders in order to keep the information up-to-date.

SI stated these details had identified the take-up was less than had been envisaged.

7. Communication – (a) Records kept re Number of Web Site 'Hits':

Replies given – Havant – Yes; Guernsey – a lot of 'hits' and although the Web Master checks the details they do not actually record correct usage;

Stubbington – 789 pages had been recorded re sound track hits; Emsworth – no - as no 'IP' addresses; Chichester – yes; Gosport – Yes but questioned how valuable was this information?; Stubbington – occasionally; Rowlands Castle – sometimes and useful since hit rates could be high according to web site coverage; Horndean – encourages members' usage and also use of business cards noted – use of 'web site link' circulated when e-mails enquiries were received and responses sent. Details of talks loaded on the web site for information. Solent – Promotion of web site continues and shows 15 and up to 25 hits per day. Waterlooville and Guernsey also provide web site links when enquiries are received. Waterlooville – At committee meetings web site details are provided. Possibly up to 1000 hits a month with 10 - 55 users a day particularly when the News Bulletin has been first issued since a programme of events and group pages would have been promoted.

Communication – (b) SCN Web Site:

KS provided information regarding changes replacing the use of 'word documents' to 'pdf' documents when sending circulations. SI questioned usage of the SCN site eg. information for meetings, workshops and the issue of Newsletters. Although the web site was available it appeared a small number of members viewed its details but this aspect of communication was not considered a problem.

Communication – (c) Photographs of Committee Members placed on Web Sites:

Waterlooville – New Committee Members' photographs were placed in the members' area of the web-site for information purposes.

8. Back Up - Re Web Site Webmasters:

Chichester – No – to be recruited; Guernsey – other Committee members; Emsworth – Yes; Havant – Other Committee members; Solent – No due to difficulty re recruitment; Horndean – Yes; Rowlands Castle – Yes and provided by Beacon system back-up; Stubbington – Yes as the Newsletter Editor was capable to do so;

Chichester – Considered a user's name and password would be required and available; Solent – box.com site regarding password as used by the Webmaster with access by all committee members.

9. Any Other Business:

(a) Horndean's Enquiry - Groups Who Have Treasurer/ Membership Secretary Roles

Combined:

Replies received from: Rowlands Castle – Treasurer deals with membership details; Solent – Membership Secretary deals with the financial membership issues; Guernsey – Two Treasurers and a Membership Secretary;

Reference A Job Description – No job descriptions were used by some Groups but it was noted the National Office web site provides job descriptions for all roles held within a Group.

Waterlooville – Two separate roles eg. Treasurer and Membership Secretary although the Membership Secretary to have on-line bank access was questionable at the present time and awaiting a decision; Havant – Membership Secretary uses the Beacon system but the Treasurer does not make use of the Beacon system; As two separate roles and systems were being managed it was felt a 'Drop Box' system should be used or a suggestion made that a 'Cloud Back-Up' be available for the Treasurer's use.

(b) Solent's Enquiry – What Is the Advantage of a Facebook Account?

Reply received from Guernsey – To advertise – provide reports of group activities – photographs are easy for display purposes - 89 members out of 700 members use 'Facebook'. A Members' Facebook group and a Members' Security group operate the facility in Guernsey.

(c) Waterlooville's Enquiry - Use of 'Site Builder':

Discussion took place and comments were received regarding the use of 'Site Builder' for SCN Events which would involve link issues eg. Links to various information pages. To minimise number of links use the online facility in Site Builder.

(d) Next Year's Meeting;

It was agreed a Web Masters' Meeting be included in the 2019 SCN Schedule of Meetings.

(e) Thanks:

On behalf of herself and all the members SI expressed thanks to MY and the Stubbington Group for organising the meeting arrangements and the facilities which were most appreciated.

The Meeting closed at 3.35 p.m.