



## SCN Webmasters Meeting Report

Tuesday June 8th 2021 10am – 12 Noon via Zoom.

### Attendees

|                  |                           |                       |
|------------------|---------------------------|-----------------------|
| Sally Ingledew   | SCN Manager               |                       |
| Kevin Stock      | SCN Admin & Waterlooville | Webmaster             |
| Tim Mathews      | Ems Valley                | Webmaster             |
| Jennifer Bellamy | Gosport                   | Webmaster             |
| Andy Forbes      | Horndean & District       | Webmaster             |
| Roger Skidmore   | Isle of Wight             | Webmaster             |
| John Stych       | Locks Heath               | Webmaster & MemSec    |
| Theresa Kemp     | Portsdown                 | Webmaster             |
| Prue Amner       | Rowlands Castle           | Webmaster             |
| Janette Lloyd    | Solent                    | Webmaster             |
| Chris Adams      | Stubbington               | Chairman              |
| Mike Young       | Stubbington               | Webmaster             |
| Sheila Liggins   | Stubbington               | Groups Webmaster      |
| Rob Johnson      | Warsash                   | Assistant Webmaster   |
| Gavin Ryde       | Guernsey                  | Webmaster             |
| Juliette White   | Jersey                    | Webmaster & Treasurer |

Apologies received from: Chichester, Meon Valley, Portsmouth

1. **Welcome** by Sally Ingledew, SCN Manager
2. **Meeting Procedures** Kevin Stock, SCN Administrator
3. **Introduction** by Sally Ingledew, SCN Manager  
RJ asked for advice for changing webmaster. As RJ has admin role he can change this himself.
4. **SCN Website**  
Do you look at it? Any suggestions for improvements? KS  
Agreed that documents should be ordered by numerical date ie 01 2021 so that they are sorted in order. Query can this list be newest first KS will rename older files. Some discussion about how long to keep documents consensus was that keep all. Viewer can choose which to see. Can be put in as text, then link so can order as wished. Documents can be renamed in links section.  
Most have a link to SCN those that have not will put it on.
5. **How to password protect a page** (Stubbington u3a)  
Contact Sitebuilder support. KS pages can be password protected email u3a Sitebuilder support who will provide a password. This means all members will use the same password. CA this will be changed annually, and use could be monitored? AF do you specify the page? TM it is insecure. MY will contact Sitebuilder and will feed back to SI GR easy to change password by asking Sitebuilder.
6. **Do other u3as use software other than Sitebuilder?** (Solent u3a)  
JL wants a more “modern” website. AF balance good for succession but not very flexible. KS Waterlooville use Dreamweaver £100 pa to host it and supplies email addresses. Dreamweaver is part of an adobe package £300 pa. If problem many companies do hosting. Waterlooville use 123reg. KS Dreamweaver is complex to learn and Sitebuilder is free. GR can put link to other sites from Sitebuilder to make it more flexible.
7. **Do other u3as use Cloud storage for sharing of documents?** (Solent u3a)  
JL currently use Box as a central point for documents for committee members. Working very well. AF used Dropbox for some members details. Always access most recent version of document. TM considering using Google Drive to share documents. KS most u3as use something similar. He has editing authority, committee members can view only in Dropbox.
8. **What is under development with Sitebuilder and will it still be integrated with Beacon?** (IoW u3a)  
SI Beacon 2 will have a website compatible with Sitebuilder. But this is on hold at present. GR When Beacon 2 is live u3as can access website only if they choose. If u3a considering using Beacon 1 worth joining. This will speed up migration to Beacon 2.

Beacon 1 is getting extra support from Siftware who have been given more hours. AF does Beacon need backing up? SI this not an issue. JL If Beacon backup crashes all information will be lost including all u3as using the system. SI will check with Beacon. JL has an encrypted backup on laptop. AF suggested using external drive for backup. TM is it a GDPR question if data is on laptops and would any backup reintegrate to restored version?

*Post meeting note: Beacon team replied 'If this restore were necessary it would be back to the last backup. This would be the previous evening so only changes done since then would need to be re-entered'.*

**9. Does your website have links to the websites of the SCN, SE Region, and u3a Office?**

It should do!

KS Some do, some 2 out of 3. Others will add those missing.

**10. Does your website still have 'University of the Third Age' on it?**

It shouldn't do!

No u3a that attended. SI Brand IQ postage designed for bulk orders KS Royal Mail(cheaper) or Courier can depend on weight. The postage issue is being considered by Brand IQ.

**11. Any Other Business**

RJ Considers all google products insecure. AF balance between security and convenience.

SCN Website: <https://u3asites.org.uk/hants-sc-network/home>