

Web Steering Committee Meeting Minutes

May 24th, 2026

In attendance: Patrick M. (Tech and Web Chair), Eddy M. (Alt Treasurer/Past WebServant), Jennifer R. (Archives Chair), Julie U. (PI Chair), John B. (Tech 5 & more), Alan F. (Past Delegate), & Shu D. (WebServant).

Quick recap

The Web Steering Committee meeting focused on several key topics including the implementation of 1Password for password management, subdomain hosting for districts and committees, and updates to the content policy. The committee discussed moving away from the geofencing conversation and celebrated improved collaboration between tech and web committees. Patrick proposed setting up Google Sites subdomains (like cpc.area72aa.org) to help districts and committees host their own websites, though concerns were raised about content policy enforcement and maintenance responsibilities. The committee decided to export CPC's existing professional website as HTML rather than using a subdomain. John presented a new district map plugin he developed, which will be implemented on the website once API access is properly configured. The group also discussed Jacob's previous proposal to connect districts directly to the Meeting Guide app but learned this wasn't currently feasible. Finally, they briefly considered creating an area email for district schedulers, though decided to poll districts first to assess the need.

Summary

Web Steering Committee Meeting

The meeting officially started with a moment of silence followed by the Serenity Prayer. The meeting began with introductions and updates from committee members, including Shu and Patrick, who shared positive feedback about the recent Tech and Web Steering Committee meeting.

1Password Implementation Planning Meeting

This discussion focused on implementing 1Password for password management, with Patrick proposing to move existing passwords from a Google Doc into 1Password at a cost of \$20 per month for up to 10 users (\$250.00 annually). The group agreed that access should be limited to the web servant, tech and web chair, alternate treasurer, and potentially outgoing web servants, with Patrick tasked to draft a policy for review. Shu also inquired about using a previous \$600 finance committee allocation for the 1Password implementation, but Eddy clarified that unspent funds from the previous year's budget would not carry over and suggested discussing it as a budget adjustment rather than using the variable budget, along with this becoming a line item for the Web Site yearly budget.

Subdomain Implementation for Districts

The team discussed implementing subdomains for districts and committees under the Area 72

domain using Google Sites. Eddy expressed support for the idea but raised concerns about ultimate responsibility for content maintenance falling to Shu as web servant. Patrick and John suggested offering the service as an option while emphasizing that districts should understand the costs and responsibilities of maintaining their own websites. The committee agreed that since this subject is not new that it requires ongoing discussion and investigation.

Content Policy and Committee Responsibilities

The group discussed updating the content policy to address the newsletter, which is now hosted on the Area 72 domain but is managed by the newsletter committee rather than the web steering committee. Patrick suggested establishing clear responsibilities between committees, particularly regarding the newsletter and website management. The discussion also touched on event management responsibilities, with Patrick mentioning the National AA Archives Workshop as an example of events requiring WordPress access for registration auditing.

Area 72 Subdomain Implementation Discussion

The group discussed implementing subdomains for districts and committees within Area 72's Google account, with District 25 and the CPC committee requesting their own web presences. Patrick explained that while they could technically support subdomains like d25.area72aa.org and cpc.area72aa.org, they would need to establish clear content policies and authorization processes, with Area 72 maintaining ultimate oversight authority. The team also addressed CPC's existing professionally focused website that they had designed, which was much more comprehensive than initially anticipated.

Website Deployment Strategy Discussion

The team discussed options for deploying a website without using a subdomain, focusing on exporting to HTML and hosting it on Area 72. They agreed to meet with Bruce on Friday to determine how to implement this approach while maintaining the functionality of CPC website information, noting that losing search functionality might be acceptable since users could use Control+F to search within the document.

District App Integration Discussion

The team discussed an email from Jacob about connecting districts directly to the Meeting Guide app but learned from Tim at Code 4 Recovery that the app is not ready for this change. Shu explained that while some districts maintain their own meetings and others use intergroups, implementing direct district connections would create more data flow complexity and potential duplicate entries. The group concluded that while the idea was interesting, the technical challenges and current priorities make this project not ready for implementation at this time.

Voting App and District Map

The team discussed two main topics: a voting app for the assembly and a new district map implementation. Shu reported that a tech steering committee formed an ad hoc committee to investigate voting app options, with Direct Poll being one of the candidates under consideration. John demonstrated a new interactive district map he developed, which includes features like zoom functionality, automatic district numbering, and the ability to overlay linguistic districts,

John proposed verifying district boundaries once the new map is implemented. The map is implemented as a WordPress plugin that can be easily added to the website. Patrick asking about the API key configuration for the map, John shared he had generated his own, set up an alert to monitor costs, and it will be replaced using Area Google Console API sources. It was noted that the current billing information in Google is still attached to the previous Alt Treasurer and needs to be updated (Shu will discuss with Eddy).

Additional Area Emails for District Trusted Servants

The group addressed a request from District 10 for a scheduler email address, with Patrick suggesting they review previous polling data to determine if this is a widespread need before creating additional area emails. and the team discussed content policy updates, with Alan noting that appointed chairs typically ask for reviews from their appointees.

Next steps

John

- Drop the link to the district map plugin in the chat for Shu/Patrick.

Patrick

- Draft a simple policy for 1Password access and send out for feedback, specifying who should have access (e.g., web servant, tech and web chair, outgoing web servant, treasurer, alt treasurer).
- Meet with Bruce (CPC web designer) next Friday to discuss options for hosting the CPC for Professionals site on Area 72, including the possibility of exporting to HTML and uploading to Area 72 rather than using a subdomain.
- Review previous poll results regarding area email addresses for district positions (e.g., scheduler) and, if needed, put out a new poll to assess District's needs.
- After meeting with Bruce, proceed with uploading the CPC for Professionals site as static HTML to Area 72 and coordinate updates as needed.

Shu

- Email Eddy to discuss the 1Password subscription cost and process for getting it added as a line item in the budget.
- Reach out to Eddy to clear transfer of Google Maps API key management from John's personal account to the Area 72 Google Cloud Platform (GCP) account.
- After the district map is live, notify DCMs and district committees to review district boundaries for accuracy and provide feedback.

Collaboration

- Shu/Patrick: Once API key transfer is complete, implement the new district map on the Area 72 website.
- Shu/John /Patrick: Update the content policy to include a blurb addressing the newsletter's exception to the general content policy.