

WSC Meeting Minutes 8/23/2026

Attendance: Eddy MM. (Alt Treasurer), Patrick M. (Tech & Web Chair), Shane M. (DCM 12), Sansannah (Alt DCM 3), Shu (Webservant), John B. (Voting App (a lot of other things)), & Christina (Alt DCM 33).

District 12 Leadership Transition Updates

Shane discussed his recent experience hosting Zoom meetings outdoors and mentioned working with John B on the newsletter. He shared that he will likely continue running Zoom meetings and take on the third legacy chair position at District 12, as they have elections coming up this month. Shane also expressed feeling emotional about the end of his current term and inquired about opportunities for past DCMs to continue doing area work, to which Shu confirmed that such opportunities are possible if people are asked.

Web Steering Committee Membership Updates

The group discussed maintaining members on the Web Steering Committee and potentially the Tech Steering Committee based on experience. Shu mentioned plans to share information about GDPR compliance, noting that removing a firewall would require adherence to privacy standards across different countries where the website is accessible. The conversation included casual updates about attendees' recent activities and confirmed that Alan was not attending due to a prior commitment.

Web Steering Committee Meeting Updates

The Web Steering Committee meeting began with introductions and a moment of silence led by Shu. Patrick reported finding and fixing a critical issue with the Area 72 website contact form configuration, which was causing emails to bounce due to incorrect from addresses. He plans to organize a workshop at the next quarterly meeting focused on creating handoff documents for the next web rotation, including a checklist of important considerations for incoming web and tech servants. Patrick also expressed a desire to make the web chair position more service-focused rather than requiring extensive technical ability.

Technical Committee Roles Discussion

Patrick discussed the need for technical expertise in the committee and suggested looking to the newsletter committee as a model for defining roles and responsibilities. Eddy explained the historical context of how technical tasks were assigned, particularly regarding legacy email addresses. Shu reported on updating hotline numbers on the website, noting that Bruce from District 19 helped identify and correct outdated numbers.

Website Updates and Communication Process

Shu updated the contact forms and reported that only five responses were received regarding new area emails (Google Form was sent out to DCM's and Alt DCM's), leading to no new emails being implemented at this time. Shu plans to send an Excel sheet designed by the previous Webservant to DCMs District Registrars, and District Secretaries to streamline the process of

updating trusted servant information for the next rotation. The group agreed to move the "Info for Professionals" section to the homepage next to "Find a Meeting" to balance the website layout.

Email Account Transition Process

Patrick shared an experience a district regarding communication issues with a new trusted servant, highlighting the importance of clear communication in such transitions, particularly including the DCM's when chair positions change mid-rotation. Patrick discussed the need to improve the process for transitioning email accounts when new staff members join, suggesting that incoming personnel should proactively contact outgoing staff to coordinate the handover. He emphasized the importance of verifying information change forms with DCMs to prevent potential security risks, such as unauthorized access to district domains. Sansannah inquired about the procedure for archiving email accounts and transferring them to shared drives, to which Patrick responded that outgoing staff should copy any necessary materials before losing access to their accounts.

Email Archiving and Password Management

The group discussed email address rotations and archiving procedures for outgoing members. Patrick explained that area elected and appointed positions will archive Google Drive content, while districts handle their own archiving. The team agreed to discuss archiving requirements at the Tech and Web Standing Committee meeting and consider sending a message to all members about the upcoming changes. Shane mentioned that information about Google Drive procedures was already shared at DCM roundtables and workshops. The discussion concluded with Shu emphasizing the importance of converting documents to PDF format when leaving them for others.

Secure Password Management Implementation

The team discussed implementing secure password management for various organizational accounts, identifying nine positions that require access to financial systems including Area Assembly, PNC, PRASA, and Host Committee Assembly Treasurer roles. They agreed that at least two to three people should have admin-level access to the 1Password account for redundancy and technical support, with preference for committee members who have experience with secure password management tools. Shu will meet with a vendor on Friday to discuss adding additional users and associated costs and will follow up with the team about the implementation details and any additional questions that arise. John suggested using pass keys like YubiKeys to authenticate access to data and prevent lockouts, recommending Shu ask about implementation possibilities.

Security and Navigation Updates Discussion

The team agreed to move the "Our Stories" menu item from the top navigation to the "About Area 72" section, with Jennifer noting this would require updating the QR code for sales transactions, asking if the QR code needed to be updated; the reply was that it did not need to be updated. Patrick and Eddy talked about the importance of carefully managing WordPress plugin updates to avoid breaking website functionality, sharing their experiences with incompatible updates.

Voting App Development Updates

Patrick discussed semantic versioning and decided to wait on updating a gravity form from version 2 to 3 until after the assembly to avoid potential issues. John addressed problems with the voting app, including browser compatibility issues with DuckDuckGo and Safari, as well as connectivity problems that he plans to fix this week. John also mentioned an incident where someone accessed the wrong ballot page, though the person didn't admit to using the Glide app directly.

Ballot Management and District Mapping

John discussed updates on ballot management, noting that Don is comfortable running it independently and will train Courtney next week. The team the district map system where John demonstrated how to use ChatGPT to easily modify district boundaries by uploading visual edits and KML files. The group addressed the challenge of representing District 25 on the District map, which encompasses the entire area, and agreed to add a footnote on the web page to indicate this rather than trying to show it on the map for now.

Voting Materials

The meeting focused on discussing voting materials. Eddy explained that paper ballots were ordered as a backup plan for \$400 in case of technical issues, though they cannot be returned once printed. The group discussed plans for distributing unused ballots to Archives or Area 92 if not needed at the Assembly.

Christina expressed enthusiasm about joining the technical committee, noting that Area 72 is making significant progress in the tech field and serves as a model for other areas.

Meeting ended at 7:15 pm with the Responsibility Pledge.

Quick recap

The Area 72 Web Steering Committee meeting focused on updates and discussions related to the area website, technology, and service roles. Patrick reported on fixing a critical issue with the contact form on the website and shared plans for a workshop on handoff documents. Shu updated the group on correcting hotline numbers, streamlining email transitions, and the completion of the CPC page. The committee discussed the implementation of a 1Password system for managing secure access to important accounts. John provided updates on the voting app and the district map, explaining recent fixes and the process for making boundary changes. The group also discussed the removal of certain menu items from the website and the archival process for Google Drives. Christina, a new attendee, expressed interest in joining the committee. The conversation ended with a reminder of the responsibility pledge.

Next steps

John

- Fix the self-healing issue with the voting app this week.
- Add a notation for District 25 and linguistic districts on the district map webpage.
- Work with Don and Claudia to ensure smooth operation of the voting app for the assembly.
- Train Don to train Courtney on running the balloting app next week.

Patrick

- Add discussion about archiving district Google Drives and communicating end-of-term email access changes to the agenda for the next Tech and Web Standing Committee meeting.
- Work with Shu to develop a policy for the 1Password implementation, including admin roles and supported positions.

Shu

- Send out the Excel sheet to all DCMs (and possibly secretaries) for updating district position information after the assembly.
- Add "Info for Professionals" to the homepage next to "Find a Meeting" on the Area 72 website next Saturday.
- Meet with 1Password representative on Friday to discuss setup, cost, and scalability for the password manager.
- Remove "Our Stories Disclosed" from the top menu and place it under "About Area 72" on the website.
- Remove the NAAAW event from the website after it has occurred.