

Intergroup - Website Report

February 15, 2024

Summary of report

1. Basically reviewed and updated every single page on the website to ensure we have the latest information available about AA, Intergroup, and useful information for the groups.
2. Added descriptions of every service opportunities for members to help out at Intergroup based on the IG By-Laws.
3. Created a News Use Can Use form to any members to sign up for updates via email.
4. Revamped the Bookstore page with pictures of the merchandise and A.A. literature we carry.
5. Added a page about the Grapevine.
6. Added any and all Spanish information that I could find.
7. Removed District business and District Committees meetings from our Events Calendar to minimize confusion.
8. Uploaded reports and flyers as received.

For details about specific actions taken, please read the rest of the report.

These were the goals set in January 2024:

- Upload Service positions available at Intergroup
- Revamp the Bookstore page - provide pictures and categories
- Sell tickets to events online?
- Revamp the Info for Groups information
- Review the About AA page

The following updates have been made:

- Based on the information found in the IG By-Laws and documents from the IG office, we have updated the information about every service position at Intergroup from Office Manager, and Steering Committee members to volunteer positions
 - Added a side menu tab for **What is Intergroup?**
 - Added a main menu tab titled **You Can Help**, with Service Opportunities at IG and Open Positions pages
- Added Carrousel of pictures of items for sale at the IG **Bookstore** and accompanying verbiage. Thank you Kathleen for all the pictures!
- Rewrote **About AA** page and created links to AA.org pages and information so we always display the latest information available
- Added page about the **A.A. Grapevine** magazine subscriptions, store and apps
- **Info for Groups** - lays out the service structure of District 5, Area 15 and provides links to a.a. material about forming a group, making contributions, and special needs and GSO's newsletter Box 459.

Upon request:

- Added office phone number everywhere the Intergroup address is featured
- Added the Office Manager Position requirement letter and the job application form to What's New page and put a link on every page with Urgent appeal
- Added **2024 IG budget, Jan 2024 IGR Meeting Minutes** and **Feb 2024 Where & When** reports to IGR, SC and Treasurer's Report pages
- Created a News You Can Use form for anyone to get email updates if they want them
- Removed District Committee meetings from Events Calendar

Intergroup - Website Report

February 15, 2024

On my own initiative:

- Expanded the Spanish page titled En español to include information about literature available at the IG bookstore in Spanish, the Grapevine magazine called La Viña, the new Grapevine/La Viña app, where to find online meeting in Spanish, a link to the aa.org page in Spanish, added events that have Spanish translation available (Simple language Big Book session, etc), added link to Spanish version of “Call to Stories”
- Reached out to Area 15 contacts to find out information on links to the Spanish linguistic district of Area 15 and if we could add information on our website that would be helpful to our Spanish-speaking A.A brothers and sisters
- Created a flyer for the groups to display that shows what the Intergroup website can do for them

Below is a list of the changes made to the website recently. This list can also be found at the bottom of the What’s New page, under the Web Site Changes link <https://aanorthport.org/whats-new/web-site-changes/>

Specific Changes Made Since Last IGR Meeting

- 02/09/2024:SHS: Moved the “you can help” side menu tab to the main menu bar
- 02/08/2024:SHS: added office phone number to each IG address location
- 02/07/24:SHS: added Feb 2024 W&W report and 2024 IG budget
 - IGR Mtg Minutes page
 - Steering Cmt Minutes page
 - Treasurer’s Reports page
- 02/06/24:SHS: fixed links to bookstore
 - Home page
 - En español page
- 02/02/2024:SHS: Added IGR Minutes for Jan 2024, added Job opening for Office Manager and/or assistant, added appeal in sidebar content
 - IGR Mtg Minutes page
 - What’s New page
- 02/01/24:SHS: Added Treasurer’s Report
 - Treasurer’s Reports page
- 01/31/2024:SHS: Added Call for Stories letter and flyer from GSO in English and Spanish
 - What’s New page
 - Event Calendar
 - Event Flyers page
 - En español page
- 01/30/2024:SHS: Added a side menu item for the A.A Grapevine; added the Grapevine app to the Technology page
 - A.A Grapevine page
 - Technology page
 - En español page
- 01/29/2024:SHS: Updated all the information under About AA tab and Info for Groups tab to provide links to aa.org so we always show the latest information, removed submenus and the information that was there is now presented as a link
 - About AA page
 - Info for Groups page
- 01/28/2024:SHS: Migrated website to upgrade Events Calendar, resolved links as needed, showing the calendar in List Mode since I was not able to resolve the monthly view being cut off – still trying to resolve issue of the calendar not showing up in Mobile mode

Intergroup - Website Report

February 15, 2024

Specific Changes Made (*continued*)

- 01/27/2024:SHS: Added image of flyers and link to flyer in the Events Calendar, on the Events Flyer page, renamed the "Download" button with the name of the event so that it shows better in Mobile mode
 - Event Calendar
 - Event Flyers page
- 01/24/2024:SHS: Updated content and added links
 - Info for Groups page
- 01/24/2024:SHS: Added Founder's Writing session
 - What's New page
 - Event Flyers page
 - Event Calendar
- 01/24/2024:SHS: Added link to Spanish page, added link to aa.org/es and plain language BB event in Spanish
 - Home page
 - En Espanol menu tab
- 01/19/2024:SHS: Removed District 5 committee meetings as discussed at the IGR meeting; rewrote the entire Service Opportunities side menu items for clarity; added an email signup form called 'News You Can Use'
 - Event Calendar
 - Service Opportunities pages
 - What's New page
 - Sign Up for News... menu tab

Upcoming

- Ask IGR's what they would like to see on the web site
- Ask permission to pursue links for Spanish-speaking A.A. members
- Keep working on solution to Calendar display on mobile phones

Respectfully submitted,
Sarah S - Web Chair 2024