

# NPASCNA MOTION SUBMISSION FORM

DATE :

Dec 12, 2018

MOTION :

Develop & build a new Area website  
utilizing the website building option  
via Hostgator (our current host)

INTENT :

Develop a new website which does not  
rely on knowledge of coding to utilize &  
update. The website will utilize a template  
to develop which is user-friendly &  
reflects the current website "technology"  
This will ultimately allow the area to best serve  
the sick & suffering addict with updated info.

INITIATED BY :

Ad Hoc Committee - Website

SECONDED BY :

Growing Stronger

## For Secretary Use Only - Vote Count

IN FAVOR :

OPPOSED :

ABSTAINED :

RESULT :

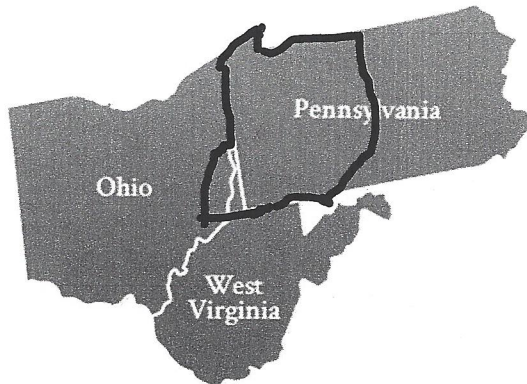
TSRSCNA Motion # 2

Areas Voting \_\_\_\_\_

Date 12/8/2018

Motion: Add to TSRSCNA Guidelines and Policies, Page 1, Section III, the below Region boundary map:

**Tri-State Region**



**Intent:** To provide a visual representation of our boundaries in the Tri-State Region.

PROS:

CONS:

By: Kristy M., TSRSCNA RD and TSRSCNA Map Adhoc Subcommittee

Seconded by: East End Area

In Favor:

Opposed:

Abstentions:

Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

TSRSCNA Motion # 3

Areas Voting \_\_\_\_\_

Date 12/8/2018

Motion: Add to TSRSCNA Guidelines and Policies, Page 1, Section III, the below italicized (new) paragraph to existing (bold) to say:

**III. Boundaries**

**Starting at the West Virginia panhandle, West into Eastern Ohio, North to the Pennsylvania/ New York border and East to State College, Pennsylvania and South to the Pennsylvania/ West Virginia border. Hence the name Tri-State Region.**

*Twenty-three counties with TSRSCNA meetings in PA include Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clearfield, Crawford, Erie, Fayette, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland. Four counties in West Virginia with TSRSCNA meetings include Brooke, Hancock, Marshall, and Ohio. Two counties in Ohio with TSRSCNA meetings include Belmont and Jefferson.*

**Intent:** To clarify actual accurate boundaries; to better inform TSRSCNA committees and provide better service to areas in the region.

PROS:

CONS:

By: Kristy M., TSRSCNA RD and TSRSCNA Map Adhoc Subcommittee

Seconded by: We AREA

In Favor:                      Opposed:                      Abstentions:

Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**I. Name**

The name of this committee is the "Tri-State Regional Service Committee of Narcotics Anonymous". For the purpose of these Guidelines, the term "TSRSCNA" will be used.

**II. Purpose**

The purpose of TSRSCNA shall be to:

- ❖ Provide guidance and coordination of the activities of Narcotics Anonymous Area Service Committees within the Tri-State Region.
- ❖ Support the needs of the Areas.
- ❖ Service as a link to the Narcotics Anonymous World Services (NAWS).
- ❖ Foster unity within the region and Narcotics Anonymous as a whole.
- ❖ Be a resource as opposed to a delivery organization.

**III. Boundaries**

Starting at the West Virginia panhandle, West into Eastern Ohio, North to the Pennsylvania/ New York border and East to State College, Pennsylvania and South to the Pennsylvania/ West Virginia border. Hence the name Tri-State Region.

**IV. Procedural References**

The rules contained in the current edition of "Robert's Rule of Order, Newly Revised Edition" shall be utilized to expedite the business of TSRSCNA in cases to which they are applicable and where they are not inconsistent with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous, our current service manuals these Guidelines and any special rules which TSRSCNA may adopt.

**V. Meetings**

The regular meeting of TSRSCNA shall be held Bi-Monthly in the months of February, April, June, August, October, and December on the second Saturday at 10:00 A.M. whenever feasible.

**A. Emergency Meetings**

An emergency meeting of TSRSCNA may be called by the TSRSCNA Chair or any member Area's Regional Committee Member (RCM) or designated representative, to the TSRSCNA after consultation with other participants, including the TSRSCNA Chair, whenever possible. Written notification, including the purpose of the emergency meeting must be mailed/mailed to all participants of the TSRSCNA at least two (2) weeks prior to the date of the emergency meeting.

**VI. Participants**

Participants elected by the TSRSCNA shall be known as "Trusted Servants" and are designated by an asterisk (\*) below. TSRSCNA shall be comprised of the following participants:

- ❖ Regional Committee Members (RCMs) or in their absence, RCM Alternates, or Area's designated representative.
- ❖ All TSRSCNA Subcommittee Chairs\*, or designated representative.
- ❖ Regional Delegate\* (RD)

# Ad Hoc Committee for the North Pittsburgh Area Website

**The ad hoc committee unanimously voted to present the fellowship with a motion to work on building the new website through hostgator**

To follow is the background information collected, presented, reviewed, and discussed at the ad hoc committee meeting. This is shared in an effort to be transparent as to the background the led us to this decision.

It was also agreed that if a homegroup wants something different than hostgator, we kindly ask that they bring recommendations and pricing to the January 26<sup>th</sup> area service.

## December 12<sup>th</sup> –Ad Hoc Website Committee Meeting

Location: Berkeley Hills Lutheran Church

The meeting began at 7:11pm in an effort to allow more time for other interested parties to arrive.

- Russel opened the meeting with Serenity Prayer
- All present NA members introduced themselves
  - o Present were: Ally L (NPASCNA Secretary), Russel (NPASCNA Chair), and Rose, Sean Y., and Natalie H.
- Russel reminded the group that as Chair of Area he called for the creation of this ad hoc committee to meet the purposes below.
- Ally reviewed the *purpose of this ad hoc committee*:
  - o The NPASCNA website cannot continue to function as a hand-coded website. A new website to replace the current one needs to be developed. This ad hoc committee will brainstorm and investigate different options which will achieve this goal.
  - o The committee will present a thorough report at the next area service meeting which will outline the identified options, their prices, timelines, and details, along with, ideally, a recommendation based on their research and knowledge.
  - o Upon identification of a method through which the website will be rebuilt, the ad hoc committee will assist in designing the structure and format of the site, including addressing any identified wants/needs by the fellowship, upon approval.
  - o The ad hoc committee may also be responsible for leading the movement of information from its current location to the new website (this portion of the process must be overseen by one of the following trusted servants: NPASCNA Chair, Secretary, Web Coordinator, or P&A Chair since the website has secure login information which cannot be shared with the entire committee).
- Duration: The committee will be dissolved once the tasks aforementioned have been completed or it is otherwise determined that the committee is no longer needed.

Present members did not have any changes or additions to the above. Ally L. led the meeting and the following were presented by her.

### **Overview**

Any website needs the following things

- (1) a domain (the web address),
- (2) a host and
- (3) the website structure (which involves a front and back end). See definitions provided by Lana M.)

Presently, our domain is through Hostgator (\$15/year) and hostgator is our host for (\$250.05 for 36 months or \$6.95 per month). The website structure was hand coded and stored in Hostgator.

### **The issue**

We want to clarify the issue(s) to ensure NA members that the proposed solutions will address these problems.

The root of the problem is that the website creator graciously hand-coded the entire site. We thereby rely entirely on ourselves to address/fix any issues.

Previously, it was our intention/goal to create a new website, but there was no immediacy because the website was fully functional.

Google no longer offering its map services for free set forth a series of issues which were only addressable by editing the code. So *why did meetings disappear from the mobile app?*

The mobile app, unlike the desktop app, offered a mapping service when a meeting was selected. The code was written so that it relied upon the google mapping services to execute not only this function, but part of the information gained from google, the gmap ID, was a REQUIRED field when pulling meeting information from the database to the mobile app. If the gmap ID was not available, the code would skip over that meeting. For whatever reason, updating meetings in the desktop app (change of address or adding new ones, etc.) triggered this problem for those meetings in particular.

Back when this website was first created, it was the norm to code mobile and desktop sites separately – that is not necessary anymore. Instead, to quote Lana M. “we just build sites to be responsive which means that they will dynamically reformat depending on the device the user is using to view them. All of that code is built into most templates which we also don’t need to pay for...” The significance of this is that is why we had issues with the mobile site and not the desktop site.

## Now What?

- The database needs to be redesigned so it doesn't use google map data in the same way, and the database functions need to be rewritten.
- Front end files need to be separate from other code. They also need to be updated to better support mobile browsing.
- The site would benefit from a more approachable administrative interface so trusted servants can update and run the site. *No one should need a computer science degree or spend countless hours on google in order to serve the fellowship.*

## What do we want?

Ally pre-outlined some of the items that we want as a fellowship in our new website. The group had no additional items at this time.

- Desktop app (with mobile app)
- Mapping function
  - OF CONSIDERATION: region is working on the implementation of the Basic Meeting List Toolbox (BMLT), which is a meeting list database that is maintained/supported by NAWS. They are hoping to present a working tool to regional P&A by February. BMLT provides real-time meeting list updates from the world database and allows users to print tri-fold meeting lists at home.
  - Other non-google considerations: free mapping services that are just as good as Google, if not better. Each uses [openstreetmap.org](http://openstreetmap.org), a free, open source mapping implementation that doesn't track you or contain unnecessary code:
    - 1) Leaflet - <https://leafletjs.com/> - this is used by a ton of very popular companies including Facebook & Foursquare. It's probably the best choice.
    - 2) OpenLayers - <https://openlayers.org/> - this is less popular, but I think it's every bit as good as Leaflet.
    - 3) OpenStreetMap - <https://www.openstreetmap.org/about> - this is the bare bones implementation on which Leaflet & OpenLayers are built. Apple has built their mapping implementation with it as well.  
Since Google decided to start charging for their mapping service these options will likely gain in popularity on an exponential level. Plus their code implementation isn't tied to Google so they're much more privacy-friendly.
- Ability for trusted servants without tech-knowledge to develop and update the website – templates like Wordpress

- **WordPress** is by far the most common and robust of these services (Used by Facebook, Bloomberg, Disney, the New York Times). It is also **FREE**, well-documented and being used by other areas in our region.
- Update in real time
- No ads
- Reasonable cost to fellowship

### Do we stay with hostgator to build our site or go elsewhere?

The table below outlined the requirements presented above and information on whether or not Hostgator met this requirement

Desktop app (with mobile app)	All information is in one central place with the option of controlling which content appears on the mobile app. The content being in one place means that there's no separate code/templates to configure.
Mapping function (?)	Using HG and Wordpress would allow us to integrate the meeting toolbox into our site once it is ready.  <i>...[we will] hopefully get the BMLT approved by Jan 29th Regional meeting. All of the data is already downloaded onto the regional server. I propose that we temporarily patch the hard coded meeting database (that we already have), taking out all map data because that seems to be what breaking everything. When BMLT is ready, we will be able to access it directly through Wordpress plugin (free) which is another reason I recommend a rebuild in this format...[Lana] install the BMLT plugin to the site when it is ready (this will be one of the last moments someone familiar with coding will need to be available to us.)</i>
Ability for trusted servants without tech-knowledge to update the website	Wordpress is free and included with Hostgator – as is a non-CMS option for drag-and-drop website building.  The hostgator control panel has integrated links to software that make front end development intuitive and simple.  The same group (ad hoc committee members) that are helping to develop the new site can cross train trusted servants (the web coordinator and those positions responsible for filling the role in addition to web coordinator – NPASCNA Chair, P&A Chair, Secretary).
Update in real time	We control and update everything. By using HG's templates/Wordpress, they can also assist us with any issues.
No ads	✓
Reasonable cost to fellowship	The package we currently have with Hostgator includes website building services at <u>no additional cost to our monthly fee</u> (which is paid every three years).  I. Basic website builder(included) a. Mobile friendly templates (100+) b. Drag and drop c. Prebuilt sections and pages d. 6 pages included



## Build our site through another provider?

Although hostgator's website building services are included in our current package, the ad hoc committee was asked whether or not we wanted to investigate, propose, and/or pursue other options outside of hostgator. Separate from this meeting, another member proposed WIX as a potential option. Rose indicated that she had used the service in the past for a Senior project and that WIX was a great service, easy to use and operate and looked good. The details below were provided to the committee.

- Will these sites allow our domain and host to be elsewhere?
- Will need to incorporate preferences/requirements above
- Potential options:
  - o <https://www.wix.com> as a potential drag'n'drop service. I know a few people who have used it and have nothing but good things to say about it. There are several options including free (very limited, with ads, can't use domain name), one where you can use the domain name, but still has ads (ick) for \$60/yr, and the one I suggested that's ad-free (\$132/yr).

The primary question was – will this website building option from Hostgator solve the problems we are currently encountering? The answer is yes. As referenced in section on “the issue” the reason any errors or problems fall on the fellowship for correcting is because the site was handcoded and is thus our responsibility to fix. Utilizing the website building templates allows the fellowship to “design” the website without utilizing code and also means that if there's an issue with a template (let's say you're putting information in a slot and it's not appearing on the website), that error can be addressed by Hostgator and/or Wordpress and is not the responsibility of our group to fix/troubleshoot.

With the above in mind, the ad hoc committee felt that there was no reason for us to look elsewhere for services which are already included in our current package with hostgator since hostgator's services are recommended and reliable (i.e., it's not just about convenience).

**The ad hoc committee unanimously voted to present the fellowship with a motion to work on building the new website through hostgator** (Ally L will have precise motion language at area service). It was suggested that when we send that motion home to the groups that we 1. Include the information herein to show complete transparency in what led us to our recommendation and 2. If a homegroup wants something different than hostgator, we kindly ask that they bring recommendations and pricing to the January 27<sup>th</sup> area service (the motion will be taken home at the January 5<sup>th</sup> meeting and voted on at the January 27<sup>th</sup>).

## Next steps:

The group agreed with Lana's recommendation: *In my personal and professional opinion, a wordpress rebuild of the site, a redesigned database, and the eventual implementation of BMLT data are the most effective way to carry the message through our site. I am unable to take this project on independently, but I do have the willingness to share my expertise and collaborate.*

Ally was granted permission to draft the motion and prepare the background material (from the agenda) for the homegroups to take home at the January 5<sup>th</sup> area service. She will be in touch after the Jan. 27<sup>th</sup> vote or in the interim as appropriate.

The meeting was adjourned at 7:40pm.

# Definitions:

**domain or domain name:** a space reserved on the internet for our site to live that has a unique name. In other words, there is only one "[northpittsburgharea.org](http://northpittsburgharea.org)," and it belongs to us. It's a literal path for the computer to follow, and we know it will take us to the same place every time. In our case, we bought ours from Hostgator. These are transferable if we were to begin using another web host.

**server:** a computer or computer program that provides a service to users. The literal hardware (think: motherboard, wires) and software (code) that manages a centralized resource. Used to confuse the hell out of me in school. You can have different flavors of servers. File servers, mail servers. In this case, we care about web servers.

**client:** the computer or workstation that talks to the server, utilizes the service. Servers and clients talk to each other.

**web host:** HostGator. The service provider/business that owns the server and provides the technology to manage the site. We pay them money and they give our website a place to live. Paying for web hosting is like renting a garage. Think of the domain as the car.

**front end:** What the site looks like to users, the buttons they can click etc. Fonts, drop-down menus, forms, colors.

**back end:** the nerd shit. the code and processes that run in the background to make the website work. The back end includes the server and the database. If we return to the car analogy, Front end = the paint, the leather interior, the bumper stickers; Back end = the engine, transmission, brake lines.

**database:** a set of tables that are linked together in a meaningful way, lives on the server.

The Hostgator control panel is where we control all of the back end functions of the site, including the database. The front end details (fonts, colors, layout) are written in the **same files** as the antiquated code that talks to (queries) the database. The site was industry standard when it first built but it's very old school and incredibly unapproachable unless you're a tech nerd like me.