

**The Region 5 Media Committee Report for  
Fall Assembly Meeting  
October 20, 2019**

**Media Committee Activities Zoom Meeting - September 22:**

1. Committee meet via video conference to discuss the feedback that Keri got from the committee members pertaining to adding a “What’s Happening” section to our new updated R5 website.
2. The attendees reviewed the samples and also some of Joel I’s suggestions about implementing the existing “Agenda View” option that is currently offered within our templated website design calendar style sheets (Keri sent email samples of this to the Media Committee in September).
3. There was a good conversation about what possibilities are realistic for us to accomplish by the end of the year.
4. The group decided to move forward with getting approval from the Board to start the process of adding an Agenda View section of our calendar control with the webmaster.
5. At the Fall Assembly the Media Committee will discuss any additional information and/or items that we will need to collect and provide moving forward. We will also need to discuss the need for volunteers to manage this work for the website, in between the R5 Assemblies.
6. Keri will bring samples of the Agenda View for review at Fall Assembly.

**Media Committee Activities Summer Assembly:**

7. The Media committee report was presented by Keri E.
8. The committee decided to move forward to figure how to do a “What’s Happening” page on the website that is tied to the calendar. Everybody will provide feedback with examples of possible ideas to the committee chair by September 13<sup>th</sup> (***Not enough time now see date suggestions below***) which we will then discuss at a committee meeting.
9. The committee decided not to do a summer edition of the Region 5 newsletter this year.
10. The committee discussed the website and some of their concerns and ideas. The committee members will check the website again for issues and will send them to committee chair to send to the Region 5 Secretary by the end of July. Also, Joel asked the committee to review the website for ideas on how we can improve it. ***This timeline has passed. If you have anything else that you want me to share with Joel please pass it on ASAP.***
11. The group tabled the idea of adding the “What’s Happening” current events/announcements section to the website earlier, but we want to start planning it now. So, we each need to research other website examples that utilize a “What’s Happening” kind of section. Keri would like everyone to send two to three links to the websites that they like and then she will then compile a list and schedule a meeting to review ideas together. **Can we aim to meet on September 23<sup>th</sup> at 6:00 pm CT, via a Zoom meeting?** We can discuss things and pick an idea we like to share with Joel

before the Fall Assembly. Our goal will be to have this section integrated to the website by the end of the year.

**Media Committee Activities from Spring Assembly:**

1. Website Reviewers checked the updated website for errors and broken links, etc. They emailed a list of problems to Keri on Saturday evening. Keri checked the website graphics for color, darkness, saturation and cropping errors. Keri compiled a list of all of the needed edits and gave the list and new graphics to the webmaster via Joel. ***These updates were made in late March/early April.***
2. Spring Newsletter assignments:
  - **Jo A** wrote about **recovery** as it relates to *Growing Membership Region-wide (was due to Keri by 3/23)*.
  - **Kevin F** wrote about **new members** as they relate to *Growing Membership Region-wide (was due to Keri by 3/23)*.
  - **Cutia B** wrote about **coming back after falling away and being 12th-stepped** as it relates to *Growing Membership Region-wide (was due to Keri by 3/23)*.
  - **Preston F** wrote about **attraction and talking about healthy body weight** as it relates to *Growing Membership Region-wide (was due to Keri by 3/23)*.
  - **Joel I** wrote an article about what elements to include when creating new event flyers, etc.
  - **CJ** wrote her Chair article.
  - **Keri E** took photos of the Milwaukee venue and Assembly shots to use in the newsletter. She collected all of the articles from the other member and then did the layout. She submitted the newsletter to the MC for review by 3/29. The MC had edits back to Keri by 4/3. Keri made edits and had updated proofs to the Board by 4/5. The MC met their goal of having the final Newsletter approved, published, and on the website by 4/12.
3. The Website went down for a few weeks in May and elements had to be rebuilt manually, so the MC had to go through and check for errors and broken links, etc. They emailed a list of problems to Keri and she sent the list to the webmaster via Joel.
4. Some complaints were made about some of the photography that was being used on the new website in June. Keri and Joel worked together to get new images that do not break OA's Traditions and to show respect to our member's requests. The webmaster has the new images, as of 6/26, and is in the process of making the updates.