

June 2016 – NHI Committee Reports

Back to Basics Pat S.	Nothing new to report.
Budget Nancy S.	Half of our fiscal year will soon be over! Please submit reimbursements as soon as possible. I believe there should be outstanding expenses for Post Office mailings, photocopies, pamphlet / literature orders, R6 / WSBC, and both the old and new websites.
Meeting List Diane L.	<p>We have two new meetings, making our total number of meetings 39. New meeting lists have been posted. The new meetings are:</p> <p>WILDER. VT, Friday 8:30am (BB W) The Turning Point Club 200 Olcott Drive and CONWAY, Saturday 10:00am (V) White Mountain Community Health Center 298 White Mountain Hwy</p> <p>The Tuesday North Hampton meeting is still showing as an NHI meeting at oa.org but is affiliated with Seacoast Intergroup. I left another message for the group contact about that discrepancy.</p> <p>Two meetings have not updated their contact information at oa.org as well. Monday Night Manchester and Tuesday Night Lebanon. Please pass on the message if you attend these meetings or know anyone who does. Thanks!</p>
Promises Editor Sandy M.	Everything is going well
Public Information Eileen RT	Looking forward to receiving a number of business cards for the Lifeline subscription project. See the article in Promises - thank you Sandy. There have been questions and interest and response already, so prepared for following up to get the subscription information verified, literature offered, and subscriptions ordered.
Region 6 Elaine T, Dorothy M, Jill M, Claire	The 2016 Region Six Spring Assembly Delegate Report can be found on the NHI website oanewhampshire.org in the “Restricted Section” for nhi-reps. Here's a shortcut .

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<p>Retreat Sue W.</p>	<p>We are in the final stages of creating the flyer which will then go to the Event Flyer Committee for approval. It will go on the website by October 2016. There will be online registration available through paypal. Our next meeting is September (maybe August if needed) 2016.</p>
<p>Twelfth-Step Within Diane L.</p>	<p>I will be stepping down as chair of TSW as of June. There is a box of materials in my possession that can be transferred when a new chair steps up.</p>
<p>Ways & Means Effie S.</p>	<p>INVENTORY: We have received additions to inventory of book covers and God cans. More would always be appreciated! In August, an inventory report will be sent out so members will know what we have to take to the Convention. Thank you to ALL contributors.</p> <p>DATES/TIMES OF BOUTIQUE TABLE: On the Convention website, the Schedule of Events lists the Boutique room open as follows. Friday(9-2-16) 8:00 am to 11:pm Saturday(9-3-16) 8:00 am to 11:pm Sunday(9-4-16) 8:00 am to noon</p> <p>It is unlikely that the NHI table will be staffed past 6:00 pm. (The workshops end around 4:30 pm with free time until the dinner hour followed by Keynote address(Friday) and dinner/dance(6:30 Saturday.) The room will be open until a Boutique monitor decides to close and lock the room. All cash will be removed from the Boutique room when the table is unattended. A table cloth will cover our merchandise with a sign noting when the table will reopen. (WSO assumes NO responsibility for merchandise etc.) We will accept cash only(US currency.)</p> <p>CONVENTION STAFFING OPPORTUNITIES: As chair, I will be attending the Convention from Friday am to Sunday noon as a day tripper. Friday will be an early start in order to register with Hospitality, sign the necessary waiver forms, and set up the table. with our merchandise. There are no preassigned tables but the early bird may have more choices for table location. We will need 2 members to staff our table especially during breaks, lunch time and the period from the end of workshops until dinner. If you know you are going and would like to do some service, please contact me so we can coordinate date and time. Feel free to pass on my contact information to oa members at meetings who are going to the convention and would like to do service. Thank you.</p>

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<p>W&M Bookcover Kit Project Sandy M.</p>	<p>Things are going well. Have accomplished more in the month of May than I had expected: Completed:</p> <ol style="list-style-type: none"> 1. Plastic canvas for all 75 Complete Kits is cut 2. 25 Complete Kits done (5 of each of the 5 books*) is completed 3. 25 Summary Kits completed <p>Still to do:</p> <ol style="list-style-type: none"> 1. 50 Complete Kits (10 kits for each of the 5 books*) 2. 50 Instructions Only Kits (10 kits for each of the 5 books*) <p>The 5 Books* for the Kits are: (Abstinence, Overeaters Anonymous, A Taste of Lifeline, 12 Steps & 12 Traditions (both Large & Pocket version))</p>
<p>Website Doreen D.</p>	<p>Hosting There's been a snag in getting hosting. When going through the process of securing the hosting, it came to light that after the first year of hosting, BlueHost's rates automatically goes up at the yearly renewal. As of today, to secure their business pro plan for 12 months (which includes an SSL certificate along with the other features the committee had identified as required) would cost \$239.40. After the 12 months, it would then cost \$311.88 to renew the exact same plan. Because of this jump after year 1 in hosting costs, the committee has identified another host (Rochen.com) that will provide us with the hosting and features we need for \$181.39 a year. The committee will arrange for this hosting on Monday June 6th and move the site from the testing server to this new host. Once the site is confirmed as working on the new host, we will begin the process of changing the domain (URL) from pointing to the existing site to the new one.</p> <p>Site Design & Launch The issue reported last month regarding links sending you to the incorrect pages has been corrected. A few members of NHI have continued to test the site to positive results. In order to test the multiple contact forms on the site, the committee has purchased an additional domain name for NHI and donated it to NHI for a 12 month period. At the end of the 12 month period, NHI can either choose to renew it or simply let it go. Once the hosting issue has been resolved (see Hosting section above), this donated domain name (oanhi.org) will be used to start testing the forms to make sure they work so that the site can then go live, and NHI members will be encouraged to go to the site on the new host account (new connection instructions will be sent to all NHI members via email).</p>

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Current Task List

As of today, here is the committee's current "To Do" list in regards to this project:

- Arrange for hosting
 - Move test site to new hosting account
 - Test new site on new hosting account
- Test Site
 - Confirm links, forms, and reCaptcha works
- Create email accounts for NHI members
 - Create User IDs and secure passwords
 - Associate these new email addresses with appropriate forms on the website
 - NOTE: These email addresses will not be listed anywhere on the website. When a form for a particular member is submitted through the website, the information from that form will be emailed to the member's new oanewhampshire.org email address.
- 301 Redirects
 - Code that makes sure old pages that people may have bookmarked will be redirected to the new, appropriate page
- Google Analytics & Webmaster Tools and Bing Webmaster Tools installations
 - Free; helps with SEO ranking
- User Manuals
 - Create an easy-to-use user manual for web committee members to complete edits to the website
 - Create an easy-to-use user manual for NHI members to access their respective email accounts

Email Capture/Blasts

Per the vote at the March business meeting, the web committee will arrange for a MailChimp account once the new hosting has been secured. NOTE: This new MailChimp account will use a newly created oanewhampshire.org email address.

Future Development

In addition to adding recorded speakers to the redesigned site, the site allow has the functionality already present to allow people to register for events such as our annual retreat online, making payment securely through PayPal to our PayPal account. Additional functionality for other committee needs will also be addressed as needs are presented.

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Workshops Pat S.	No further update from the May report.
World Service Delegates Jill M., Dorothy M.	The delegates' report on the 2016 World Service Business Conference can be found on the NHI website oanewhampshire.org in the “Restricted Section” for nhi-reps. Here's a shortcut .