

## December 2016 – NHI Committee Reports

<b>Answering Service</b> Doreen D.	<b>November Call Activity:</b> No calls received this month.
<b>Back to Basics</b> Pat S.	Nothing to report
<b>Budget</b> Nancy S.	The proposed 2017 Budget was presented at the November 6th NHI meeting. The budget will be voted on at the December meeting.  The following Meetings have made donations to the Retreat Scholarship Fund: <ul style="list-style-type: none"> <li>• Hopkinton, Tuesday pm</li> <li>• Nashua, Thursday pm</li> </ul> As a reminder, please submit any outstanding expenses that need reimbursement as soon as possible. Our fiscal year ends December 31st.
<b>Event Flyers</b> Dorothy M.	The event flyer checklist continues to be worked on. It will be ready for review for January 2017 NHI meeting.
<b>Meeting List</b> Diane L.	
<b>Promises Editor</b> Sandy M.	Everything is going well. I will be unable to attend the December Intergroup meeting. The December issue of the Promises Newsletter will be brought to the Intergroup meeting by a NHI Delegate.
<b>Public Information</b> Eileen RT	
<b>Retreat</b> Sue W.	Registrations are coming in, 99% have used the online convenience to register, no complaints regarding the process. Deadline is Dec 23rd, we still have room and will take late registrations. Our scholarship fund is healthy with few requests so far. No quad requests so far, we'll see how well this idea takes hold this year. Please continue to get the word out!
<b>Sharathons</b> Pat S.	Nothing to report

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<b>Ways &amp; Means</b> Effie S.	Nothing to report
<b>Website</b> Doreen D.	<p><b>Anonymous Email Address for Public Meeting List Purposes</b>          The website committee will continue to actively contact each meeting in our Intergroup to see if individual meetings would like to take advantage of the anonymous email addresses that have been established for our meetings.</p> <p><i>NHI Group Reps are encouraged to have their meeting's contact reach out to the Website Committee Chair directly if the meeting they represents would like to claim their anonymous email address.</i></p> <p><b>Site Content in November</b>          This month the following public content was added to our site:          New/Updated Content:</p> <ul style="list-style-type: none"> <li>• Fixed content on Region 6 Reports section of the secured website; reports were correct – titles of content were not.</li> </ul> <p>Events:</p> <ul style="list-style-type: none"> <li>• Special Meeting: Pittsfield, NH – Nov 26th</li> </ul> <p>Thank you to our members who have been forwarding the flyers to the web committee for the site. If you are aware of other OA events or flyers that need to be updated on our site, please send them to <a href="mailto:nhiwebsite@oanewhampshire.org">nhiwebsite@oanewhampshire.org</a>.</p> <p><b>Contact through the website in November</b>          We got 2 requests through the website for contact and responded accordingly:</p> <ul style="list-style-type: none"> <li>• Information regarding Book Cover Kits</li> <li>• Information request regarding Laconia meeting</li> </ul> <p><b>Online Payment Process: Under Review</b>          Two alternates are currently being considered regarding how to collect donations and monies for the Canvas Book Cover Kits. These alternatives will give us more flexibility in the kind of information that is collected and more customization of the confirmation emails that go out to the treasurer, donator/purchaser, and the Book Cover Kit coordinator.</p> <p><b>2017 Retreat Registration</b>          The online registration for the upcoming retreat has been actively online for just under 2 months now. So far 8 people have registered online. There have been no calls regarding users having trouble registering for the retreat online. More details about the actual registrations can be obtained through the Retreat Chair.</p>

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	<p><b>Website &amp; Email Instruction Manual</b></p> <p>During the month of December, the website committee chair will begin creating instructions for website committee members use which includes the following:</p> <p><i>Hosting &amp; Domain Name Accounts</i></p> <ul style="list-style-type: none"> <li>• Credentials for account access with each vendor</li> <li>• How to submit help tickets with hosting vendor</li> <li>• Email accounts: access, create new accounts, edit existing accounts</li> </ul> <p><i>Website User Manual</i></p> <ul style="list-style-type: none"> <li>• Joomla Basics: Articles, Categories, Modules, Menus, Users</li> <li>• Security &amp; Backup Tools: Admin Tools &amp; Akeeba Backup</li> <li>• DT Register: Event Management</li> <li>• BreezingForms Pro: Contact Forms</li> <li>• Adding PDFs to the secured section</li> <li>• Accessing the Administration Panel</li> <li>• Editing existing content/creating new content</li> </ul>
<p><b>Workshops</b> Pat S.</p>	<p>Nothing to report</p>
<p><b>WSO Convention 'Special Project' Book Cover Kits</b> Sandy M.</p>	<p>Thus far, only 1 by-mail order has been received at the PO Box. The order is en-route, from the PO Box, to be processed.</p> <p>The Book Cover Kit info and order form are on the NHI Website: <a href="http://oanewhampshire.org/book-cover-kits">http://oanewhampshire.org/book-cover-kits</a></p> <p>On-line kit ordering is still not available.</p> <p>I will be unable to attend the December Intergroup meeting.</p> <p>I will bring the book cover kits to the January meeting. Delegates/members can purchase a kit at the meeting and not pay postage costs.</p>