

Tech Chair Report – November 20th, 2020

Tech Updates

- Attended several SENY Area 49 2021 Convention planning meetings, and actively participated as a member of the event's tech committee. The convention will be held virtually on March 5th – 7th 2021.
- Performed a complete site backup, and installed software updates to the content management system (WordPress) and to many of the plug-ins that are installed on our website. Not very exciting, but it's important to keep our site current, supported and secure.
- Attended a kick-off meeting for the “virtual” 2021 Unity Breakfast.

Online 7th Tradition Contributions

- Reminder that individuals and groups can make 7th Tradition contributions directly on our secured website using either a credit card, Pay Pal, or bank account. **\$355 in online contributions were made last month.** It's a safe, easy and efficient process – visit <https://aasuffolkgs-ny.org/contribute/> to make your contribution today.

Email Communications

- It is critical that we stay connected during these trying times! Please encourage other GSR's in your area to sign up to our e-mail list so we can inform them of breaking info and updates.
- Suffolk has access to the Area 49 database and has the ability to import new members who provide an email address when they register with the area. There are currently **308** members subscribed to the SGS email list.
- Please whitelist the sender Suffolk General Service sgsmail@aasuffolkgs-ny.org to ensure delivery and that messages don't end up in your junk or spam folders.

- **Join the Suffolk County General Service mailing list tonight** by visiting <https://aasuffolkgs-ny.org/subscribe/> and entering your email address (required). You will receive an email to confirm your subscription to the list, and as a further security measure you will be asked to confirm your humanity by checking a box. Members can unsubscribe from the list by either clicking the appropriate “unsubscribe from this list” link at the bottom of any email received from Suffolk GS, or by visiting <https://aasuffolkgs-ny.org/unsubscribe/>.

Tech Chair Duties and Responsibilities

- Update content on website, including front page, AA events, posts, pages, assembly documents and committee reports, menus, contacts, website links, etc.
- Maintain website security, user account administration, SSL certificates, etc.
- Back end software updates, database maintenance and system administration (such as backup and recovery).
- 7th Tradition contribution system, including monitoring of payment / credit card processing via Stripe and PayPal.
- e-ticketing system for large events (such as Unity Breakfast).
- Email communication with GS members via Mail Chimp.
- Administer Zoom online meeting platform.
- Maintain a secure hosting environment within IONOS. This includes setting up and maintaining Suffolk GS email addresses for officers, DCM's and Committee Chairs.
- Budget / Vendor relationship management - make sure all website expenses are paid in a timely fashion.
- Hold committee meetings and conduct tech training workshops.
- Tech Liaison with other areas and inter-groups.

Please email web@aasuffolkgs-ny.org if you or someone you know has some tech skills and would like to participate on the web committee.