

# WSO Information Technology Committee Report

## December 2019

### **About WSO IT**

The WSO IT Committee supports the work of the Board, WSO Committees, and special workers by assisting with technological solutions. We maintain [adultchildren.org](http://adultchildren.org), [shop.adultchildren.org](http://shop.adultchildren.org), [acawso.org](http://acawso.org), [acawsoec.com](http://acawsoec.com), and [acaworldconvention.org](http://acaworldconvention.org).

We meet bi-weekly on Wednesdays at 1pm ET via Zoom and use our channel on Slack for work between meetings. If you're interested in joining us, please send an email to [webservant@adultchildren.org](mailto:webservant@adultchildren.org). We welcome fellow travelers who are interested in becoming involved, especially those experienced in graphics and web design, particularly WordPress.

### **Documentation**

- Meeting Updates procedures document forwarded to office for utilization and feedback
- Working with OPPM Committee to update website, database, and technology use procedures in the OPPM
- Working with DCOC to create procedures and form for WSO IT User Access
- Working with MSC on Meeting List validation procedures
- Documenting Best Practices for ACA websites and WSO publishing guidelines

### **Meeting Database**

- Continuing to reach out to groups to update or verify contact information
- Additional notifications added for meeting/IG update requests for validation and response

### **Site Maintenance**

- All sites - Security updates
- [Adultchildren.org](http://Adultchildren.org) - Content and navigational updates for Meetings menu
- [Acawso.org](http://Acawso.org) - Changed category titles, URLs, and created redirects for Member Services, Distribution Center – Office, and Information Technology
- [Adultchildren.org](http://Adultchildren.org) - Resolved error in Mailchimp subscriber form

### **ABC/AWC**

- Maintaining registration information and food purchases
- Working with committees to develop online forms for ABC and AWC feedback
- Remote delegate procedures
- APP for ABC Binders, AWC Program, Schedule, etc

### **Committee Support**

- Service Volunteers – forwarded inquiries to Literature and Member Services
- Finance - provided reports for 2020 Budget and Sales Tax Reporting analysis
- Literature – website updates
- Emails – in process of migrating ec, ec-finance, help, hr, meetings and information emails from GoDaddy to GSuite – plan to complete before end of Jan

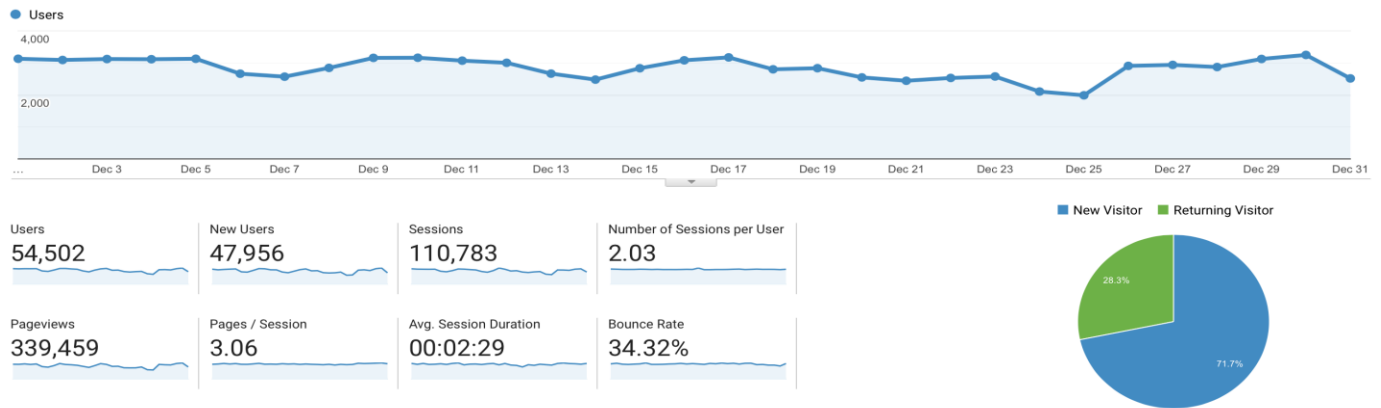
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- Zoom – implemented meeting scheduling and recording procedures to support increased committee meetings in Zoom

## Projects on Hold

- Investigation of other software for meeting list database – more research needed
- ComLine Articles as blog posts on adultchildren.org – waiting on “ok” from Literature Committee

## Website Usage Statistics



	54,502 % of Total: 100.00% (54,502)		339,459 % of Total: 100.00% (339,459)
1.  United States	<b>45,830</b> (82.85%)	1. <a href="/mtsearch">/mtsearch</a>	<b>47,851</b> (14.10%)
2.  United Kingdom	<b>2,297</b> (4.15%)	2. <a href="/meeting-search/">/meeting-search/</a>	<b>39,926</b> (11.76%)
3.  Canada	<b>1,966</b> (3.55%)	3. <a href="/">/</a>	<b>38,800</b> (11.43%)
4.  Australia	<b>832</b> (1.50%)	4. <a href="/resources/find-a-meeting/">/resources/find-a-meeting/</a>	<b>23,677</b> (6.97%)
5.  Sweden	<b>387</b> (0.70%)	5. <a href="/literature/laundry-list/">/literature/laundry-list/</a>	<b>23,673</b> (6.97%)
6.  Germany	<b>325</b> (0.59%)	6. <a href="/meditation/">/meditation/</a>	<b>23,342</b> (6.88%)
7.  Netherlands	<b>255</b> (0.46%)	7. <a href="/quick-search/?telephonebt=Click+Here">/quick-search/?telephonebt=Click+Here</a>	<b>17,827</b> (5.25%)
8.  India	<b>205</b> (0.37%)	8. <a href="/resources/phone-meeting/">/resources/phone-meeting/</a>	<b>5,774</b> (1.70%)
9.  Ireland	<b>193</b> (0.35%)	9. <a href="/aca-daily-affirmation/">/aca-daily-affirmation/</a>	<b>4,660</b> (1.37%)
10.  Japan	<b>187</b> (0.34%)	10. <a href="/quick-search/?onlinebt=Click+Here">/quick-search/?onlinebt=Click+Here</a>	<b>4,310</b> (1.27%)