

WSO Information Technology Committee Report

January 2020

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, shop.adultchildren.org, acawso.org, acawsoec.com, and acaworldconvention.org.

We meet bi-weekly on Thursdays (new day) 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. We welcome fellow travelers who are interested in becoming involved, especially those experienced in graphics and web design, particularly WordPress.

Documentation

- Submitted annual report for 2020 Delegate Binder
- Meeting Updates procedures document to be updated to include automated "New Meeting/Intergroup Welcome" letter, other email templates, and verification steps
- Working with OPPM Committee to update website, database, and technology use procedures in the OPPM
- WSO IT User Access Form (with DCOC) – online form created, need to add logic.
- Working with OPPM/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
- Scanned meeting list for Public Contact emails that include both first and last names, drafted letter to send to affected groups – sent to Board for approval

Site Maintenance

- All sites - Security updates
- Acawso.org - Changed URL and created redirects for Service Network Committee
- Adultchildren.org - Resolved error with quick links for online and telephone meetings
- Adultchildren.org – Approved purchase of new images to be used for dynamic homepage (project in progress)
- AcaWorldConvention.org – Created new links for registration, added blog for news updates for Delegates and Attendees

ABC/AWC

- Updated menu items/options/prices in Shopify
- Maintaining registration information and food purchases
- Developing online forms for ABC and AWC feedback surveys – sent to DTSC
- Upcoming - Remote delegate procedures
- Purchased and completed initial setup for Convention App for ABC Binders, AWC Program, Schedule, Exhibitors, Speakers, etc.
- Created new email abcbinder@acawso.org for annual report submission

Committee Support

- Service Volunteers – forwarded inquiries to Literature, ABC/AWC, Nominating, Service Network and Member Services Committees

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- Literature – website updates for APB Tent Card on acawso.org and adultchildren.org
- Literature/APB Working Group – sent email announcing APB Tent Card to all group contacts via MailChimp
- Intergroups SC – forwarded pdf responses and online link for Needs Assessment Survey results
- DTSC – uploaded Delegate Orientation Checklist to acawso.org and acaworldconvention.org
- Ballot Prep Committee – sent email announcing Ballot Proposal vote to all group contacts via MailChimp
- Emails – completed migration from GoDaddy to Gmail
- Dropbox – file organization and user assistance
- Zoom – transfer of recordings and user assistance

Upcoming Projects

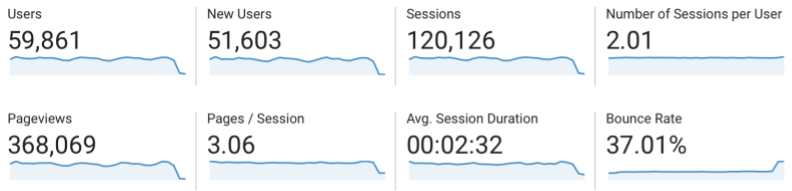
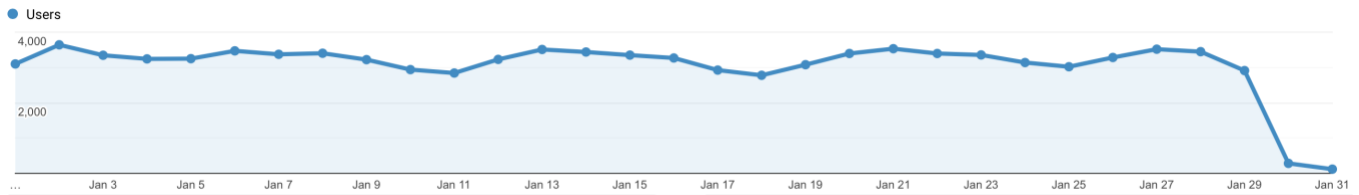
- ACA Meeting List App
- Add ComLine subscription option on MailChimp
- Content audit on Adultchildren.org

Projects on Hold

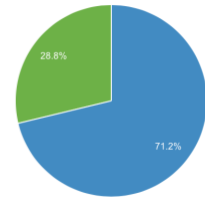
- Investigation of other software for meeting list database – more research needed

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Website Usage Statistics



■ New Visitor ■ Returning Visitor



Types of Devices accessing our site ******(mobile is up 24% over last year)

	59,861 % of Total: 100.00% (59,861)
1. mobile	40,007 (67.24%)
2. desktop	17,425 (29.29%)
3. tablet	2,069 (3.48%)

Top Visiting Countries

	59,861 % of Total: 100.00% (59,861)
1. United States	49,608 (83.27%)
2. United Kingdom	2,393 (4.02%)
3. Canada	2,064 (3.46%)
4. Australia	977 (1.64%)
5. Sweden	376 (0.63%)
6. Germany	342 (0.57%)
7. Netherlands	289 (0.49%)
8. Ireland	209 (0.35%)
9. India	190 (0.32%)
10. South Africa	177 (0.30%)

Top Pages Visited

	368,069 % of Total: 100.00% (368,069)
1. /mtsearch	59,265 (16.10%)
2. /meeting-search/	44,845 (12.18%)
3. /	39,311 (10.68%)
4. /resources/find-a-meeting/	23,841 (6.48%)
5. /meditation/	23,694 (6.44%)
6. /literature/laundry-list/	23,263 (6.32%)
7. /quick-search/?telephonebt=Click+Here	18,320 (4.98%)
8. /resources/phone-meeting/	6,060 (1.65%)
9. /aca-daily-affirmation/	5,032 (1.37%)
10. /meeting/	4,747 (1.29%)