

Area 41 Technology & Communications Committee

Meeting Agenda

Saturday, July 11, 2026

1. Opening

- Serenity Prayer

2. Approval of Previous Minutes

- June 28, 2026 Technology & Communications Committee Meeting

3. Reports

Audio/Visual (AV) Servant

- July Area Assembly setup update
- Hybrid room performance and support
- Any equipment issues encountered
- Budget needs (if any)

Webmaster

- Website updates
- Contact Form and Meeting Update Form progress
- Email distribution list updates
- Website contribution link status
- Meeting Guide synchronization and geolocation updates
- Newsletter/email testing and translation issues
- Website content for committee approval (add to New Business)

4. Old Business

Agenda Items in Committee

Agenda Item 2022-10-09 014 Technology & Communications: To create an Email Subscription Service.

Agenda Item 2023-04-15 008b Technology and Communications: Create guidelines and answer Traditions questions for future Area 41 purchases of electronics equipment. Determine who Area 41 should purchase electronic equipment for, how the items should be handled, used, protected, stored or passed along. Address questions of ongoing costs (subscriptions, maintenance, etc) have not been addressed.

Agenda Item 2026-01-10 007 Technology & Communications (and consult with Finance): Hybrid Meeting Equipment. Area 41 will purchase additional equipment to support hybrid meetings and events, which allow for both virtual and in – person participation, in amount up to \$2,500 including tax.

Proposed Equipment:

Two projectors, one laptop, one small amplifier, six additional webcams with tripods, and cases for audio equipment storage and transport

The AV servant will be responsible for oversight, management, and storage of this equipment.

Hybrid Technology

- Review July Assembly hybrid operations
- Committee breakout room management
- Host/co-host assignments
- Audio improvements for Zoom participants
- Inventory and equipment organization
- Standardized equipment package discussion
- Equipment purchase recommendations (if needed)

Website

- Progress on ongoing website improvements
- Sustainability of webmaster responsibilities
- Discussion of future staffing/rotation needs

CPC/PI Collaboration

- Follow-up from CPC/PI discussions
- AA resources and website collaboration
- Literature and video resources

5. New Business

Future Planning

- October Assembly technology planning
- Lessons learned from July Assembly
- Additional support needs or volunteer recruitment
- Ann will be attending the NAATW Sept 11-13th in San Francisco, CA. Please send me action items and questions!

Topics for Committee Consideration

- Would we wish to amend our committee scope—or both the Agenda and T&C committee scopes—to clarify responsibility for determining which Assembly components will be hybrid based on available equipment, volunteers, and resources?
- Determine how to address updating the contribution link in the newsletter (direct request, R&C checklist, or agenda item).

- Determine how to address non-existent email addresses appearing in the Spanish newsletter (same options).

6. Open Discussion

- Committee member concerns
- New technology or communications items

7. Next Meeting

- Confirm next committee meeting date and location

8. Closing

- Announcements
- Gratitude for Service
- Serenity Prayer