

Technology & Communications Committee Meeting

October 10, 2026

Purpose: Review assigned Area agenda items, follow up on committee work, and identify any technology matters requiring further action or Area-level discussion.

Committee note: Preserve the formal agenda-item numbers and titles below. Discussion of Area voting items is advisory and should remain within the committee's Technology & Communications scope.

1. Opening

- Open with a moment of silence and the Serenity Prayer or Responsibility Statement.
- Welcome and introductions, as needed.
- Confirm agenda and identify any additions.

2. Approval of Previous Minutes

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- Review and approve minutes; note any corrections.

3. Reports and Updates

A. Newsletter / Website

- Sarah created a searchable PDF of Area 41 newsletters, available on Area41.org.
- Follow up on newsletter quality-control issues, particularly the Spanish-language version, and identify an appropriate next step.

B. Wordly / GSO Glossary — Cory / Zach

- Completed and implemented. Confirm whether any follow-up or maintenance is needed.

C. October Area Assembly — AV Preparations

- Confirm whether any remaining AV, hybrid participation, translation, equipment, or staffing needs require action before or during the Assembly.

4. Formal Area Agenda Items Review

Agenda Item 2022-10-09 014 — Create an Email Subscription Service

- Testing has not yet been completed. Follow up on coordination with the Newsletter Chair and Zach.
- Sarah and Ann to hold a working session and begin testing with the two committee groups; allow recipients to unsubscribe.
- Confirm next action and responsible person.

Agenda Item 2023-04-15 008b — Develop Guidelines for Area-Owned Electronic Equipment Best Practices

- Review the revised draft and confirm that it addresses the original agenda item.
- Keep the guidance appropriately concise for the Area Handbook; consider storage, handling, renewal, repairs, insurance/property in transit, and ongoing costs.
- Item remains with this committee. Discussion was tabled; determine whether any focused next step is appropriate, including consultation with Finance.

Agenda Item 2026-01-10 007 — Hybrid Meeting Equipment

- Previously tabled by unanimous committee vote. Determine whether any new information warrants bringing the item back for discussion; otherwise, leave it tabled for continued evaluation.

5. Area-Level Items Requiring Technology & Communications Input

Clarify the committee's role before discussing Area voting items. The committee may offer technical input where relevant; policy decisions and voting remain with the appropriate Area body.

Agenda Item 2026-05-22 004 (Report & Charter): Allow for the option to vote electronically with virtual platforms during all area voting.

- Review the September update: Third Legacy was identified as a promising no-cost option, and A/V bandwidth was not expected to be an issue.
- Determine whether T&C has a specific technical task, such as a limited test or workshop, and what coordination would be needed with the Area Chair and Finance.
- Website: <https://www.thirdlegacyvote.com>

Agenda Item 2026-04-11 006 (Report & Charter and consult Technology & Communications): Review recent changes to Area 41 service material and documentation posted on www.area41.org without requiring logging into Member Services, and create a policy for what requires logging in vs being publicly available.

- Follow up on the joint committee discussion and clarify what technical information T&C can provide.
- Consider access controls, anonymity scrubbing, newsletter/report publication, and the limits of website editing permissions.
- Confirm whether further consultation with the Webmaster, Archivist, or Report & Charter is needed.

6. Additional Committee Business

A. 2027 Area Budget — Committee

- Review the proposed budget and identify the Technology & Communications-related line item Sarah would like reviewed.
- Discuss proposed wording changes and determine whether to make a recommendation to Finance.

B. Election Assembly — Hybrid Voting

- Follow up on Russ's proposal for online/hybrid voting and the NAATW report that Third Legacy is being used successfully by other Areas.
- Review possible voting mechanisms, including text/chat tallying, Kahoot!, or another solution.
- Determine whether T&C needs to develop or test a solution before the Election Assembly.

C. Technology & Communications Committee Flyer / Trifold

- Review the draft informational flyer/trifold and confirm content and overall direction.
- Confirm display format, printing needs, final edits, and who will coordinate printing.
- Use the existing draft/ideas as the starting point; avoid reopening settled design decisions unless needed.

D. NAATW Report — Ann

- Share highlights from the September 12–13 NAATW workshop. Topics included Third Legacy voting, PayPal.Me and Shopify payment options, Drupal and Cloudflare, A.A. Everything, Wordly/translation, AI/search tools, Airtable/Twilio, and hybrid-meeting technology.
- Ann may circulate the report for review before or after the meeting.

E. New Technology & Communications Needs / Additional Agenda Items

- Identify new needs that fall within committee scope.
- Identify items that require Area-level discussion or a separately numbered formal agenda item.

7. Next Meeting

Confirm the next meeting date, time, and format. Identify action items, owners, and target dates.

8. Closing

Close with thanks for service.