

**Ottawa Public Education Retirees Association
Executive Meeting via Zoom
Tues. Oct. 26, 2021**

Item		Decision/Action
Call to Order	10:00 AM	
Executive Members Present	Horst Dannehl, Rick Chataway, Robin Dunbar, John Harding, Chris Borzecki, Jan Hynes, Shelley McDonald, Vikki Zulpo. Regrets, Margaret Bryan, Cheryl Cavell	
Approval of Agenda		Passed
Secretary's Report	Minutes of previous meeting read. Moved for acceptance: Vikki. Seconded, Rick	Passed
Treasurer's Report	As of Oct 26/21, account holds \$6,347.44 Term deposit due April/22 has \$3,232.31 Term deposit due June/22 has \$3,063.29 Moved for acceptance: Horst. Seconded, Chris	Passed
Social Committee Report	David Harrington's zoom presentation on Spain had 18 attend. Upcoming events: Nov. 2, Travac presentation Nov. 18, Michelle Vinet, her work with mental health patients Nov. 23, Charlotte Gray, author Dec. 3, High Commissioner for New Zealand Moved for acceptance: Shelley, seconded, Jan	Passed
Membership Report	<p>Jan reported that on paper we still have 455 members registered. John added that he sent out a letter to the members that the system had dropped due to inactivity. Following that, approximately 30 members either called, or reinstated themselves. There are still many members who are not receiving notices as their emails have changed. In reality, our membership is probably in the vicinity of 250-300.</p> <p>Discussion followed re the difficulty in reaching new retirees. The OCDSB's classifieds are rarely being used. We don't have access to other school boards sites. In past, Horst has given notices to each school, elementary and high school via the various Federations in the city to post. Unsure if this is ever actually done. Jan has revamped our advertisement flyer and has given it to the Board to pass on to retirees, and again, not sure if they follow through. When she has asked for the retirees list so that (as in past) she could email each retiree, she was told that the Board could not give it to her "at this time". Robyn suggested we try to get permission to speak at a Board sponsored retirement planning session.</p> <p>Report moved for acceptance: Jan. Seconded, Vikki</p>	<p>John will remove the names of "defunct" email addresses from the membership list.</p> <p>Horst will contact the Board to find someone who we can talk to about contacting prospective retirees.</p> <p>Passed</p>
House Convenor Report	No Report	

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<p>Opera Online Report</p>	<p>Rick opened discussion about his initial research into the updating of our web presence.</p> <p>The initial report is an addendum to end of these minutes.</p> <p>Discussion ensued: -We need a new domain name to make our web presence easier to find (include Ottawa, retired teachers/educators to avoid getting musical websites) -need to be able to attract care staff & educators from English & French, public and Catholic boards, even Algonquin and Ottawa & Carleton Universities</p> <p>-John noted that regular users of a website can't participate as we do with opera online, so we need to connect the two. Perhaps keep opera online and link to a public website. He noted that Bereavements was the most read category!</p> <p>Jan pointed out that the present WIX website still has what we need, however we need a more searchable name.</p> <p>Presently, if you want to know there are postings made to a certain category, you must subscribe to it.</p> <p>Rick summarized that his contact, Stuart Fraser, could set up the website for approximately \$700 to \$800 one time cost. Thereafter an approximate \$300 annual cost to run. Vikki questioned how many uploads a month that would allow, but at this point, we don't have an answer.</p> <p>Motion by Rick: That we propose to hire Stuart Fraser to rebuild the OPERA web presence to include the registering of a new domain name, and the purchasing of a hosting plan. Seconded: Chris</p> <p>Discussion to motion: this web page needs to say who we are, list our activities, our regular clubs, how to join, still needs to link to the existing forum for purposes of providing a repository of our files, continue to allow mass emailings. Will this all be within the \$300 annual fee? This new website will be accessible to the world, so there will be hiccups no matter to what we change. Rick reminded us to look at some of Stuart's work, as listed in the report.</p> <p>Motion by Rick: To have Stuart Fraser present in a zoom meeting before the end of November, further details of the proposed new website. Seconded: Jan</p>	<p>Passed</p> <p>Passed</p> <p>Action: Executive members are to post requests for perceived needs for this new website to the Executive category by October 31, 2021 and to directly email them to Rick.</p>

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New Business	Horst asked if we were ready to start face to face meetings yet. The general consensus was that we would remain using Zoom meetings until the spring.	
Next Meeting	Rick will inform us when Stuart can present to us, via Zoom. This will be before the end of November.	
Adjournment	Moved by John at 11:30 AM	

Addendum:

New OPERA Website Proposal submitted by Rick Chataway, Oct. 10, 2021

We want to improve communication among our members. I we propose make changes to our current online presence. Stuart Fraser, web designer and former colleague, has looked at our present site(s) and suggests changes listed below. He is willing to do the necessary work if we so choose.

FYI: There are 3 elements to a website: 1) domain registration (web address), 2) web hosting which connects the domain to the World Wide Web, and 3) website content - in the form of HTML which is managed by someone with admin authority and login credentials.

Problem: There are currently two website addresses: <https://jhynes7.wixsite.com/opera> and <https://www.operaonline.ca>

Currently, the domain (website address) [operaonline.ca](https://www.operaonline.ca) is being used for the online O.P.E.R.A portal that few people access anymore. If this domain were used for the new website, there would still be problems. For example, when a Google search is done for the phrase “opera online”, results do not include our website portal. Instead, there are hundreds of opera-related websites (of the music variety) that come up in the search results.

A solution would be to purchase a domain name that more specifically narrows down the name. For example, by including “Ottawa” in the web address, the domain www.operaonlineottawa.ca might ensure that visitors searching for us online have a better chance of finding us. Another example that could narrow down search results

might be www.operaretirees.ca or www.opera-retirees.ca . We can choose any domain name we want, so long as the web address is not already taken.

Solutions:

Plan A 1. Update and use the current WIX website: (<https://jhynes7.wixsite.com/opera>).

2. Buy an upgraded version of WIX website builder that allows for a discreet, searchable domain (web address) and that gets rid of ads.

3. Change our domain (website address) to something like www.operaonlineottawa.ca or www.operaretirees.ca or www.opera-retirees.ca .

4. Jan would work with Stuart to update and upgrade the current WIX site and have it point to our new domain.

5. Estimated costs for domain and hosting:

- .ca domains are approximately \$25 per year each. Costs decrease on a sliding scale with multi-year plans.

- Jan will know the cost of purchasing a WIX plan that includes hosting with managed SSL security and the ability to point to our new domain.

6. Estimated Cost - Stuart's labour @ \$50 per hour:

- With Jan's help, purchase a new domain and set up hosting on the current WIX online website - \$50 (one-time).

- Update the current 5 page WIX website - \$200 (one-time).

- Annual website administrative/maintenance - Depending on the frequency and nature of updates and postings, \$300 (annually) OR per upload fee (to be discussed).

Plan B - Stuart would rebuild the website from scratch using his proprietary software.

He would not use the online WIX web builder.

We would register a new domain with a Canadian provider (the Registrar). We could choose something like www.operaonlineottawa.ca or www.operaretirees.ca or www.opera-retirees.ca .

2. We would purchase a hosting plan with the same company with which the domain is registered. The plan would include managed SSL security, a must now for all websites.

3. Stuart would take care of all 3 elements - domain registration, web hosting and content.

Examples of Stuart's work see:

<https://fastbacktranscription.com>

<https://rto-ero-ottawa-carleton.org>

<https://lacgouvreau.ca>

<https://ayalikfund.ca>

1. Estimated costs for domain and hosting:

- .ca domains are approximately \$25 per year each. Costs decrease on a sliding scale with multi-year plans.

- Website hosting with managed SSL security is approximately \$125 per year

2. Estimated Cost - Stuart's labour @ \$50 per hour:

- Purchase a new domain and set up hosting for a new website - \$100 (one-time).

- Build a new 5 page website from scratch - depending on complexity, \$300 - \$500 (one-time)

- Annual website administrative/maintenance - Depending on the frequency and nature of updates and postings, \$300 (annually) OR per upload fee (to be discussed).