

VA Area Coordinator's Report

(for Coordinators, Liaisons and Committee Chairs)

Date of Assembly or VAWSC Meeting: May 16, 2025

Area Coordinator: Website

Name and Email: Wendy Rowden webcoordinator@vaalanon.org

Informational Items:

Updates since last meeting

- Actions taken:
 - Backed up critical files to portable hard drive
 - Researched incremental backup options
 - Determined site needs to be reduced in size by 75-80%
- Meetings held:
 - See LRPC report
- Outcomes, struggles, successes
 - Hostgator will not/cannot back up website until it is under 20GB. Incremental backups are only done on sites that are 10GB or less.
 - Backing up the site requires enough room on the server to store the backup until it can be downloaded.
- Important action items to do or accomplished

Done:

- Created a partial back up of the files directory using FTP

Needed:

- Reduce size of site by offloading older files to an archive, deleting files no longer needed, deleting old email
- Reorganize website to make it easier to use

Agenda Items to Add to the Meeting Agenda

- 🔍 Any thought force ideas?
Learn basic Drupal to be able to have more control over how the site looks.
- 🔍 Any issues of concern?
I'm not exactly sure where the bloat is – still working on that.
- 🔍 Any wins or wows that have occurred?
Figured out how to connect to server to manually download files for backup.