

AAAWA WEBSITE Sub-Committee

MINUTES

22 DECEMBER 22, 2014

10:00AM

Bruce Davies Residence

MEETING CALLED BY	Bruce Davies, Website Sub-Committee Chairman
NOTE TAKER	Bruce Davies (BD)
ATTENDEES	Bruce Davies (BD), Terry Fuller (TF), Paul Longo (PL)
APOLOGIES	Dennis Loran (DL)
DISTRIBUTION	Bruce Davies (BD), Terry Fuller (TF), Paul Longo (PL), Dennis Loran (DL), John Curtis (President), John Crompton (Secretary)

Agenda topics

To address the identified in the attached Terms of Reference Attachment I.

DISCUSSION	Software	
	TF provided a list of software he uses in managing the Website for review as per Attachment II	
CONCLUSIONS		
	<p>On reviewing the software it was agreed that there were effectively two classes of software:</p> <ul style="list-style-type: none"> • Critical Software - Software that would be require for anyone managing the AAWA Website. • Non-Critical - Software that could be substituted by preference of the incumbent WEB Master, and should be legally available at no cost. <p>In reviewing the software as outlined in Attachment II the following software was considered to be Critical Software, which the AAWA should acquire appropriate licensing rights for:</p> <ul style="list-style-type: none"> • HTML editor http://en.wikipedia.org/wiki/CSE_HTML_Validator • Text / CSS editor http://en.wikipedia.org/wiki/NoteTab • Microsoft Office 2007 Word, Excel, Access or later version. <p>All other software was considered Non-Critical:</p> <ul style="list-style-type: none"> • Image presentation (slideshow) editor http://en.wikipedia.org/wiki/Jalbum • Optical Character recognition ABBYY FineReader 8 Professional and screenshot reader http://en.wikipedia.org/wiki/ABBYY • PDF Converter Pro 8 http://shop.nuance.com/store/nuanceus/en_US/pd/ThemeID.20545600/productID.250974400 • Image editor http://en.wikipedia.org/wiki/IrfanView • Image resizing http://www.fookes.com/easy-thumbnails • FTP transfer programs http://www.wsftple.com/ and http://en.wikipedia.org/wiki/FireFTP_Website/link_checking_software http://en.wikipedia.org/wiki/Xenu%27s_Link_Sleuth • VMWare player http://en.wikipedia.org/wiki/VMware_Player_with_older_versions_of_Internet_Explorer • Adobe Reader • Statcounter, Histats • Freefind 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Recommendation that AAWA acquires its own licenses for the identified Critical Software.	BD	Next AAWA Meeting 20/01/2015

[Type here]

DISCUSSION	Copyright	
<p>It was agreed that the majority of the software development, and material on the Website is automatically copyrighted to TF under copyright law, and needs to be made available to the AAAWA to use without breaching any copyright implications.</p>		
CONCLUSIONS		
<p>TF volunteered to assign non-exclusive rights to his copyright in any and all files installed on the AAAWA website at the date of an agreement, in return for ongoing recognition of his contribution to the development, and maintenance of the Website.</p> <p>In particular TF suggested/requested the following statement be added to the current copyright page on the Website, and any future amendments to copyright page/s on the Website:</p> <p>"Australian Anglers Association (WA Division) acknowledges the contributions of Terry Fuller in developing, operating, maintaining and updating the website and contents between 2002 and 2014."</p> <p>The sub-committee acknowledged TF's contribution to the Website, and supported the acceptance of the above recognition statement on the current, and any future copyright page/s on the Website in return for his assignment of non-exclusive rights for usage of his copyright materials installed on the AAAWA website to the AAAWA.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Sub-committee to recommend the acceptance of TF's proposed statement for non exclusive assignment of his copyright in materials to AAAWA, and that the AAAWA organize a formal agreement to facilitate the non exclusive assignment of his copyright in materials as installed on the AAAWA website to AAAWA.	BD	Next AAAWA Meeting 20/01/2015
Post meeting, BD identified the need for the AAAWA to ensures that before appointing new WEB Master that the issue of copyright is appropriately negotiated so that any material developed is not impacted by any copyright restrictions for its ongoing use.	BD	Next AAAWA Meeting 20/01/2015

DISCUSSION/ CONCLUSIONS	Computer Hardware	
<p>While it was acknowledge the most WEB Master should have their own PC Hardware and would have preference to use their own hardware, there needs to be an understanding that there may be requirement for AAAWA to provide PC Hardware to any new WEB Master, and that AAAWA needs to ensure that hardware requirements are addressed when appointing future WEB Masters.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Recommendation that AAAWA ensures it negotiates the PC Hardware requirements before appointing any new WEB Master.	BD	Next AAAWA Meeting 20/01/2015

Attachment I

AAAWA Website Sub-Committee Terms of Reference

BACKGROUND

At the Australian Anglers Association (WA Division) Inc. Delegates' Council Meeting of the 16 September 2014 Mr Terry Fuller tabled Attachment A.

This document clearly identified that the AAWA (Australian Anglers Association (WA Division) Inc.), did not have ownership of its WEB site, and it was moved that a sub-committee be established to review what was necessary for AAWA to have ownership of the WEB site.

A sub-committee was established with Pat Shinnick as chairman, and delegates Dennis Loran, Bruce Davies, and Terry Fuller.

While a number of attempts have been made to initiate a sub-committee meeting, no meetings have occurred to date.

In the interim Pat Shinnick resigned as a delegate to AAWA necessitating a new chairman to be appointed to replace him. At the AAWA Delegates' Council Meeting of the 18 November 2014 Bruce Davies was elected to be the new chairman for the AAWA Website Sub-Committee.

Terms of Reference

While a number of issues in Mr Terry Fuller's document related to the management of the WEB site, and its re-development, the AAWA Website Sub-Committee's brief is limited to identifying what is required for AAWA to take legal ownership of the WEB site, and the following identified issues need to be resolved:

- All required compute software needs to be identified in order that the AAWA can obtain legitimate licenses to be legally entitled to use the software in its own right.
- The issue of copyright needs to be understood.
- The identification of required documents on the WEB site, and their associated copyright implications needs to be identified.
- Recommendations for the assignment of copyright to the AAWA so it can legally use the required documents in its own right or remove them from the WEB site.

Proposed Action Plan of

- Sub-committee meets with Mr Terry Fuller to:
 - ~ Understand the creation of the WEB site.
 - ~ Identify all required software needed to run the site, and its purpose.
 - ~ Identify all critical documents on the WEB site, and their associated copyright implications.
- Sub-committee to review findings from above meeting/s, and prepare recommendations for AAWA delegates to review and endorse.
- Implement endorsed recommendations to ensure AAWA has legal ownership of the WEB site.

ATTACHMENT A

To: Delegates to AAAWA

CC: Secretary, Australian Anglers Association WA Division

I have been told by a third party that it has been decided or proposed to transfer my role as the Association's website editor to another person.

I am still willing to do the website updates and maintenance, and ask that decision or proposal to transfer the role be cancelled.

I have done this website work voluntarily and unpaid for 12 and a half years, from the website's very start in February 2002 up to 15 August 2014.

After such a long involvement, I find it disloyal and distasteful that a transfer would be decided or proposed with no attempt to contact me.

I can be contacted easily by email and telephone, both well known to AAAWA management.

I have not been advised that I needed to reapply to continue in that role, or been asked if I was willing to continue to do it.

I sent an email to the AAAWA Secretary dated 18 August 2014, just one day before the AGM, about recent updates on the website, clearly implying my ongoing work on the website. Copy attached below.

Work on the AAAWA Website

The AAAWA website is entirely and solely a result of my personal efforts and initiatives.

The website now contains about 475 pages, 850 images, 430 PDF documents and 150 external links, the great majority initiated and compiled or configured by me. <http://www.aaawa.iinet.net.au/WhatsNew.html> summarises these changes.

People say my work on the website has been exemplary. I have never had anything but praise for the contents and the service I have provided. No concerns have ever been expressed about the service given.

I have acted as a proof reader and editor and corrected many mistakes in material given to me for placing on the website, saving the Association from the consequences.

Many updates and additions have done with very short delays, within minutes or a few hours.

Example: complete detailed results of the 2013 Dry casting were on the website by 6:10pm on the day of the event, and results of other events have been posted within

[Type here]

hours of my receiving them.

Many items sent to me either have no timetable, or have requested uploads "at my convenience." I cannot recall any request which has had a deadline that has not been met.

I do regular checks of website operation and external links and I have updated everything found before users are affected.

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Payment for work on the website.

I have never been paid for any work on the website.

There was an action point for money to be allocated and paid each year. See the minutes of a AAAWA Planning meeting held in 2011. An extract is below.

This allocation and payment has not been made. I did not follow up this because like many things, I did this website work voluntarily, and in return expected to be dealt with fairly and with respect.

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Extract of MINUTES OF AAA (W A Division) Inc. PLANNING MEETING, Held 5th of April 2011

Item 4: Web site upgrade and review.

Following recent discussion at the March Delegates Council Meeting concerning the Recfishwest web site a letter was sent to Recfishwest. This letter was tabled for the meeting to review. Discussion ensued on the currency and validity of the Associations web site and it was resolved that it is adequate and meets our current requirements. It is accessed regularly by both club members and the general public, particularly areas such as competition results and the State Record Chart.

Further discussion resolved that consideration be given to succession planning for the operation of the web site and that a retainer be paid to Mr T Fuller for his work done in maintaining the web site. The budget is to be reviewed and an amount of money is to be allowed for to cover costs associated and a retainer paid for the ongoing operation and maintenance of the Association web site.

Action: The Secretary / Treasurer is to allocate an amount of money in the budget for the 2011 / 2012 year to cover operating and maintaining the web site along with a retainer for services. This amount to be reviewed with the annual budget at the Annual General Meeting each year.

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Personal Intellectual Property and copyright

Most pages on the AAAWA are my personal Intellectual Property.

I retain all personal rights under copyright law and these rights have never been assigned to AAAWA or to any third party.

I have never been paid for doing any of this work or use of my personal computer and other equipment.

I therefore give notice of a possible breach of my personal intellectual property rights should AAAWA continue to use this material without my involvement.

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Licensing of software used and continued use of its output as website content

The AAAWA website has been built by me mostly using licensed and specialised software, paid for by me and licenced to me for my use.

These include a specialised text editor, an HTML editor and syntax checker, image presentation software, and more.

I therefore give notice that continued use of the output currently installed on the AAAWA website without any link to my licenses or alternative licenses are possible breaches of the terms of the software licenses, and if so that website content should be removed.

The internal search service for the website is registered to me, initially for convenience in its use. It is still monitored and managed by me.

The website usage analytics service is registered to me, initially for convenience in its use. It is still monitored and managed by me.

Powers of Delegates.

I remind all Delegates that the Constitution of the Association states:

8. The Delegates Council shall be the controlling body of The Association and shall have the power to make policy decisions on behalf of the Association.

9. The management and administration of The Association is vested in the Delegates Council.

I repeat **I am still willing to do the website updates and maintenance, and ask that decision or proposal to transfer the role be cancelled.**

Terry Fuller
14 Driffield Street
Hamersley
Western Australia 6022
Phone 9447 4545
email:- terryfuller@iinet.net.au

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----- Forwarded Message -----

Subject:Timing of updates to AAAWA website

Date:Mon, 18 Aug 2014 13:48:18 +0800

From:Terry Fuller <terryfuller@iinet.net.au>

To:Secretary Australian Anglers Association (WA Division) Inc <aaawa@iinet.net.au>

Secretary
Australian Anglers Association WA Division

Can you please list this email in correspondence for the 19 August Delegate's meeting.

The agenda for the 19 August AAAWA Delegates' meeting has put underlined dates on three emails sent to me about updates to the AAAWA website

As advised at the Surfcasters General Meeting at which John Curtis and John Crompton were present, I have had computer crashes. These occurred in late July extending into August.

I have had to transfer all the data and set up a replacement computer with all the programs I use including the ones I use to edit websites, and most importantly, to upload updates to the website, all significant and time consuming and priority jobs.

The dated emails were about the time of the crashes of my computer and attempts to repair it and test the repairs.

All other agendas have not put dates on the great majority of incoming or outgoing emails, so it appears that some point is being made about these particular emails, and, by implication, the delays.

The files for the Port Gregory event were sent to the Secretary AAAWA at the same time as they were sent to me, so could have been distributed by the Secretary if or as needed.

The weigh in time for the Port Gregory event was shown as 4pm on the flier sent for putting on the website, but all recent minutes of Delegates' meetings had shown 1pm.

A further delay outside of my control occurred when I needed to query this time with the event organiser.

My work for the AAAWA website is as a volunteer using my own skills and equipment - and without any payment for the 12 1/2 years I have managed the website.

[Type here]

Updates are done at my convenience and may be deferred when I have other work of higher priority.

The time spent on my volunteer work is generally used in this order:

1. Urgent and important
2. Urgent but not important
3. Not urgent but important
4. Not urgent and not important

The AAWA website has already been updated as requested by 14 or 15 August, which is 6 weeks before the Port Gregory event, and which I believe gives more than sufficient time given the circumstances.

Terry Fuller
14 Driffield Street
Hamersley
Western Australia 6022
Phone 9447 4545
email:- terryfuller@iinet.net.au
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ATTACHMENT II

AAAWA website outline.

When first built, Internet access was only by dial up modems at 28 kilobits/second. This required small file sizes, particularly for images, to be able to download and display the pages in an acceptable time. Progressed to 33 kilobits/sec and 56 kilobits/sec (maximum but invariably less), still dial up.

Website domain name.

The website domain name <http://www.aaawa.iinet.net.au/> is a subdomain of iiNet, the Internet Service Provider, one of the economic ways of hosting a website when it was first activated in 2002.

The website uses individual static pages built with HTML4 and CSS2. A precautionary approach was to avoid using any of "the latest" HTML and CSS standards and features because support for these was (and still is) very variable for many years after their release and adoption, whereas support for long established standards (code) is almost universal.

Display in browsers.

At first, there were only rudimentary, proprietary and non standard browsers. Was still an installed base of Internet Explorer 4 and Netscape.

Updates to Internet Explorer 5, 5.5, 6, 7 and 8 were all non compliant with HTML and CSS standards to a greater or lesser degree. Recent Internet Explorer 9, 10, 11 are compliant.

<http://www.howtogeek.com/howto/32372/htg-explains-why-do-so-many-geeks-hate-internet-explorer/>

Other main browsers in use are Firefox, Opera, Safari, Google Chrome, with different characteristics in the many versions released.

At all times, need to ensure web pages still work and display acceptably on the browser versions still in use, which change over time. The proliferation of versions of browsers in recent years has made this checking much more difficult.

Now there is a multitude of mobile and portable devices, some with proprietary interfaces.

Current situation is that access via smart phones and mobile devices is increasing and small file sizes are still very important for a responsive website over mobile, and to avoid high costs for users on prepaid mobile plans charged at \$2 per megabyte.

History of updates to the website since 2002, done by me voluntarily and unpaid, is listed in <http://www.aaawa.iinet.net.au/WhatsNew.html>

The initial minimalist look web pages were used from 2002 on. In 2008 an updated style was introduced for the main pages and any new pages, but many of the existing, little used pages were not updated.

The AAWA website is a result of my personal efforts and initiatives. I have acted as a proof reader and editor and corrected many mistakes in material given to me for placing on the website, saving the Association from the consequences.

Licensed software used (personal licences held and paid for by Terry Fuller)

HTML editor http://en.wikipedia.org/wiki/CSE_HTML_Validator

Image presentation (slideshow) editor <http://en.wikipedia.org/wiki/Jalbum>

Optical Character recognition ABBYY FineReader 8 Professional and screenshot reader <http://en.wikipedia.org/wiki/ABBYY>

PDF Converter Pro 8

http://shop.nuance.com/store/nuanceus/en_US/pd/ThemeID.20545600/productID.250974400

Text / CSS editor <http://en.wikipedia.org/wiki/NoteTab>

Microsoft Office 2007 Word, Excel, Access

Other software used

Image editor <http://en.wikipedia.org/wiki/IrfanView>

Image resizing <http://www.fookes.com/easy-thumbnails>

FTP transfer programs <http://www.wsftple.com/> and <http://en.wikipedia.org/wiki/FireFTP>

Website/link checking software http://en.wikipedia.org/wiki/Xenu%27s_Link_Sleuth

VMWare player http://en.wikipedia.org/wiki/VMware_Player with older versions of Internet Explorer

File backup software

Adobe Reader

Usage statistics for web pages

Statcounter, Histats

Website internal search engine

Freefind

Private equipment and personal contributions

Windows PCs with updated versions of browsers and software

Maintain virtual PCs with old versions of Internet Explorer, the most problematic type of browser

Scanner

Internet access

Printer

External hard drives for backup

Mains power used

Use and configuration of all the software to build and maintain the website's pages and integrate them.

Regular checking of operation and external changes which may affect links to external sites.

Current contents of the website (November 2014)

File type	Count	% count	Size (KB)	% size
html	473 URLs	26.40%	4,229 KB	4.96%
css	6 URLs	0.33%	48 KB	0.06%
javascript	13 URLs	0.73%	169 KB	0.20%
image/png	6 URLs	0.33%	73 KB	0.09%
image/jpeg	832 URLs	46.43%	19,611 KB	22.99%
image/gif	11 URLs	0.61%	64 KB	0.08%
pdf	443 URLs	24.72%	60,856 KB	71.34%
Text plain	2 URLs	0.11%	0 KB	0.00%
rss+xml	2 URLs	0.11%	75 KB	0.09%
mword	4 URLs	0.22%	173 KB	0.20%
Total	1792 URLs	100.00%	85,302 KB	100.00%

Website content

All content required for the operation of all web pages is available from the website hosted by iiNet, in the form of individual static HTML, CSS, PDF, image, etc files.

This is a fundamental requirement for the operation of every website. These can be accessed by a browser, or by a File Transfer Program using a login and password.

Naming of files and links. Superseded files which have been linked somewhere may be accessed some time later. Leave on the site to avoid unidentifiable 404 page not found.

Possible copyright

Separate central CSS configuration files coded by T Fuller to specify page layout, fonts, colours, etc of the HTML coded contents of the website.

Separate central CSS configuration files coded by T Fuller to selectively lay out and print the contents of HTML pages.

[Type here]

All HTML format files on the web site which were all prepared and maintained by T Fuller to use the CSS configuration files and to present the content on web pages.

Content produced by licenced slide show presentation software and then edited to use the colours and layouts as used by other pages on the AAAWA website

The Word or Excel sources files prepared and maintained by Terry Fuller and used to produce some PDF files, (Constitution, Dry casting rules, fishing records, competition results, entry forms, publicity, and more) Source files are not on the website.