Imperial Webmaster's Report - October 21, 2000

I assumed the office of Webmaster in mid-August 2000 and was finally able to begin work on the web site in mid-September 2000 once Sir Wilhelm and I were able to exchange information. This report is to briefly explain where the web site is at and where I would like to take it in the future.

Current State

Even before assuming the position of Webmaster, many Adrians had expressed their concerns about the lack of updates to the web site and slow response to e-mail requests to update the information. Without making excuses or pointing blame at anyone, it is safe to say that the web site had taken a lower priority to more mundane activities. Because of these outside influences, the web site was in dire need of attention in many different areas.

Upon assumption of Webmaster, I paid special attention to getting the Manuals page updated with the most current version of the approved manuals and forms I had available. I also began work on redesigning the entire web site to make it easier to use and more interactive with the members of Adria. Work here is continuing and the redesigned web site is being tested thoroughly before being made public. It is hoped that the redesigned web site will be go public either at the end of October or in early November.

Problem Areas

There are a number of problem areas currently that need to be addressed for the health of the web site. These are:

- Site structure - due to the space limits of the host server, the web site needs to have a very efficient layout and structure. This problem is being addressed with the redesigned web site and alternate sources of web site storage space.
- Webmaster e-mail - although I have assumed the position of Webmaster, the hosting service has not yet updated the Webmaster's e-mail from being forwarded to Sir Wilhelm. It has been temporarily fixed by changing the HTML code on every page to reflect my e-mail address.
- Domain Name - the domain name (adrianempire.org) contact and billing information has not been changed at the domain name service (Network Solutions, Inc.). The current domain name registration is valid until 09-June-2001. I'll be working with HIM Dame Elisabeth and the Imperial Steward to resolve this issue.
- Privacy Policy - there is no privacy policy in force for the Imperial web site. In speaking with HIM Dame Elisabeth, it was found that the Adrian Empire as a whole does not have a formal privacy policy. While I have gathered much information on the subject, the legalese of a written privacy policy statement is beyond my limits. It is hoped that a privacy statement can be worked out for the Adrian Empire that can be adopted for use on the web site. Until that time, I have determined a safe privacy policy of not using mundane names, phone numbers, or postal addresses on the web site unless specifically asked to do so in writing. All contact information is by e-mail

address only. It is urged that all ministers (both Imperial and subdivision) ensure that the e-mail address listed for them is acceptable for publication on the Internet. Any problems with the e-mail address should be brought to my attention to be corrected or removed.

- Webmaster Responsiveness - many complaints I had heard before becoming Webmaster was in the slow responsiveness. Upon assumption of the position I have instituted a policy of sending e-mail upon receipt of the Webmaster request, a 72-hour response to the request, and a follow-up e-mail once the request has been accomplished. It is hoped that this policy will reduce the number of complaints about the Webmaster responsiveness.

Plans and Goals

I would like to make the web site more reactive to the growth of Adria and the members. Basically, this means the web site needs to be easy to use, informative, and provide content that is relevant to current members, potential members, and the general public. I would like to see information about the various subdivisions updated on a more consistent basis, and that the contacts for the subdivisions are useful for potential members. For current members, there are many aspects of Adria that are going unexplored simply because there is very little information available - guilds, domains, and orders are examples of this. Further, it is possible to provide research information for the Arts, names, heraldry, medieval lifestyles, etc. on the web site, or to provide links to these resources. Finally, we have so far under-utilized our buying power with merchants both within our organization and without. Simple web site links to these merchants would enable many of our members to purchase the equipment and materials they need to make Adria more enjoyable.

I will continue to follow these policies:

- Be responsive to the users of the web site.
- Keep the web site informative and easy to use.
- Keep the web site organized and efficient, including documenting all aspects of the web site.
- Maintain an acceptable privacy policy to ensure member and user privacy is not violated.

In Service,
Sir Robert "Jestar" de la Fonteyne