

LLANDAFF & MONMOUTH DACBR

Association Management Committee Meeting: 22nd November 2018 Webmaster's Report

Website Environment and Software

The Website has been performing well and since the last Meeting the hosting environment has been updated to PHP v7.2.12 without any issues or errors. The Website's software has been updated frequently in the last few months and is currently up to date. Significant updates include some new features:

GDPR and Privacy Tools

- A Privacy Notice to which all new Users must agree and existing Users must agree to at the next login. The agreement must be reconfirmed after a set period, currently set to one year. The consents are logged and recorded automatically.
- Users may request a copy of the information held about them on the website. Requests for information are logged and tracked to ensure a timely response.
- There is a "control panel" health-check to help ensure all is well.

STATUS CHECK	
Status	Check
<input checked="" type="checkbox"/> Published	Published Privacy Policy Edit Privacy Policy
<input checked="" type="checkbox"/> Published	Published Request Form Menu Item https://www.llanmon.org.uk/home/request-access-personal-information
<input checked="" type="checkbox"/> None	Outstanding Urgent Requests Requests which are older than 14 days, as set in the component configuration.
<input checked="" type="checkbox"/> Enabled	Mail Sending Enabled

The Privacy Notice (which is currently an "evolving" document) and the means to request a copy of access one's information held on the website are available under the "Home" menu item.

Actions Log

- New functionality automatically records actions taken administratively and now also records activity such as new or edited articles, contacts and links.
- The logging will, be extended to other functions, e.g. Forums posts, in due course.
- By choice, the system does not record when Users login/out.

Action	Extension	Date	Name	IP Address	ID
<input type="checkbox"/> User webmaster updated the package Kunena Forum Package	Installer	23 minutes ago.	Webmaster	81.156.54.201	272
<input type="checkbox"/> User webmaster installed the component Kunena Forum	Installer	23 minutes ago.	Webmaster	81.156.54.201	271
<input type="checkbox"/> User webmaster installed the file Kunena Media Files	Installer	23 minutes ago.	Webmaster	81.156.54.201	270
<input type="checkbox"/> User webmaster installed the library Kunena Framework	Installer	23 minutes ago.	Webmaster	81.156.54.201	269
<input type="checkbox"/> User webmaster installed the plugin Quick Icon - Kunena Forum	Installer	23 minutes ago.	Webmaster	81.156.54.201	268
<input type="checkbox"/> User webmaster installed the plugin System - Kunena Forum	Installer	23 minutes ago.	Webmaster	81.156.54.201	267
<input type="checkbox"/> User webmaster updated the plugin User - SpambotCheck	Installer	24 minutes ago.	Webmaster	81.156.54.201	266
<input type="checkbox"/> User webmaster updated the component spambotcheck	Installer	24 minutes ago.	Webmaster	81.156.54.201	265

Security and Antispam Protection

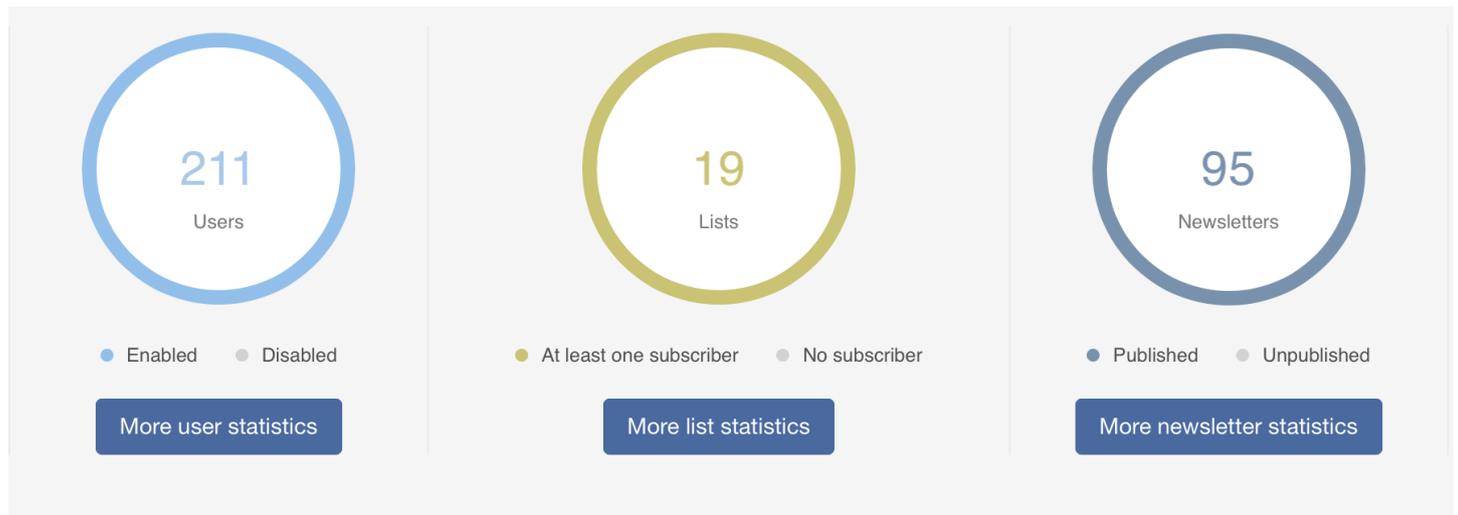
- The website now uses Google’s new Re-Captcha v3 system which is “invisible” and requires no input from a User such as clicking a number of pictures to confirm that one isn’t a robot.
- There is new, updated code to prevent activity from known “spammer-bots” and which allows bona-fide Users to be exempted from automatic checking of their i.p. address when using the site.

A manual log of the applied updates is available in the Forums:

<http://www.llanmon.org.uk/forum/website-news>

Mailing List Update

At the time of writing the overall status of the Mailing Lists is summarised below:



At the time of writing the number of subscribers to each list is as given overleaf. Those lists with a “tick” in the “visible” column can be seen on the main website. Those with a cross cannot and therefore cannot be subscribed to from the main website; they contain the “Association Email Addresses” for those towers where we have an email address for the correspondent and therefore contain no personal information. There are three other lists which are used for website and admin purposes.

Security

There is nothing of significance to report here other than to say that the Website’s security software, including the web-firewall, is up to date and the new server environment is as secure as a shared-server environment can be.

Backups of the Website, including the database, are made on a daily basis for the current calendar month by the hosting company and I continue to take backups of the database at least once or twice per week, usually prior to any updates. The software code on my PC and on the server are always kept in sync and I use the database and software backups to keep an offline version of the Website available on my PC for testing purposes and should I ever need to restore the Website to the server.

#		LIST NAME	SUBSCRIBERS	UNSUBSCRIBERS	CREATOR	VISIBLE	ENABLED	ID
1	<input type="checkbox"/>	Minor Practices	56	8	Webmaster	✓	✓	4
2	<input type="checkbox"/>	Surprise Major Practices	64	2	Webmaster	✓	✓	5
3	<input type="checkbox"/>	12-Bell Practices	50	5	Webmaster	✓	✓	6
4	<input type="checkbox"/>	12-Bell Practice Quarter Peals	43	3	Webmaster	✓	✓	14
5	<input type="checkbox"/>	Daytime Practices	75	2	Webmaster	✓	✓	7
6	<input type="checkbox"/>	Kids Ring Out!!	47	4	Webmaster	✓	✓	13
7	<input type="checkbox"/>	Association Communications	97	1	Webmaster	✓	✓	10
8	<input type="checkbox"/>	Llandaff Branch Communications	72	3	Webmaster	✓	✓	8
9	<input type="checkbox"/>	Llandaff Branch Newsletters	79	2	Webmaster	✓	✓	11
10	<input type="checkbox"/>	Llandaff Branch 8-Bell Practices	49	7	Webmaster	✓	✓	15
11	<input type="checkbox"/>	Monmouth Branch Communications	74	1	Webmaster	✓	✓	9
12	<input type="checkbox"/>	Monmouth Branch Newsletters	86	0	Webmaster	✓	✓	12
13	<input type="checkbox"/>	Monmouth Branch 6-Bell Practices	30	0	Webmaster	✓	✓	20
14	<input type="checkbox"/>	Monmouth Branch 8-Bell Practices	59	3	Webmaster	✓	✓	19
15	<input type="checkbox"/>	Llandaff Branch Tower Correspondents	24	0	Webmaster	✗	✓	17
16	<input type="checkbox"/>	Monmouth Branch Tower Correspondents	24	0	Webmaster	✗	✓	18

Webserver Usage

At the time of writing the webspace usage is 855.44MB, which is about 110MB more than than in the last report (September 2018). This may be largely explained partly by software/content updates and attachments sent with emails from the Mailing Lists but also by variations in the amount of storage required by daily incremental site and database backups. This is of no consequence as we have 20,248MB of available space on the server.

There is 1 MySQL database in use and this serves the Association's Website. The Coity ringers' Website continues to be hosted by us, as does that for the Llandaff ringers.

There are 74 "email forwarders" currently in use, 2 more than in the last report and these are accounted for by new Tower Email Addresses being allocated.

Website Usage

At the time of writing there are 96 "Registered User" accounts on the Website plus the Webmaster's "Super User" account. 65 of these accounts have been identified as belonging to Resident Members with the remainder belonging to users not known by me to be resident. This is 5 more Registered User accounts than in the last report.

On 3rd February I installed a site-level statistical tool which has been set to count the number of unique visitors each day, their type and where they come from. Since this date there have been over 143120 "unique daily visitors" (by i.p. address) to the Website. It is clear that the vast majority of these visits are automated "robots" indexing the site for the various search engines, etc.

The list of Association Towers has been viewed 14,506 times since the site went live and this is the second most viewed/read page on the Website. The "restricted access" Annual Reports and Tower

Contact List pages have been viewed 792 and 1,351 times each respectively. Since these pages cannot be accessed by Website scanners and search bots, these are actual page-views.

Association Facebook Group

The Facebook Group continues to be very popular, with 189 members at the time of writing. The page continues to be very useful for spreading news, etc., and highlighting new information available on the main Website.

The main Website continues to be used as the “official repository” documents, Events Calendar and Forums and the Facebook Group is used for informal social interaction additional to discussions in the Forums.

Reporting Issues

As always, I’m very happy to be advised of things that appear to be amiss, to answer queries about the site and aim to provide a timely response and solution where needed. Please report issues either [by email](#), by comment in the Facebook Group or by posts in the Forums here:

<http://www.llanmon.org.uk/forum/website-feedback>

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20th November 2018