<div align="center">**LLANDAFF & MONMOUTH DACBR**

Association Management Committee Meeting: 15th February 2019
Webmaster's Report</div>

Website Environment and Software
The Website has been performing well and since the last Meeting the hosting environment has been recently updated to PHP v7.2.15 without any issues or errors. The site is currently being tested on the early releases of the PHP v7.3 series with a view to updating in the spring if all is well. The new features reported last time have bedded down well and are working without issue:

GDPR and Privacy Tools
- The Privacy Notice and the means to request a copy of access one's information held on the website are available under the "Home" menu item. No requests for the disclosure of personal information have so far been received.

Actions Log
- This functionality automatically records actions taken administratively and records activity such as new or edited articles, contacts and links. It also records acceptance of the Privacy Notice and changes to User accounts.
- By choice, the system does not record when Users login/out.
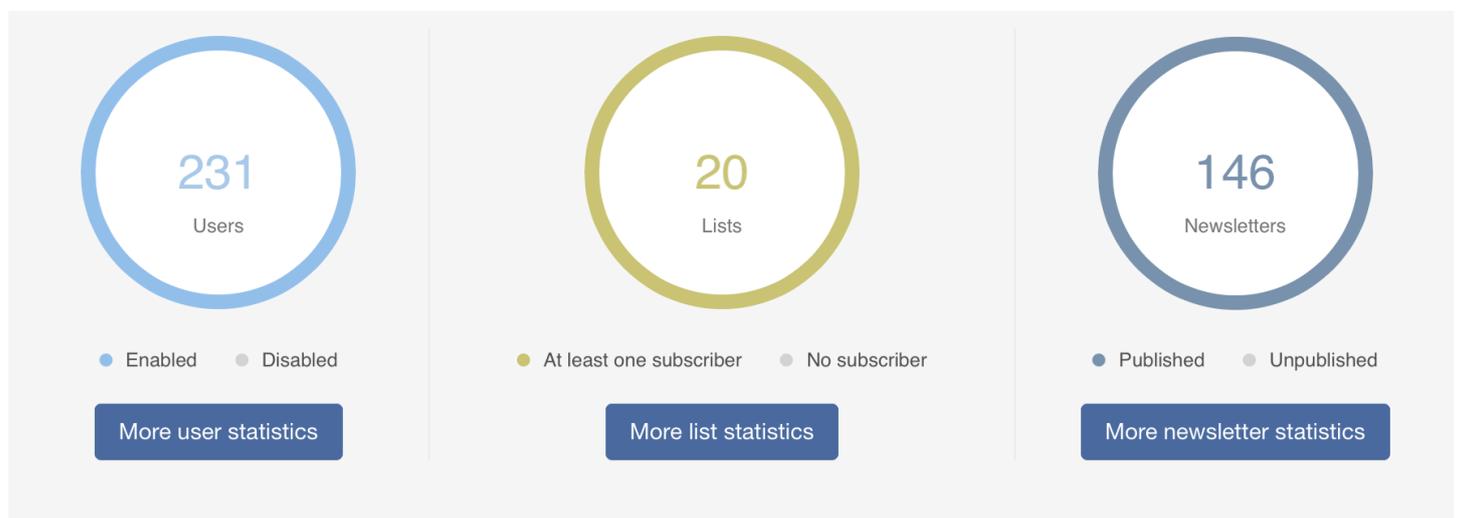
Security and Antispam Protection
- Google's Re-Captcha v3 system, which is "invisible" and requires no input from a User such as clicking a number of pictures to confirm that one isn't a robot, seems to be working well.

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

<div align="center">http://www.llanmon.org.uk/forum/website-news</div>

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

231 Users	20 Lists	146 Newsletters
● Enabled ● Disabled	● At least one subscriber ● No subscriber	● Published ● Unpublished
More user statistics	More list statistics	More newsletter statistics

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 whereas those with a cross cannot and therefore cannot be subscribed to from the main website; they contain the "Association Email Addresses" for those towers

#				LIST NAME	SUBSCRIBERS	UNSUBSCRIBERS	CREATOR	VISIBLE	ENABLED	ID
1	⋮	☐	🔵	Minor Practices	60	8	Webmaster	✔	✔	4
2	⋮	☐	🔴	Surprise Major Practices	69	3	Webmaster	✔	✔	5
3	⋮	☐	🩷	12-Bell Practices	54	7	Webmaster	✔	✔	6
4	⋮	☐	🩷	12-Bell Practice Quarter Peals	47	3	Webmaster	✔	✔	14
5	⋮	☐	🟣	Daytime Practices	80	2	Webmaster	✔	✔	7
6	⋮	☐	⚫	Kids Ring Out!!	48	4	Webmaster	✔	✔	13
7	⋮	☐	🟠	Association Communications	105	1	Webmaster	✔	✔	10
8	⋮	☐	🔵	Llandaff Branch Communications	77	3	Webmaster	✔	✔	8
9	⋮	☐	🔵	Llandaff Branch Newsletters	81	3	Webmaster	✔	✔	11
10	⋮	☐	🔵	Llandaff Branch 8-Bell Practices	52	7	Webmaster	✔	✔	15
11	⋮	☐	🟢	Monmouth Branch Communications	86	1	Webmaster	✔	✔	9
12	⋮	☐	🟢	Monmouth Branch Newsletters	98	0	Webmaster	✔	✔	12
13	⋮	☐	🟢	Monmouth Branch 6-Bell Practices	50	1	Webmaster	✔	✔	20
14	⋮	☐	🟢	Monmouth Branch 8-Bell Practices	64	6	Webmaster	✔	✔	19
15	⋮	☐	🟢	Monmouth Branch Training Communications	39	0	Webmaster	✔	✔	21
16	⋮	☐	🟢	Llandaff Branch Tower Correspondents	27	0	Webmaster	❌	✔	17
17	⋮	☐	🟢	Monmouth Branch Tower Correspondents	24	0	Webmaster	❌	✔	18

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 and the 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 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.

Webserver Usage
At the time of writing the webspace usage is 926.37MB, which is about 71MB more than than in the last report (November 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 79 "email forwarders" currently in use, 5 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 107 "Registered User" accounts on the Website plus the Webmaster's "Super User" account. 72 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 11 more Registered User accounts than in the last report and where additional accounts are being created then this is usually matched to a new Mailing List subscription.

On 3rd February 2018 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 158159 "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 number of daily visitors dropped when a range IP addresses allocated to Russian and Chinese providers were prevented from accessing the site at the beginning of 2019.

The list of Association Towers has been viewed 15.110 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 808 and 1,395 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 190 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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14th February 2019