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AGREEMENT FOR WEBMASTER SERVICES

This Agreement for Webmaster Services (The "Webmaster Agreement") is entered into between Alex M[redacted], referred to herein as Webmaster and the North Florida Area Conference, Inc., referred herein as NFAC, who agree and contract as follows:

1. The NFAC owns and maintains an internet website and domain name known as www.aanorthflorida.org referred to herein as the "NFAC Website". At the direction of the Website Chair of the NFAC, and from time to time during the term of this Webmaster Agreement, the Webmaster shall deliver and perform the following services to and for the NFAC Website, including but not limited to:

- Upload of documents such as, but not limited to: Agendas, Minutes, Forms, Structures and Guidelines, Advisory Actions and Flyers. The Agenda will also be laid out in a web page and will be given to the webmaster to be placed on the website no less than 30 days before the next Assembly.
- Maintain and keep current the NFAC Website to be fully functional and accessible at all times.
- Maintain and keep the domain name and internet address active at all times.
- Maintain the NFAC Website in the current version of asp.net website language.
- Some items uploaded will be behind a password protected section of the website. The password will be changed at the beginning of every rotation at the selection of the NFAC Webmaster.
- Add dated events and remove expired items.
- Maintain the forwarding on email addresses.
- Add/update/remove links to other sites as needed.
- Process bulk email of minutes to approximately 600 recipients on a quarterly basis.
- Maintain map of area with link to NFAC Districts Listings.
- Certain material and web links maintained on the NFAC Website constitute and refer to copyright material of third parties.
- Update text on the "Delegates Corner" page and any other such areas as created.
- Maintain the Spanish portion of the Website.
- Submit suggestions for changes to the design and layout of the NFAC Website.
- All material on the NFAC Website shall be deemed private and confidential and Webmaster shall not disclose or share any information from the NFAC Website nor the Identity of any member of the NFAC to any third party.

- Timelines: NFAC is responsible for getting these items to the webmaster in a timely manner to meet the deadlines.
- Motions must be uploaded within 10 days after assembly
    - Minutes must be emailed no less than 30 days before assembly
    - Password changed at the beginning of every rotation
    - Agenda uploaded and Agenda page updated 30 days before assembly

2. The Website Committee, the NFAC and Website Chair have final approval on all content on the NFAC Website. Webmaster shall not make any changes to the NFAC Website without prior notice to and approval of the NFAC Website Chairperson. The domain name, internet address,

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and all images, text, code, work product, designs, content now or hereafter contained on the NFAC Website shall at all times remain the sole and exclusive property of the NFAC.

3. For and in consideration of the services to be provided by the Webmaster, the NFAC shall pay $150.00 per month, on a quarterly basis, commencing and effective on August 1, 2023. Webmaster shall submit an invoice to the NFAC Treasurer each quarter for such services. NFAC shall pay any fees to domain name providers.

4. The term of this Website Agreement shall be for Two Years commencing August 1, 2023 and terminating on July 31, 2025. The NFAC has the option to renew this Website Agreement for an additional Two Year Renewal term by a Notice to Renew 60 days prior to the termination date, upon the same terms and provisions contained herein. If the present webmaster's services are to be terminated, NFAC will give the webmaster a thirty (30) day written notice. If the webmaster wants to terminate their services a thirty (30) day written notice will be given to the NFAC Website Chairperson.

5. At all times, the Webmaster shall be deemed and considered an Independent Contractor, and not an employee. Webmaster waives and releases NFAC from all liability and responsibility to withhold taxes or provide any employee benefits to Webmaster.

6. This Webmaster Agreement shall be deemed, interpreted, constructed, and enforced in the State of Florida, and Brevard County, and the choice of law shall be Florida law. Florida courts shall have the exclusive jurisdiction and venue of any disputes. The prevailing party in any dispute shall be entitled to recover attorney's fees and court costs.

7. All notices addressed to the Webmaster shall be sent to Alex M[redacted], email address [redacted] All notices to the NFAC shall be sent to the Website Chair, Stephanie G[redacted] email: [redacted].

North Florida Area Conference

DocuSigned by:
Stephanie G[redacted] 1/29/2024
Q305C18A73274 7E
Stephanie G[redacted] Panel 73 Website Chair

DocuSigned by:
Alex M[redacted] 2/5/2024
A126E1 [redacted]
Alex M[redacted] Webmaster

DocuSigned by:
2/5/2024
FAE7 [redacted]
Nicole D[redacted] Panel 73, Chair