Communications VP

May 2020

1. The chorus is planning Jamulus meeting on May 24th and June 7th. All chorus members have successfully been on Jamulus with the following exceptions:
	1. 1 Baritone that is ordering a new headset
	2. 1 Baritone that will need help in setting up his computer
	3. 1 Lead that will need help in setting up his computer.
2. The Jamulus Reservation page under User Menu is now open to the entire membership to reserve time on our Jamulus server. A How-To page has been created to instruct members on how to use that page to sign up for time on the server.
3. Website information
	1. Creation of a New Recruit form to keep track of the progress of a prospective member is still in progress. This will be a PDF that can be accessed by all those that need to sign-off for their roles in accepting a new member. When this is completed, a How-To document will be created that will document the steps for each person that will need to sign off on their piece.
	2. The Music Team has created an audition procedure that is now published in the Membership area of the User Menu on our website. **This should be included in the Rules and Regulations, which will need Board approval.**
	3. As What to Practice is published, usually at the end of the month, any music listed should be available to the membership. **The board members that are not part of the Teaching Quartet should verify this, and report as soon as they can any anomalies found, including missing music, parts that are too loud or not loud enough and parts that do not match the sheet music!!**
	4. Ben should add past members to the information that we are currently storing on our website.
	5. Prospective members have been entered in our website as candidates after they express interest in joining us. Bonnie is on our website membership list.
	6. The website has the facility to create document group that can be restricted to particular roles. This would be visible on the User Menu and the Documents menu only to those particular roles. For example, a document repository for credit card information or bank userids and passwords that was only visible to the Treasurer and the President. If this would be of use for anyone or any group of people, please let me know and I will set it up for you.
	7. The donations tab on our website seems to be working well. We should remind our members each meeting that it exists, and that even a few bucks per week is helpful to our chapter.
	8. Quartets may now archive their music on the website if they wish. To do so, a role that is the quartet name will be created, and assigned to the quartet members that are part of the chapter. If the quartet disbands, for any music that is not already owned in some form by the chapter, the copies the copies and tracks may be donated to the chapter, or, upon the request of the quartet, removed from the website. Any music that has been uploaded to the chapter website may be made available and assigned to chapter quartets for which a role has been created by request of that quartet.
4. Officers’ Duties, Responsibilities and Terms of Office documentation are being added to the website. This is currently still in progress. The Terms of Office are now currently on the website.
5. Standing committees and their roles and responsibilities will be added to the website at a future date.
6. We still need public news items for the website! If you wish to have an item added to our public “News”, please send that to either Jack Press, Beth Karlin (for marketing news), Ben Marder (for membership news) or myself for posting.
7. As of this point, only a few members have updated their skills list, as requested in the past few meetings. A How-To is now available on the website. The board should begin this process by updating their own skillset! The following board members have yet to update their skills:
	1. Jeffery Bunch
	2. Kathie Edwards
	3. Ron Malkin
	4. Mark Singer