Communications VP

December 2022

1. The Hall of Liberty at Forest Lawn was used successfully for the November show. Though there were lightning issues, all other facilities were appropriately usable, and were were assured that the new lighting panels would be available for future shows. It is suggested that we use the Hall of Liberty for at least one future show per year.
2. Ben will be in contact with One Generation as to the new facility next to where we have they have the Encino Farmers’ Market to find out the completion date and the future cost for us to use as a possible venue for our Spring Show, and possible Ice Cream social.
3. **Very few contacts have been added to our website! Every member should supply at least 5 names that we can add to our mailing lists, both postal and email.**
4. The Music Team has informed the Communications VP that ZOOM will no longer be required for weekly chapter rehearsals. ZOOM will still be available for special occasions if necessary.
5. There are people who do not seem to receive emails that are sent from our website. Board members are encouraged to verify who has not been able to receive emails and to send that information to me.
6. Website information
	1. Prospective members that have passed their first audition and, therefore may participate more fully in our rehearsals will be given limited access to our website. They will be listed as “Candidates” and will have access only to the music that we are planning to go over at the next rehearsal that they will attend. This will relieve the chapter of the necessity of email sheet music and learning tracks to these participants. **The Membership VP will still be responsible for adding the prospective member to our website and sending the sheet music and learning tracks for the first audition.**
	2. 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.
	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 has added past members to the information that we are currently storing on our website. This will allow us to send emails and other physical mail to them through our website.
	5. The donations tab on our website seems to be working well. The options on this tab has been expanded to include donations specifically to defray the costs of our new masks. **We should remind our members each meeting that it exists, and that even a few bucks per week is helpful to our chapter.**
	6. **Reminder:** 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 and tracks may be donated to the chapter, or, upon the request of the quartet, removed from the website. Any sheet music and learning tracks 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. At this point we have three quartets who may have specific access to music in our library.
	7. Our entire library of physical sheet music is now sorted and filed, and the song title and arranger when available has been entered into our website under the category of “Archival – Not Scanned”.
	8. As the music team determines that we are retiring specific items from our repertoire, these items will be categorized as “Old”, and access removed from the My Music section of members websites. This music will still be able to be made available to members and quartets who wish to perform those songs, and can be made available to the My Music area of those quartet members.
7. 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.
8. Standing committees and their roles and responsibilities will be added to the website at a future date.
9. 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.
10. **Board members are reminded that when the What To Practice is published each month, they should verify that the music is available on the Website and communicate any problems at that time, instead of waiting until the actual day of the rehearsal.**