Communications VP

November 2023

1. **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. At this point Ben has been updating the website contacts list. Please forward new information to him. If there is a special classification that could be used for selecting names for mailing, please send that to me and I will create mailing categories for them. Currently we have:**
   1. **Candidate – Prospective members who have passed their first audition**
   2. **Guest – Persons who have attended one of our meetings, and is not currently a prospective member**
   3. **Meetup – Persons who have expressed interest through Meetup**
   4. **Volunteer – Non-members who have helped for our performances and singouts**
   5. **Performance Venue – Contact information for venues where we have or are going to perform**
   6. **Patron – Paid attendee at one of our events**
   7. **Donor – Persons who have donated to our chapter separately from purchasing tickets**
   8. **Widows & Widowers – Spouses of deceased former members**
   9. **Performance Prospect – Contact information for venues that we have not performed at, but are possible future performance venues**
2. 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.
3. Website information
   1. Purchasing tickets to the December show is now available on our website. Unfortunately group sales still need to go through the treasurer.
   2. Prospective members that have passed their first audition and, therefore may participate more fully in our rehearsals have been given limited access to our website. They are 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.**
   3. 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.
   4. Ben is adding 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 is still 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”. A complete listing of all of this music is available on our website under Music and Show documents.
   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. A complete listing of all of this music is available on our website under Music and Show documents.
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. **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.**