Communications VP

October 2020 version 1

1. Website information
	1. All board information has been consolidated on the Main Dashboard. Drilling down will provide access to the Minutes, the Agendae, the Treasurer’s report, and the Board Reports.
	2. We are researching the possibility of using the Tasks feature to allow the Secretary the ability to assign action items to board members. The board should consider who else should be able to assign tasks (not including music learning assignments that will be made by the directors).
	3. The Teaching Quartet is exercising the Music Learning feature of the website for a planned future roll-out to the membership. The Directors and the Music Team will decide on which songs we will use to start rolling this feature out to the membership. When we do roll this out it will consist of:
		1. The ability to access the sheet music and learning tracks for that song.
		2. A “Learn By” date that the Directors and Music Team expect that the song will be off paper and ready to be confirmed as Performance Ready.
		3. The ability/requirement that the member set the Music Status of that song as they proceed from “Learning” to “Off Paper” to “Test Ready”.
	4. Additional email lists have been provided that target the vocal sections.
	5. The About Us has been updated by Jack.
	6. The Assistant Director bio is now available on the public website.
	7. Ben continues to update the public and members only galleries.
2. We need public news items for the website. These should be current events that would be interesting to someone browsing our website, and we should have current news that would indicate to public prospects that we are actively meeting and singing during the pandemic.
3. As part of the members information on the website there is a field for Skills. Members need to be encouraged to update this field with whatever skills they have, whether or not they think that it is applicable to our chapter. Skills such as Carpentry, Sales, Set transportation, Baking, etc. may be useful for shows and singouts. The ability to perform on an instrument can be useful for certain shows. Organizational abilities (the ability to file papers, etc. without running and screaming) could also be useful.