

Minutes

Plymouth 2 Alano Society Board Meeting



Meeting date: 2023-10-12

Time: 18:30

Location: P2A meeting room + Hybrid

Board members present:

- Melanie H, President
- Chris W, 1st Vice President
- Tim B, 2nd Vice President

- Derek N, Secretary
- Chris G, Assistant Secretary

- Diane K, Treasurer
- Chip N, Assistant Treasurer
- = present

Call to order

A quorum being present, President Melanie H called the regular meeting of the Plymouth 2 Alano Society Board of Directors to order at 18:28 with the Serenity Prayer.

Introductions and visitors

Visitors present:

Agenda confirmed

Additions to agenda: None

Approval of minutes

It was moved by Chris W, seconded by Chris G to approve the minutes of the 2023-09-14 regular meeting of the Plymouth 2 Alano Society Board. **Motion carried.**

Reports

Treasurer's report

1. That the board accept the attached "September Treasurer's Report" (Attachment 1) as prepared by Special Treasurer's Delegate Brenda L on 2023-10-06.

It was noted that the summer BBQ event netted a modest profit.

It was moved by Chris G, seconded by Derek N.

Motion carried.

Old business

1. Pet policy update

Generally, the board agree with the existence of a pet policy. Suggestions were made regarding enforcement, but at this time, no actions beyond posting of notices in the Alano were seen as necessary. We trust that "gentle enforcement" and relying on individual and group conscience are sufficient. As the matter requires no action and no change to policy, nothing was moved, and the matter is considered closed.

New Business

1. Google Workspace for Non-profits implementation

Derek N proposes the implementation of Google Workspace for the Alano, which offers a free tier for non-profit organizations. Additional details about the proposal were sent by email. Refer to "2023-10-06 Google Workspace proposal email" (Attachment 2).

Concern was expressed that 1) Attempting to replace Zoom may be poorly received by groups and the Zoom expense is not significant enough to justify the effort. 2) The platform may prove too complex to manage for future boards.



Support for the solution was focused on factors including 1) It is a centralized solution for document and digital asset management that “belongs to the Alano, not to any single person.” 2) It would centralize some scattered services including election runner, JotForm and it would eliminate these discrete expenses. 3) It would allow a more professional, sophisticated method of communicating with groups using mailing lists rather than sending and receiving using a Gmail account. 4) It would provide email addresses for board members @plymouth2alano.org rather than myriad scattered personal accounts.

Derek N offered to transition to volunteer administrator after conclusion of service term(s), but it should not be necessary because it is designed to be operated by people with only basic technical experience.

That the matter be tabled until a formal proposal is drafted including a plan for implementation.

It was moved by Chris G, seconded by Diane K.

Motion carried.

2. Pledge drive 2024 / membership definitions

That the membership year be defined as January 1 through December 31 and that renewals must be processed on or after January 1 to be considered active for that calendar year.

Alternatives were proposed including 1) a rolling membership that remains active for 365 days since the last member contribution, 2) defining the membership period as April 1 through March 31, which would allow the pledge drive to precede membership and the changing of the door code.

Alternatives rejected, it was decided that all memberships processed during the calendar year apply only to that calendar year.

It was moved by Chris G, seconded by Tim B.

Motion carried.

3. That the Alano host a holiday party on Saturday, December 16.

Discussion revealed that it was previously customary for these annual holiday parties to be held on Saturdays, but this had not been the usual practice in recent years.

Concern was raised that it was “too close to Christmas.”

It was moved by Derek N, seconded by Diane K.

Motion carried.

4. Damaged sliding door

The sliding door on one of the closets is damaged. The board agreed to reach out to the church to determine whether this is a fixture they own or whether we would need to repair or replace it.

5. Group policy revisions and clarifications

Minor revisions were proposed that ultimately the board decided did not need a formal motion. The cleaning schedule was discussed, and the decision ultimately was not to change the frequency as defined in the existing group policy document.

6. Tuesday Night Al-Anon potluck pitch

Tuesday Night Al-Anon would like to host the potluck dinner as scheduled in January. The potluck tradition stopped during the pandemic, but policies have never changed to formally do away with it. In fact, the policy is that groups are expected to host, supply a speaker, set up before and clean up after. We agree that the intention was always to resume them when it was possible and appropriate to do so. As no change of policy or action is required and no objections were raised, the initiative received de facto approval from the board.

Information

Adjournment

Business completed, the meeting adjourned at 19:20, closing with the Al-Anon Declaration.

Certification

I hereby certify that the foregoing narrative and exhibits constitute a true and accurate record of the Plymouth 2 Alano Society Board regular meeting of 2023-10-12.

Approved this 6th day of November 2023 by Derek N, Secretary.

Attachments

1. September 2023 Treasurer's report (dated 2023-10-06)
2. 2023-10-06 Google Workspace proposal email



From: Derek [REDACTED]
Subject: Google [REDACTED] and other digital initiatives [REDACTED]
Date: October 6, 2023 at 14:25
To: Melanie [REDACTED], Chris [REDACTED], Diane [REDACTED],
Chip [REDACTED], Chris [REDACTED], Tim [REDACTED]

Hi friends!

Now that I have become more comfortable in this role, given some of the challenges I have observed in the transition process and based on requests and feedback specifically from Chris G, I would like to propose some initiatives centered on technology. Even without formal IT support, you and our predecessors have done a really marvelous job of making use of technologies like Zoom, DropBox, JotForms, Election Runner, etc. to keep P2 accessible and manage data and electronic assets. So right away I wanted to state appreciation and express my regards for the work that has been done.

Google Workspace

Google Workspace is the entire suite of Google Apps for businesses and nonprofits including Gmail, Google Docs, Google Drive, Google Forms, etc. etc. For nonprofit organizations, the cost starts at \$0 and even with more advanced features, it remains rather inexpensive.

The single most important benefit would be email hosted by Google @plymouth2alano.org. We can create accounts for each of us as well as a shared inbox and/or distribution lists for incoming general messages.

We can also use Google Forms at no additional charge, replacing both the election solution and the membership forms. [REDACTED] collects payment through its Google Forms, which may cost extra, but it would be an integrated payment collection/registration solution. And they are incredibly easy to create, distribute and collect the information. The results go straight into a Google Sheet. Note that this is not a viable solution for elections if the votes need to be kept strictly secret - controls are available so they could only be seen by those who are authorized, but if literally nobody may be allowed to see who voted for whom, we could not use Forms for elections.

Google Meet could even replace our Zoom subscription. Free accounts allow for up to 100 meeting attendees at a time. Seems like enough to me.

Google Drive could replace DropBox, in case anyone is paying anything for that. Free accounts include up to 30 GB of storage space, which is more than enough for this organization.

IMHO, this is an easy win. I would even be willing to continue to manage this solution as a volunteer after my eventual departure from the board, but to be honest, I doubt that will be necessary because it's really very simple to manage.

Membership and pledge drive

If we activate Google Workspace, as I explained previously, managing these two major events becomes much easier. I would also like to propose two minor updates to the membership drive.

First, we have already signed up for reduced PayPal fees as a nonprofit organization, which is excellent. We can also produce a link that would allow members to sign up with **sustaining membership**. Statistics have shown that members are more likely to continuously and reliably contribute when they have set up a small, recurring donation rather than having to be asked to make lump sum contributions on an annual basis. This is why public radio pledge drives really push people to sign up as sustaining members. I think we should do the same.

Second, let's make electronic sign-up the primary method, even if the person chooses to pay with cash or check. I would not suggest doing away with paper forms since some people will vehemently prefer them, but let's put a QR code on the form and instructions that say "you can sign up online, put your payment in an envelope and drop it in the safe."

Orderly transitions, controls and monitoring

Chris mentioned that we are not necessarily very disciplined at removing access when it is no longer required and at promptly transitioning authority and access when each new board forms. In some cases, I believe this is because we may not even be aware of all of the accounts (financial and otherwise) that are established to keep the place running.

I am going to work on a transition checklist that (I assume) the secretary will be responsible for keeping up-to-date and executing/following-up each year when we trade hats.

I am also going to conceive of some way to keep an eye on digital security so that, in case for example an account is ever compromised, we are quickly aware of it and able to take orderly and effective action to mitigate the breach. I am thinking of something along the lines of what in IT and Risk Management is called a Business Continuity Plan.

More to come on this later.

Conclusion

Let me know if you have thoughts about any of this in advance of our next board meeting. Some of this probably needs a vote before action happens, but probably not all of it.

Derek [REDACTED]
[REDACTED]
[REDACTED]