Communications

Notices/Member Contact

Yahoo email account

Change backup email, email link on web, backup cell number to reflect current webmaster.

- **Monitor email (website has contact link)**
  - **It is important to assume responsibility for monitoring the club email and to respond appropriately to emails, including forwarding important messages to appropriate officers. I do this by including the email account on my iPhone so that I can easily see if there are new messages.**
- **Maintain address list including**
  - **dues payment (input from treasurer)**
- **Send emails using address list**
  - **A little over 400 (443 as of 8/3/22) addresses**
  - **Send 4 emails, each of which goes to ~111 recipients. This avoids limits on your email account.**
- **Send notices**
  - **board and general meetings**
    - **10 days, 5 days before**
- **Send link to newsletters, meeting minutes, presentations documents**
- **Send individual/group messages per officer requests**

email Template for meeting notices, etc.

The template is odt (open office format), and is Word compatible. It includes:

- **note about request to remove from address list**
- **note: we bcc everyone**
- **space for message body**
- **request for dues payment**

Sending email messages

- **Copy template**
- **Rename with date and title, for example 2022-xx-xx.odt**
- **Compose message in odt file**
- **Initiate an email**
- **Copy message from odt file**
- **Send to: maacweb@yahoo.com**
- **Copy about 100 addresses from address list (outline 100, copy C-c)**
- **Paste them into blind copy (Bcc) field C-v**
- **Attach any files that will be sent in the email**
  - **(not the message file itself)**
- **Send**
- **Repeat for next ~100**

If an email bounces, I usually don't move it to the bounced column until it has failed at least two times. The first time, in the address list spreadsheet, I color it yellow, then red, and if it fails the third time, I move it from the "primary" email column to the "bounced" column.

If a member is deceased, move from Master Membership sheet to Deceased Members sheet.

If a member requests to be removed from the address list, move that member to the Requested Removal sheet.

WebMaster

- **Using native html code**
- **Using FileZilla to upload files**

The yellow menu is controlled by files: menu-form.js, ray-menu.css. No need to touch these often (I can help, or explain them to you).

Note: the yellow strip has a "Contact Us / Change email" button. Mail goes to the club email which you monitor.

Clickable items and associated files

- **Purpose/Objectives (mission.html)**
- **Club Constitution (Constitution/Constitution-MAAC-2017.pdf)**
- **Officers/Job Description (officers.html)**
  - **JobDescriptions directory**
- **Usual Meetings / Location (usualMeetings.html)**
- **Newsletters/Minutes/Presentations (newsletter.html)**
  - **newsletter.html displays files in the three directories**
    - **minutes**
    - **newsletters**
    - **Presentations**
- **Member Memoirs (memoirs.html)**
- **Photos (photos.html)**
- **Membership Forms / Dues (membership/membershipForm.pdf)**
- **Scholarship Info (scholarship.html)**
- **Budget (Budget/index.html)**

The directory Meetings-notes has the meeting template (000-Template.odt) and some recent meeting notes.

Some videos of session that were held online on Zoom are on the website.

Posting on website

For documents posted to web, I recommend converting to pdf files. They display directly in website. There is no need to download and open, e.g. docx, doc, odt, xlsx, ...

- **minutes**
- **newsletters**
- **occasional member memoirs**
- **presentation documents from meeting**