



OLCAA Board of Directors: Retreat Meeting Minutes

Date: August 12, 2017

Location: Bromley House

Time: 9:30 AM -3:00 PM

Recorded by: Tangela Garrison

Purpose: Annual Meeting of the OLCAA Board of Directors

Call to order: 9:50 AM

Adjournment: 3:00 PM

Attendees: Tie Bradford, Eric Brice, Iris Brunson, Joe Cruz, Tangela Garrison, Vernita Hall, Martha Lewis, Thurgood Matthews, Andrea Mayo, James McKelvey, Rosa Reyes, Cathy Smith, Bernadette Tanksley, David Weston, Freida Williams. Committee chairs: Smiley Ferebee.

Chair: Bernadette Tanksley

1. **Review of the agenda**

2. **Financial report:** Cathy Smith

Distributed and reviewed the fiscal year report (OLCAA Checking Account Register and Savings Account balance).

OLCAA received two grants: Wells Fargo and the Activity Grant. Both were for \$1,000. A grant was obtained by Sharon Wilson (Shop Local), but OLCAA has no information on how to re-apply. It was estimated OLCAA will bring in about \$7,500 through fund raisers and donations for the remainder of 2017 and 2018.

3. **Inventory of OLCAA Property**

Currently OLCAA has stored brooms, shovels, a broken bench, leaf bags, a tent, banners, and other items. Joe Cruz will provide an inventory list of the items and where they are housed.

4. **Memorandum of Understanding**

The Board reviewed the document and voted to add it to its policies, with one modification: the word "expected" will be changed to "required." The document was then approved. A copy of the memorandum is available in "OLCAA Policies."

5. **Access by the President**

A motion was presented that the OLCAA President should have access to: the website, OLCAA email account, pass codes for the Hotline, and the membership list. To date, the new President did not have access to any of these.

It was voted that the President should have all listed items (one vote against, one abstained). David Weston gave the access code to the new President.

6. **Website presentation presented by Vernita Hall**

Martha Lewis volunteered to be the assistant to V. Hall in maintaining the website.

Current website: www.eastoaklane.org (the domain name)

- Created October 22, 2006
- Registered by Kelly McShane-Tyree
- Administered by Masekela Walls (a software developer acting as webmaster) of Gemini ISP in Wilmington, DE
- Software product name is CPanel
- Hosting services performed by Web Intellects, Inc., Vista, CA or www.softlayer.com, Washington, D.C. (?)
- Account last updated October 21, 2016
- **Registration expires October 22, 2017**
- Monthly cost: \$45.00 (approx.) for webmaster/hosting services and yearly domain name renewal
- **Yearly cost: \$540**

Current website shortcomings

- The domain name “eastOaklane.org” is not the organization name.
- No officer of OLCAA can, at present, authorize changes to this account.
- The website is very backlevel.
- Updates to the website have historically not been timely.
- Design of the website needs extensive revamping.
- The software product does not appear on current recommended web builder products lists. Does not appear to be easy to learn, use, and administer.

New website www.olcaa.org (proposed domain name)

- <https://vdiverge3.wixsite.com/olcaa> (test website)
- Proposed to Board on 6/15/2017 in emailed doc “Proposals for OLCAA Board consideration”
- Administered by an OLCAA Board or community member
- Software product name is Wix
- Hosting services performed by Wix
- Domain name acquisition: immediate
- Cutover to new website before October 21, 2017
(The old domain name expires October 22, 2017.)

New website---costs

- Yearly cost for domain name renewal: \$11.88 (6/15/2017)
- Ten year lockdown cost: **\$118.80**
- Yearly cost for domain name renewal: \$14.17 (8/5/2017)
- Ten year lockdown cost: **\$159.70** (recommended)
- Monthly cost, Wix hosting: \$14.00 (6/15/2017, 8/5/2017)
(Unlimited plan—with 10 GB of storage)
- Total yearly cost: \$179.88 (6/15/2017)
- **\$182.17** (8/5/2017)
- **Cost is 1/3 of current website** **\$183.97** (8/5/2017) with 10 yr. lockdown

Website cutover considerations—website content

- Affirm final drafts of principles, Bylaws, policies, and forms
- Approve the TAPS Principles
- Approve the colorized OLCAA graphic
- OLCAA Bylaws
- Conflict of Interest policy
- Discrimination and Sexual Harassment policy
- Code of Conduct policy
- Revised forms (*Membership, Meeting Agenda, Meeting Minutes, Board Member Nomination*)
- Any other docs
- The *Contact Us* website page must be pointed to an OLCAA email account. Recommend using the newly created test email account.
- Notification to community and stakeholders of new website and email address
- Modification of printed and online forms to reflect new website name and email address
- Modification of any instructions on the OLCAA voicemail account (the OLCAA Hotline) mentioning the website and email address
- Write an OLCAA newsletter article publicizing the new website location and design, and the new email address.
- Need a procedure for posting approved content to website.
- Proposed documents for posting must be carefully proofread and edited for consistency.
- Posting of Board members eyes-only content? (A website sign-in process for Board members is being tested.)
- Post committee reports to website?
- Documents archiving---How much historical content to publish on the website?
- (Future) Will need to address the securing of permissions for the use of photographs of people on the website

New email account

- A **new test email account** has been created: **olcaa.eol@gmail.com**
- The current OLCAA email account is: **eastoaklanecommunityaction@gmail.com**
- A group mail definition has been created for the current OLCAA Board members.
- This account will be linked into the new website for the *Contact US* page, by which community members and website users can send emailed comments directly to OLCAA.
- This account has 15 GB of Google Drive storage on which a file structure has been created for the archiving of OLCAA docs.
- Password access to this email account is to be determined.
- Who would be responsible to store OLCAA docs to this archive is to be determined.
- Suggest official OLCAA letters (on OLCAA letterhead forms) be filed in the archives.

Approved motions

1. Adoption of TAPS as a declaration of OLCAA Principles.
2. Acceptance of the new colorized OLCAA graphic. The two similar graphics can be used interchangeably to represent OLCAA.
3. Acquisition of the domain name *www.olcaa.org* for the maximum 10 year time period.
4. Appointment of Vernita Hall as site webmaster for the 2017-2018 OLCAA Board election year.
5. Upgrade of the new test Wix website at *https://vdiverge3.wixsite.com/olcaa* to the *Unlimited* (option 3) Wix coverage plan (month-to-month).
6. Adoption of the new test Wix website design at *https://vdiverge3.wixsite.com/olcaa* as a replacement for the current production website *www.eastoaklane.org*.
7. Migration to the domain name *www.olcaa.org* and the retirement of *www.eastoaklane.org*.
8. Approval to designate and use the new Wix website as a secondary archive, to present the current version of the most frequently referenced documents (Bylaws, forms, policies, meeting agendas and minutes, newsletters) for general readership.
9. Adoption of the new test email account *olcaa.eol@gmail.com* as the OLCAA email account. Retain the current production OLCAA email account *eastoaklanecommunityaction@gmail.com* for archival reference.
10. Designate and use the Google Drive of the new email account at *olcaa.eol@gmail.com* as the primary OLCAA records and document archive.
11. Appointment of Vernita Hall as OLCAA archivist for the 2017-2018 OLCAA Board election year.

12. Review the following documents and produce a website-publication-worthy final draft of:
 - a) Bylaws
 - b) Conflict of Interest policy
 - c) Discrimination and Sexual Harassment policy
 - d) Code of Conduct policy
 - e) Revised forms (*Membership, Meeting Agenda, Meeting Minutes, Board Member Nomination*)

Pending motions, to be further discussed

13. The OLCAA President shall control the password to the OLCAA email account. The President may elect to share the password with the following Board-elected or -appointed positions: Vice-President, Secretary, and archivist.
14. The OLCAA President shall control the password to the OLCAA website account. The President may elect to share the password with the following Board-elected or -appointed positions: webmaster, secondary webmaster.
15. The OLCAA President shall control the password to the OLCAA voicemail/Hotline account. The President may elect to share the password with the following Board-elected or -appointed positions: Vice-President, Secretary.
16. The use of OLCAA letterhead shall require the prior approval of the OLCAA President. A draft of any letters written on OLCAA letterhead shall be first distributed to the Executive Officers for their comments and approval, and optionally to the Board, at the discretion of the President. Upon receipt and acknowledgement of comment, the President may then approve release of the letter. Any and all letters written on OLCAA letterhead shall be filed in the OLCAA archives.

7. Brainstorming session

Listed below are ideas to raise money and embrace the community for 2017-2018:

- Toy Drive for Christmas. A small fee could be charged for families to participate.
- Annual Snow Ball
- Pot Luck (with a purpose)
- Members-only dinner (must bring a new member to join)
- Bowling events (all ages)
- A raffle for an intimate dinner for two (Valentine's Day) to be held at Martha's Kitchen
- Collect dues from Board members
- OLCAA and the community would partner with Ellwood School and assist with after-school programs.
- Assist with repairing the school and its library.
- Circulate a petition throughout the community to help Ellwood with getting needed funds for repairs.

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- OLCAA should adopt Ellwood School.
- Create an ad hoc committee to assist Ellwood School.
- Oak Lane Day committee should get community youth involved.
- Have a flea market in East Oak Lane.
- OLCAA should have free workshops and community forums to engage the community.
- OLCAA should have community enrichment events.
- All committees need to have co-chairs—this is priority one!
- OLCAA needs to put a calendar of events in place.
- The newsletter is currently late and OLCAA needs to work on getting it completed.