

# Secretary's Report – August 2021

Below are the topics covered in the August secretary's report.

- July 23<sup>rd</sup> BOD draft meeting minutes sent on 08/12; approved in the meeting.
- The BOD responded to a member's request for official club documentation that was made last month. BOD worked with our attorney to understand and deliver the documentation (federal and state, which differ slightly) to the club member.
  - Request was received on July 23<sup>rd</sup>, 2021.
  - Worked with attorney and sent attorney-approved letter and the documents required according to federal to member via USPS (with tracking) on 07/30/2021.
  - Those documents required by federal regulations were sent with the letter on 07/30 (tax reporting 990s, the application filed for exemption under Section 501 of the IRS code, and the 'determination letter').
  - PA state requirements to have the proceedings of the Board of Director and membership meetings (e.g., minutes), membership register to include names, addresses and classification of member, if applicable; and, books/records of account, which are recorded as presented, are in meeting notes on the website. In person review of PA documents can be requested by notifying secretary and scheduling two weeks in advance to visit her office.
- Election preparation has been in progress for a month or so.
  - Election slate announced on 08/01.
  - 2022 Dues amount to be decided and changed NLT

- 9/15. See Bylaws; may want to increase dues by \$5.
- Please note I will be emailing, Teams messaging, and posting on the website:
- A notice to members asking all to verify their mailing address is correct in their website profile.
- Additional nominations of candidates is due to Secretary NLT October 1<sup>st</sup>, 2021. (See bylaws & checked w/Parliamentarian, these must be sent via USPS mail to: Gail Sherwood, 2 Old Littleworth Rd Dover, NH 03820)
- Work on our Beauce.Org Website this past month:
  - Discovered that InMotion is our webhosting site, not GoDaddy
  - I have tried upgrading to https three separate times this month, and it has not worked. (No error message; just doesn't change.)
  - Will present a proposal for \$24.99 one-time installation fee, and \$99.99 annual recurring fee to have InMotion (not GoDaddy) perform this change
  - Updated payment information
- Upgrade WordPress versions
  - Asked InMotion if they would upgrade, but their support won't do that.
  - I would need to find a separate consultant/contractor to do so.
  - Or have InMotion support to do a backup before I click on the "upgrade" icons. If need be, InMotion could reload our website from the backup.
  - Want to address multiple email fields, phone fields, and missing zip code field in database/application entry screen.
- Drafting process documents for various secretary's tasks.