Summary Notes

Probus Club of Mountain View Website Meeting Thursday July 28

Attendance: Hal Kieser, Sue Theobalds, Joanne Alliston, Janis Miller

Peggy Sturch arrived towards the end of the meeting and added Christmas Dinner Dance to our discussion agenda.

This meeting was organized as a follow-up to the action item noted in the Minutes of the June 23, 2022 meeting.

1. Website Review:
	1. Hal provided an overview of the changes he has made to the website and the information components that he wants to add to provide our members a location to obtain up-to-date information about the club activities and initiatives.
	2. Hal has also moved all relevant club information into the “Members Only” and password protected area of the website.
	3. The club is not maintaining the calendar software and Hal indicated that it is not very good. He is recommending that we get rid of it.
	4. Within the Members Only section the following links are being suggested and the responsible person who will provide Hal with information to populate the link on a monthly basis
		1. Monthly Speaker Schedule (Linda Haldenby)
		2. Social Committee Activities – Ongoing and Confirmed Upcoming (Sue Theobalds, Sue Charman)
		3. Current and Past Newsletters (Duncan Bristow)
		4. Membership Directory (Joanne Alliston)
		5. Club Policies and Bi-Laws
		6. Management Committee Information. Hal suggesting that this link has another password for Management Committee only and that it house, monthly minutes,(Dorte) Financial reports, (David), Other (Janis)
	5. All liked the suggestions Hal has made so he will move forward with his design and Janis will bring forward the suggestion to remove the Calendar feature at our next Mgmt Committee Meeting.
2. Future Website Opportunities
	1. Hal and Janis have been assessing the advertised features of a software product called Membership Works. This software is based on Wordpress so transitioning our site to this type of platform should be straightforward.
	2. Costs to maintain this website are: Go Daddy $623.72 /2 years ($312.00 annually) + $111/year for the Events Calendar. **Total cost per year = $423.**
	3. Membership Works charges a monthly fee of $39.00 for a 300 person membership which would be sufficient for our club. This software product also has a calendar system built in. The software also has e-commerce capability. It uses Stripe for financials. The Stripe fee is 2.9% + 0.30cents/transaction. (Our membership fee of $55.00 = $1.90 in additional fees. **Cost for Membership Works: $468.00/year. Strip fees only if club moves to credit card processing.**
	4. After reviewing the features all agreed that on the surface the software looks promising and cost effective. The club could start by using it for membership renewal only and populate the calendar but still require people to sign up at the meetings.
3. Next Steps
	1. Hal to make the additional changes to our existing website.
	2. Hal and Janis to arrange a meeting with the Chair and Technology Director for GTLLI. They are now using Membership Works for their programming.
		1. ACTION: Hal to provide Janis with dates when he would be available to meet so Janis can arrange a meeting with GTLLI.
4. Christmas Dinner Dance
	1. Peggy joined the meeting to provide an update regarding costs for the Christmas Dinner Dance. Because we needed to move the Christmas party to the Legion, (not as nice a venue) it was agreed that the cost/person should not exceed $75.00. The Management Committee had previously committed $2,000 to subsidize this function. Unfortunately, the cost of food and labour is such that Peggy may need up to an additional $500 to ensure a great and interesting food selection. The additional funds were approved by those present as Peggy needs to proceed with confirming a caterer, etc. prior to the August 24th meeting.