

Meeting attended by: **Emily Newton, Compton Reeves, Joan Szechtman, Deborah Kaback, Susan Troxell, Cheryl Greer, Wayne Engalls**

- I. Votes
 - a. Some ballots have come in, and there have not been any write-ins.
 - b. We should check to see what constitutes a quorum in the bylaws.

- II. Tax returns
 - a. Deborah has been corresponding with the accounting firm to get the taxes done, but they may not be done by July 15.
 - b. We will file for an extension so that the one (of the two) filings that require two signatures can be sent to Compton.

- III. GMM 2020
 - a. Philadelphia is currently in the “green” phase, and 25+ meetings are not permitted.
 - i. When should we pull out of the contract?
 1. New deposit required August 12, 2020.
 - a. We can’t deposit more money, so we need to cancel by then even if they’re not willing to refund money.
 - b. We need to write a letter expressing our position that we cannot proceed with the conference and request an end to the contract via force majeure.
 - i. Susan will write a letter draft and send to Compton.
 - b. We need to establish the best way to hold a digital GMM, in both business meeting and webinar format.
 - i. Zoom offers both.
 - c. How are we going to customize our online meeting package?
 - i. Pro Zoom option seems like the best “base” option (\$14.99 per month).
 - ii. Does each webinar presenter need to be a host?
 1. No, they can be a panelist.
 2. We’d only need one host.
 - iii. We should select individual host, and the person who hosts the meeting.
 1. Designate a general email address to create the host account, to be shared among the board.
 - iv. For the GGM, Susan may be the ideal host, and is happy to do so.
 1. Susan would like to enlist others such as Compton or Gil to act as panellists, so that it is not only the speaker on the screen.
 - v. The pro package does not include transcripts, but under the Zoom package, all webinars can be recorded to the host’s individual computer.

1. We don't want to make the videos available on our website because we want to encourage people to sign up for the event rather than just waiting to watch the videos later.
 2. We can make a Zoom link that requires registration.
 - a. When does that happen?
- d. Webinar feature.
- i. We want to add before October to give more comfort to those speakers who are not very experienced at presenting or speaking on Zoom.
 - ii. Add webinars early so that we can get everything recorded in advance.
 - iii. Webinars could present prerecorded events and we could have postwebinar discussions, perhaps on the website.
 - iv. We could edit the recorded video before presentation on Zoom.
 - v. Would be worthwhile to have meeting topics to be released before the meeting so we can field questions before the presentation for panellists to ask during webinar.
- e. Who will head the business meeting?
- i. Compton will host the business meeting.
 - ii. Cheryl will continue to carry on with supporting Susan and Compton in GMM planning.
- f. Susan needs to firm up plans for speakers.
- i. Should Susan continue to pursue the "voices for Richard" project?
 1. Yvonne expects this to be a fundraiser for her project, in meeting format only.
 2. We could divorce the talk entirely from the GMM and just promote the talk for her, and she can host talk on her own terms.
 - a. Perhaps have her take out an ad in the Register?
 3. We need to ask her to put the proposal together and get it to us—we need to keep this project separate from the GMM because there appears to be an "agenda" for this speaker.
- g. Cheryl has been coordinating with the Hammonds to work on the technological aspect of recording the talks.
- i. In August there will be two practice sessions for them to get comfortable.
 - ii. Photos should be included in the talk, and Cheryl can edit the video and photos together.
 - iii. Peter will be interviewing Carolyn.
- h. Concluding thoughts:
- i. Purchase the Pro (\$15/mo) subscription and Webinar (\$40/mo) in beginning of August to allow experimenting.
 - ii. Zoom subscription will be set up in the Secretary email address.
 - iii. Deborah will contact Zoom to ask about tax exemption in the next week before we can subscribe in early august.

Meeting concludes. 5:12 PM, est.

Next call Sunday August 23, 2020 at 4:00 PM, est.