

Agenda- BBLA Board meeting

Sat Jan 20 10:30 AM at the South Coastal Library.

Primary purpose is sharing information, guidance for further work, and some decisions.

- Distribution- description of Loose leaf Notebooks (Diane, Kathy Shorter, Claire)
- Officer Reports, Recording Secretary, Treasurer, (Kathy Sierra, Susan)
- Status of dues mailings and newsletter, Processing od dues returns (Pat, Jerry)
- Annual Meeting Planning and speaker (June 23)
- Nominating Committee (March)
- Donation Committee (March, May)

---Communications ad hoc committee- Update and Board Input (Judy Bullis)

Difficulty in deciphering published town meeting agendas- Two viewpoints

---Advocacy ad hoc Committee Update and Board Input (Mary Louise)

Example of Services Agreement

---Governance ad hoc committee- Update and Board Input (Kathy Sierra)

Strengthen Information Dissemination

---Governance ad hoc committee- (Kathy Sierra)

Update on Policy and Procedure

Review of BBLA Charter- compliance as 501 (c) 4 (Joe)

Recent information gathered,

- Walcek development proposal- Planning Commission (Pat)
- Town Meetings calendar and agendas (Jerry)
- Ropewalk hearing (Claire)
- WiFi Options for BB (Kathy Sierra)
- Beach replenishment (Jack)
- History- Dinker House Museum (Margaret)

Summary of next steps (Pat, Tracy)

- Motion to approve 20 hours of technical work from Kit at iwebbitt. See the end of this agenda

Future Calendar

Possible Work requests to Kit Creighton of iwebbitt–BBLA Technical Contractor-Consultant.

We have an existing technical support contract agreement with iwebbitt including

- hosting our website on a secure server with backup,
- keeping the member data base on the server and utilizing it
- support of e-mails, electronic surveys, and website updates and changes
- provide project support on an hourly or project cost basis. Examples have included the initial development of the website, development of the electronic survey, and moving the member records from excel spreadsheets onto a data base

Possible work requests

1. Research Constant Contact and comment on its suitability for BBLA compared to Chimp Mail and the steps and costs necessary to change over. Also if there are any more suitable e-mail- communications products available. We would need to give more guidance of our needs to compare the products.
2. Provide an estimate to process the paper dues member records to update the member data base. At some point Kathy Langley will phrase out. I assume not this year but do not know. Again we would need to provide a scope of work.
3. Change the organization of the Board only page to go three links rather than two links. I know this is not worded right- it is what we discussed by phone.
4. Updating the website to post more documents within the current website structure so we are more transparent. It may include providing easier access to the documents thru additional direct links to reduce the number of clicks to access a document.
5. Dedicated Board member e-mail list on the server.
6. Others the Board determines.

A motion to approve up to 20 hours of work by Kit Creighton of iwebbitt, at \$ 40 per hour for hours used