Association of Consultants for Liturgical Space

MEETING MINUTES

DATE: December 19, 2013

RE: ACLS Board Meeting

ATTENDEES:

Carol Frenning, Will Brocious, Robert Habiger, Pam Hardiman, Bob Kropac,
Juanita Yoder

DISCUSSION:

1. Website

   - Jim Hundt met with Bob Newburyport

   - Website is outdated

   - They can use WordPress templates, which would be easier and easier to keep up to date

   - They can bring all of the functionality of the old site to the new site

   - Proposed cost - $1200, which is under our budget. Existing contact info would be transferred

   - Members could update their info

   - We can have a subscription system for members

   - Members can be allowed to post articles, if we want this

   - Karen Schmidt has a nice front page of her website. We want it to be dynamic like that.

   - We can switch from annual dues to automatic renewals

   - An outside email program, like MailChimp, is the easiest way to go for email

   - Wordpress is simple and inexpensive – $30 – 100 a year

   - We want a people search. CodaWorx has a nice search function

   - Drop down boxes are nice – clean & simple – fewer words on the page

2. Membership Report

   - Robert wants the dues notice to come out in January. We need a new Paypal account to do this.

- Juanita and Will are tracking down lapsed members
- What is the process of accepting new people? We need some kind of approval process?
- New members should get a welcome letter
- Many people want to know that the website works before joining
- Juanita needs bait, which would be the new website
- We need lots of pictures on the website
- Should we wait for the new website before renewals? No
- Date to renew by will be on notice

3. Treasurer's Report
   - Expense for Citrix
   - Balance is around $8000
   - Three renewed members
   - Start renewal process now with a February 1 deadline
   - Juanita motioned that the 4 founding members should be lifetime members and pay no dues, but can make a donation at will – John Bucheme, Carol Frenning, Gil Ostdiek, Christine Rhinehart
   - Pam will set up MailChimp

NEXT MEETING:

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