WCPCA Membership Report – for minutes
October 6, 2013

Membership input from several sources:
         NPCA – three files to be reconciled: roster and rebate lists, and
                  financial transactions by person (no access)
         WCPCA Member Form data, held by a separate host, and/or payment by
         check or PayPal

Data are hand-entered into member database held by Net Corps from these sources.
         This database currently holds 557 records:
                  300 of them have no email address, no PC Country of Service, no
                  transaction data to indicate that they have ever paid dues, no date that
                  the record was created. **Approved. These 300 records can be
                  deleted**.

Email database held 370 records at the time of the member survey back in July;
         About 2 dozen emails have been deleted because they bounced back or the
         member asked to be deleted from the member database.
         The email database is located on another web hosting site and is not
         connected with Net Corps.   Net Corps will need to provide a mechanism for
         finding the member record associated with these emails before they can be
         deleted.

Membership stands at about 100 – 130, depending upon renewals.

Issues with the NPCA are not included as we have no input or influence in their
procedures. The membership person at NPCA agrees that the roster and rebate list
should be consistent with each other, and she doesn't know why they aren't. The
WCPCA membership chair will have to constantly compare and reconcile two lists
generated on the NPCA website. Access to payment deposits by name of member
will be important in this reconciliation.

Direction from the board on the following:
         1.   How long to "carry" a member who doesn't send dues payment or
indicate "free status"? **Decisions: Member record will be made inactive after 3
months but will remain on newsletter list.   After 3 years, the member record
will be deleted.**
         2.   NPCA sends records for spouses but so far, not one couple has paid
couple dues through the NPCA. Dues for couples in WCPCA are $22. **Decision:
Contact household and ask for $8.00 more to publish both names in the
WCPCA membership directory or, if only member to be a member ask which
one should be the member.**
         3.   **Decision: Before publishing name and address information in
the directory, need to confirm that new members are okay with that**.

      4.   Reports: to generate a report on membership counts currently requires that someone on Net Corps' staff write an Access query for each request. **Decision: The board needs to specify the reports it would like to see, defining all the data items, and specifying how often the report should be generated**. The specification(s) for these queries should be well thought out, defining how the output will be used and, in addition may require that some new variables be added to the database.

Net Corps provided a cost estimate to do the following 7 tasks; the board approved the cost for tasks 1 – 4:

1) Revamp the Access membership form to include new variables such as creation date and expiration date, Membership type or non-member status (newsletter only), bad address, spouse or partnership record, and there are others.

2) Establish queries to identify those who have not indicated whether they want their name published in the directory; to establish email list for members only, and for all contacts in the DB, and for searching by email address.

3) Establish a query to identify couples who have paid $22 dues (for a family) and those that have paid $15 dues (for one member);

4) Create an email renewal reminder that sends to each member his or her name, address, email, country of service and bio information that is currently in the database and asks for confirmation at the time of renewal.

>>>> Total programming & Project Management time required for these four tasks: Approximately 3 hrs
Approximately 3 hrs ($240) for the first four tasks

Task 5 flow chart of member record data: No cost approved; for documentation only.
Because of the complexity of multiple inputs into the database, and the coordination required between and among databases and host organizations (NPCA, Site 5 host, Net Corps, Web Master), draft a flow chart of these relationships for review by Net Corps. This flow chart should be a part of the documentation for all membership chairs.

5) Create Flow Chart of steps to update membership records: No cost approved, little discussion.
   >>> This will require another meeting about processes and options.
      Maybe 1-2 hrs of Project Management time
Approximately 1-2 hrs ($80-160) for the process review and flowchart documentation

Task 6: Membership Directory: No decision on this; for documentation. It was not determined who will prepare the membership directory.

>>>>>>Approximately 2-3 hours ($160-$240) to create a new Membership Directory report

Task 7: Management and training: no decision or discussion; for documentation.
>>>>>>Approximately 1-2 hours ($80-160) of management and training time.