

Meeting Date: May 23, 2020
Meeting Time: 10:00 am

Meeting Place: conference call via zoom

Board Members Present: Margaret Marcy Emerson, Anna Fike, Farrah Lafontant, Mary Hawley, Micki Segel, Andrew Hansen, Michael Sengstack
 Meeting called to order at 10:04 am to discuss two issues only.

Agenda Item:	Discussion	Follow-up
1. Approving the cost of Microsoft 365	<p>Andrew moved to purchase a three-year subscription for Microsoft 365 for a total cost of \$50.00, to allow us to send bulk email. Our domain provider is Network Solutions. We will still need to sign up for something like Mailchimp, but that should be free. Mailchimp allows for 2,000 emails in a batch.</p> <p>Mary seconded the motion. Unimously approved. Anna gave approval for Trudi to purchase and set us up for Microsoft 365.</p>	
2. Language regarding Retreat email	<p>Andrew prepared a letter to retreat coordinators clarifying that the Guild does not sponsor, approve or promote retreats during the COVID pandemic.</p> <p>We agreed to send out an email, put the statement in the Bee and on the Website. We agreed to contact all retreat organizers by phone to inform them of our decision.</p> <p>No retreats will be sponsored by the Guild. This needs to be stated clearly on our website. Retreats should not be using the Guild's name since the Guild is not endorsing them. Margaret agreed to look at the language in the Bee and on the website.</p> <p>Anna moved that we publish the statement in an email, in the Bee and on the website.</p> <p>Michael seconded the motion. Unanimously approved.</p>	<ul style="list-style-type: none"> • Mary will call Trude Reeves. • Margaret will email Carol Lieberman and then call her.
3. Adjournmanet	<p>Anna moved to adjourn, Michael seconded. The meeting was adjourned at 10:38.</p>	

Respectfully submitted.
 Micki Segel