

# Tech Team Sync - Feb 12, 2025

Wednesday, February 12, 2025 3:57 PM

- **Recap of 2024/Annual Report/Major accomplishments - See attached**
  - Contacts from other sources - speakers bureau, library talks, Tri-C Encore - Melanie to ask committee chairs
- **Quarterly committee meetings - 6 PM, Tuesdays**
  - Tuesday May 6
  - Tuesday August 5
  - <maybe something closer to Fall Seminar if needed>
  - November 4
- **Immediate Work**
  - Get equipment bags from office in prep for office move/close - Melanie to grab
    - Shosh to find out how much activity on them, ask Kris Brown
  - Determine a way for the Advisory Council to "vote" on items - Google Sheet - Anya/Shosh to create
  - Create treasurer email address on GoDaddy - Shoshana
  - Attendance at CE's - share our thoughts with CE Committee - Shoshana to share
    - Ellen should mention at annual meeting
    - Constant Contact - "let us know if you aren't going to show"
    - Ask other counties - all of Summit events are Free - how does first come first served work ?
    - In-person - "first come first served" for free events
  - Investigate Constant Contact ability to have multiple users on one account - Shoshana - COMPLETE
- **Ongoing**
  - Review of CC email/event process - Google Sheet Updates
  - Sign up for events upcoming
  - Website maintenance - responsibilities & process
  - Mgcc.event yahoo mailbox maintenance - schedule & process
  - Tracking of mgcc.event questions/requests
- **2025 projects**
  - Intern onboarding to CC and Website Work - Anya/Shosh meeting with interested interns on Feb 25, 6 PM, Independence Livrary
  - Website - Members Only area redesign - Gretchen
  - Collaboration with Publicity Committee on Social Media - YouTube/Instagram/Facebook - Anya
  - Annual meeting presentation
    - We will be providing help to MGCC to log into members only area of website - Gretchen/Anya/Shoshana
  - State conference presentation - Anya
    - Video of different MG's why they became MG's - Melanie did this, interviewed Jeoffrey, Lois
- **Others**
  - HOC - combine Constant Contact and Website - add to to-do list and pursue later

## Intern Meeting Topics - February 25

- Level of comfort with technology
- Share the work that we do

## Anya, Gretchen, Shosh - Topics when we meet next week

- Members only redesign
- Website maintenance
- How to track emails from the website - Google Sheet