

Minutes – MVPC Board Meeting: December 12, 2023

Tuesday, 12/12/2023, 7:00 pm

Location: Online Zoom Meeting

Board Members 2023-2024

| | |
|---------------------------|--|
| President | Rick Graves |
| Vice President | Daniel Vande Vusse |
| Secretary | Brian Bauman |
| Treasurer | Debra Sunderman |
| Salon Committee | Daniel Vande Vusse, Al Kiecker, Kevin Corrigan |
| Programs | <i>vacant</i> |
| Publicity | Phil Davies, Joy Kamano |
| Exhibits | Lorrie Dahlman, Carrie Rebeschke |
| Website | Joe Santos, Bev Kiecker |
| Facilities | <i>Vacant</i> |
| Activities | Bonnie Vande Vusse |
| Photographer's Playground | Don Tredinnick |
| TCACCC Rep | Craig Peterson |
| 2024 Interclub Judging | Craig Peterson |
| Eagan Rep | Ken Cheung |
| PSA Rep | Bev Kiecker |
| N4C Digital Rep | Rick Graves |
| N4C Judging Team | Daniel Vande Vusse, Craig Peterson |
| Historian | Becky Bergmann |
| Past President | Al Kiecker |

Highlighted names indicate attendance.

Members in attendance

Meeting called to order at 7:05 PM

Officer & Committee Chair Reports

President – Rick Graves

- Vacancies: Programs, Facilities (two spots), Activities, Web Team

Vice President – Daniel Vande Vusse

- Nothing to report

Secretary – Brian Bauman

- Approve November Board Meeting minutes
 - Motion to approve made by Daniel Vande Vusse and seconded by Al Kiecker.
Motion passed Unanimously.

Treasurer – Debra Sunderman

- Reminder that Club Fiscal Year runs September 1st to August 31st.

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MVPC
Treasurer Report
November 30 2023
Current Membership
67

| Primary Savings | |
|--------------------|---------------|
| Beginning balance | \$5.19 |
| Deposit (interest) | \$0.00 |
| Total | \$5.19 |

| Savings -Money Market .7% 0.80% | |
|-----------------------------------|-------------------|
| Beginning balance | \$7,123.47 |
| Deposit (interest) | \$4.65 |
| subtotal | \$7,128.12 |
| Transfer \$100 to checki subtract | \$100.00 |
| | \$7,028.12 |

| Checking | |
|-----------------------|-----------------|
| Beginning balance | \$100.89 |
| Deposits | \$320.88 |
| Sub total | \$421.77 |
| Expenses | \$120.00 |
| | |
| | |
| | |
| Checking total | \$301.77 |

| Checking | Total Funds MVPC |
|-----------------------|-------------------|
| Deposits | \$7,335.08 |
| 1 membership | \$35.00 |
| 3 paypal membership | \$70.44 |
| 1 family membersip | \$45.00 |
| 3 membership | \$70.44 |
| Total Deposits | \$220.88 |

Moved \$100 from savings to ch **\$100.00**
Total dep \$320.88

| Expenses | |
|----------|-----------------|
| 5304 PSA | \$120.00 |

Rational moved \$\$ from savings to checking to cover expenses before additional funds came in from membership dues.

Salons – Daniel Vande Vusse, Al Kiecker, Kevin Corrigan

- Throughout the photography world, there has been much chatter about artificial intelligence (AI) and its impact on photography, especially how it affects photo competitions. It is the position of the salon committee that we will hold off any change to the MVPC salon rules until TCACCC, N4C and PSA have given us guidance by updating their rules. In the interim, we recommend that the Generative AI feature now available in Photoshop not be used for any image submitted to an MVPC salon.
- Adam Grim is the year end salon judge. Banquet date recommended in chart below
- Salon judges have been found as indicated in the chart below

| Salon Date | Due Date | Topic | Media | Judge |
|------------|-----------|------------------|---------|-----------|
| 9/28/2023 | 9/7/2023 | Lines and Angles | Digital | YES |
| 10/26/2023 | 10/5/2023 | Wildflowers | Prints | YES |
| 11/30/2023 | 11/2/2023 | Anything Fun | Digital | YES |
| 1/25/2023 | 1/4/2024 | Macro/Micro | Prints | YES |
| 2/22/2024 | 2/1/2024 | Wabi-Sabi | Digital | YES |
| 3/28/2023 | 3/7/2024 | Water In Motion | Prints | YES |
| 4/25/2024 | 4/4/2024 | Favorite Hobby | Digital | No |
| 5/23/2024 | 5/2/2024 | Weathered | Prints | No |
| 6/6/2024 | 5/2/2024 | year end | both | Adam Grim |

NOTE: In order to make the timing of the Year-end salon for judging, prints for the Year end Salon must be submitted by May 2nd.

Question raised by Al Kiecker: what is “micro” for January salon? Consensus is that the terms are interchangeable. Nikon cameras refer to Macro as “Micro” while all other camera

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manufacturer use the term “Macro”.

Program Chair – vacant

- Rick Graves and Al Kiecker have arranged some programs for 2023-2024 year

| Date | Presenter | Title/Subject | Remote/In-person | Comment | Fee? |
|-----------|--------------|---------------------------------------|------------------|--------------------------------|------|
| 9/7/2023 | Jef Clements | Video | In Person | Great feedback | No |
| 10/5/2023 | Terry Butler | B&W photography | In Person | Couldn't find meeting location | No |
| 11/2/2023 | Rikk Flohr | Macro | In Person | Great feedback | No |
| 12/7/2023 | MVPC Members | Member slideshows | In Person | | No |
| 1/4/2024 | Arik Gorban | Travel | Remote | | |
| 2/1/2024 | Mariann Cyr | Antarctica | In Person | | No |
| 3/7/2024 | Ed Sanders | 3D Photography | In Person | | No |
| 4/4/2024 | Lisa Cuchara | Add Impact to Your Flower Photography | Remote | | |
| 5/2/2024 | | | | | |
| 6/6/2024 | | Year End Banquet | In Person | | |

- As a backup Rick has obtained a 90-minute video lecture “The Heart of the Photograph” by photographer David duChemin (<https://davidduchemin.com/>). Ordinarily he charges for a presentation to camera clubs but he offered this video presentation free. We are not permitted to share it on any website.

Photographers Playground – Don Tredinnick

- Upcoming activities:
 - 12/21 - Create Bokeh Background - Somewhere with Christmas Lights - (open to suggestions on location) - 6:30pm - 8:30pm

Publicity – Phil Davies, Joy Kamano

- Announcements for January program will be made via typical channels.
- Will be creating new flyer over the next couple of weeks.

Exhibits - Lorrie Dahlman and Carrie Rebischke

- Nothing to report

Website – Joe Santos & Bev Kiecker

- Email Lists (A reminder)
 - The table below lists all the emails that are currently set up in Googlegroups and GoDaddy and how they function and where to manage the personal emails that are listed. The Webmaster builds and maintains all the lists

| | | |
|--------------------------------------|---|------------------------|
| mvpcboard@googlegroups.com | All board members | Manage in Googlegroups |
| mvpcinfo@googlegroups.com | President, Secretary, Treasurer and Publicity | Manage in Googlegroups |
| mvphotoclub@googlegroups.com | All current members | Manage in Googlegroups |
| To be built, when needed | Inactive Members | Manage in Googlegroups |
| mvpcsalon@googlegroups.com | Personal emails of salon group | Manage in Googlegroups |
| n4c-entries-to-mvpc@googlegroups.com | Personal emails of N4C Judging Team | Manage in Googlegroups |
| To be built | Personal emails of PSA Reps | Manage in Googlegroups |
| mvpc-psa-team@googlegroups.com | Personal emails of PSA Team | Manage in Googlegroups |

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| | | |
|--|-------------------------------|------------------------|
| mvpzoom@googlegroups.com | Personal emails of Zoom Hosts | Manage in Googlegroups |
| webmaster@minnesotavalleyphotoclub.org | Personal email of Webmaster | Manage in GoDaddy |

- Club Calendar
 - Reminder: All Committee Chairs need to supply timely information for the club calendar, as needed.
- Send any activity pictures to Joe Santos to be posted on site – this will help keep things fresh.
- Two people are now maintaining dates & links – please let the website team know if any inconsistencies are observed.
- Encourage everyone to provide a write-up or recap of any event they attend to share on the website or the Facebook page. This is not a requirement but a “nice to have” to showcase the club.

Facilities – vacant

- ISD 191 Note (keep this note until we use the credit)
 - Contact at ISD 191 for facilities use is Kyle Hinrichsen at 952 707-4123
 - We have \$210 credit toward use of facilities.
 - Are we able to get a refund?
 - The cost of rooms varies between \$25 and \$35 per hour.
 - Larger rooms are \$35.
 - Classroom style rooms range from \$20 to \$30 per hour.
 - Note: there is a comment on insurance, with a requirement on Certificate Liability of Insurance.
 - the insurance requirement applies only to groups above 75 participants and anyone who requests use of the gymnasium.
 - They no longer offer food service onsite, so it is permissible to bring in outside food.
 - No alcohol policy on all School properties
- Working with ISD 191 to obtain a room for February 20 Photographer’s Playground
 - 6:30-8:30pm.
 - \$60/ hr x 2 hrs = \$120 +\$20 permit fee for \$140 of the available credit would be used
 - Board approval via email poll (Yes – 12, Abstain – 6, No - 0)
- Club Equipment
 - Al Kiecker has in his possession the digital projector
 - Club will be retaining our sound system and keep for backup – currently in Al Kiecker’s possession.
- Approved Banquet Date: Thursday, June 6, 2024.
 - Question – do we need to be a banquet? Group consensus is that we are not required to have a banquet. Maybe do something alternative like dessert or cake & coffee? STILL AN OPEN TOPIC TO BE DETERMINED.

Activities – Bonnie Vande Vusse

- No report

TCACCC Rep – Craig Peterson

- No report

Interclub 2024 – Craig Peterson

- MVPC is the club that coordinates Interclub competition judging for 2024

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| weeks out | Tasks | Timeline | Event |
|-----------|-----------------------------------|-----------------------------|--|
| 0 | | Saturday, April 13, 2024 | Award Ceremony |
| 1 | | Saturday, April 6, 2024 | |
| 2 | Create slide shows | Saturday, March 30, 2024 | Create slide shows and final awards prep |
| 3 | Put labels on ribbons | Saturday, March 23, 2024 | |
| 4 | Make labels and files for shows | Saturday, March 16, 2024 | |
| 5 | Order plaques and ribbons | Saturday, March 9, 2024 | Order awards |
| 6 | Compile results for awards | Saturday, March 2, 2024 | Create Final results reports |
| 7 | Judging | Saturday, February 24, 2024 | Judging done |
| 8 | Judging | Saturday, February 17, 2024 | |
| 9 | Prepare for judging | Saturday, February 10, 2024 | Entries due, prep for judging |
| 10 | Receive and process entries | Saturday, February 3, 2024 | MVPC prep club 20 images |
| 11 | Receive and process entries | Saturday, January 20, 2024 | |
| 12 | Receive and process entries | Saturday, January 13, 2024 | Start receiving entries |
| 13 | Post Rules and Entry forms on web | Saturday, December 16, 2023 | |

- Terry Butler, Bev Kiecker and Craig Peterson are working with the council to finalize the Rules document. Added instructions on how to resize files. Keith Randolph is working in Artificial Intelligence wording.
 - Planned to have finalized at the next council board meeting.
- Gene helped Terry in updating the pdf entry forms.
- Bev and Craig are working on the details on how to handle incoming submissions.
 - Joe added email group: Interclub_Submissions@googlegroups.com with Bev and Craig as recipients.
- Al is working on MVPC's images for the club 20 entries. Al will also be creating the slide shows for the award ceremony.
- Daniel and Craig are creating the framework on how the judging will be conducted.
- The council has lined up Saturday, April 13, 2024 to be held at the Burnsville library at 1101 W County Road 42. Exact start and end times have not yet been set.
 - The council determined that Sunday would interfere with church. Terry tried to get the Community Center for Saturday, but the cost changed too high. I asked Terry if the library space was large enough to also show prints. She feels the space will do. The council agrees because of a projected smaller number of people attending due to no presenters like in spring break.
- Craig verified the current contact information for the council approved trophy company.
- MVPC may have to cut a check to the trophy company and then get reimbursed from the council. Craig will see about the timing of getting a check directly to the trophy company in time to order and pick up the trophies.
- Craig is starting to line up volunteers for ordering, preparing and helping in presenting the awards.
- Next Interclub council board meeting is Thursday, December 14, 7:00pm zoom.

Eagan Rep – Ken Cheung

- No report

PSA Rep – Bev Kiecker

- 25 entries for Round 1, 1 Honorable Mention

N4C Digital – Rick Graves

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- No competitions in December. Competitions resume in January, 2024

N4C Judging Team – Daniel Vande Vusse, Craig Peterson

- Upcoming 2023-2024 Judging Schedule
 - May – Digital Nature

Historian – Becky Bergmann

- No report

Past President – Al Kiecker

- No report

Action Items

- **Action Item:** Vice President (Daniel) will take the action to create the new policy and send out to be reviewed by Board member – IN PROCESS
 - Proposed Policy – Individuals will be removed from membership (dropped from emails, lose all member benefits) if dues are not paid in full by Dec 31st. In the event a lapsed member returns they can retain their old salon number.
- ✓ **Action Item:** Daniel to send out email to MVPC members to see if there's anyone that would be able to join the AV team – COMPLETE – Regularly being asked by president's emails -
- **Action Item:** Changes to website will affect membership & salon numbers. Joe Santos will set up discussions with Daniel Vande Vusse, Rick Graves, Al Kiecker, Bev Kiecker & Deb Sunderman.
 - 2023-12-08 Status: This action is on hold until the web team begins to work on the new membership process. It is unlikely that the salon numbers will need to change.

Old Business

- **Approve Policy #7** – Approval of new policy #7 created to close an on-going action item.
Motion to approve Daniel Vande Vusse with Brian Bauman seconding the motion. There was a change in syntax from in the policy from “can retain their old salon number” to “will retain their old salon number”. Motion was approved unanimously by the Board.

New Business

- **Approve Update to Policy #3**
 - Daniel Vande Vusse presented a motion to approve the policy update with Becky Bergman seconding the motion. Motion was passed unanimously by the Board.
- **Approve Update to Policy #5**
 - Becky Bergman presented a motion to approve the policy update with Daniel Vande Vusse seconding the motion. Motion was passed unanimously by the Board.

Board discussed combining multiple policies into one policy document vs. smaller separate policies. It was decided to go forward with having smaller separate policies.

Motion to adjourn at 8:12 by Al Kiecker and seconded by Daniel Vande Vusse. Motion to end the meeting was passed unanimously by the Board.

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Attachment – Room Technical Difficulties Recommendations

I think we need an AV team. Right now if I do not show up, I am not certain we will have a meeting. Put together a process document. Normal operation and fall back procedures. The AV team shows up 30 minutes before and setup / tests, installs fall back solutions as needed. I do not always get to focus on this, supporting the salon, etc, prior to the start of the meeting.

I also think we need to be prepared for equipment failures. It will happen. It happens at work, we just move to another room. We do not have that option.

Resources we need to hold a meeting;

Presentation Laptop - currently the Club Laptop - New should be reliable, I still bring mine as a spare just in case.

Monitor laptop - Currently my laptop. - See what is being "broadcast". Mute participants who have not muted themselves, Used to test the setup prior to the meeting. Need a wireless headset to listen in to the audio. Could it be done using a phone / tablet as a backup? An AV team member needs to be monitoring this.

Projector - Club has one, we should confirm it works and bring it. Just need a wall if the screen does not come down. We had one meeting where it finally started working just a few minutes before the meeting.

.
Sound - Club should have a speaker system, just a decent set of PC speakers is likely good enough. May plug into the same adaptor as the microphones.

Internet - Would need someone with a phone that supports a hotspot and unlimited data, This has never been an issue, so far.

Audience microphone wrangler. - AV team member to move mic to participants in the audience for questions / comments / introduction.

Extension cord and power strip for projector and sound system.


USB C hub, with USB 3 ports. Plug in the microphone adapter, Microphone power supply, USB drives with presentations.

Daniel

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Attachment – ISD 191 Permit for February 20, 2024 Photographer Playground Event

Firefox https://fs-isd191.schooltoday.com/scheduling/screen5/apld/81230/cld/7...



one91
Future Ready. Community Strong.

From: ISD 191 Community Education
200 W Burnsville Parkway, Suite 100
Burnsville, MN 55337

Permit # 2312-0016

Facilities Agreement
Last Edited: 12/4/23 at 8:20am

Contact/Billing Person: Rick Graves
Day Phone: (651) 452-0736 Email: ragraves1@yahoo.com

EVENT NAME: MN Valley Photo Club
To: Minnesota Valley Photo Club
3885 Serpentine Circle
Eagan, MN

| Date/Time | Location/Activity/Detail | Units | Rate | Subtotal |
|---|------------------------------------|-------|----------|-----------|
| 12/4/2023 | DEC Permit Filing Fee (Permit Fee) | 1.00 | \$ 20.00 | \$ 20.00 |
| Tue 2/20/2024 | | | | |
| Diamondhead Education Center - 2016C Savage Room | | | | |
| 6:30pm - 8:30pm | MN Valley Photo Club | 2.00 | \$ 60.00 | \$ 120.00 |

| | | | | |
|----------------|--------------------|-----------|---------------------------------|-----------|
| Summary | Facilities Rental: | \$ 120.00 | Estimated Total Charges: | \$ 140.00 |
| | Other Needs: | \$ 0.00 | | |
| | Extra Charges: | \$ 20.00 | | |
| | | | Balance Due: | \$ 140.00 |
| | | | Total Amount Paid: | \$ 0.00 |
| | | | Remaining Balance Due: | \$ 140.00 |

Other Conditions:

Current COI must be submitted and approved prior to first date. All groups are required to bring and sanitize their own equipment and follow all guidelines. Please review ISD 191 COVID Plan and contract language carefully prior to signing

Group is responsible for returning space to its original condition before leaving. No food or beverages allowed in gym (except water). Please keep a copy of this permit onsite during the event.

The undersigned is the <Not set> of Minnesota Valley Photo Club, the organization requesting use of the ISD 191 Community Education facilities as noted in this contract. I have the authority to legally bind this organization and hereby obligate the organization shall maintain Commercial General Liability (CGL) insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 Aggregate. The CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or its equivalent), and shall cover liability arising from premises, operations, products/completed operations, personal and advertising injury, and liability assumed under an insured contract. District 191 shall be included as an additional insured on a primary/noncontributory basis under the CGL policy. Organization shall provide District 191 with a certificate of insurance evidencing the above coverage. Organization shall indemnify the school district and hold it harmless from any liability arising from use of the school district property.

Meetings and events not involving athletic activities or the use of industrial equipment and with expected attendance of less than 150 people may not be required to carry independent Certificates of Liability Insurance (COLI). This decision will be determined on a case-by-case basis at the discretion of the 191 Facilities Department at the time of the Facility Use Request submission.

The organization has familiarized itself with the Facilities Use Policy of School District 191, ISD 191 Facility Use - Rules and Regulations, and the ISD 191 COVID-19 Preparedness Plan for CE Facility Use and agrees to comply with all conditions of the provided documents, including the following: 1). MN Statute 624-701 prohibits the possession of alcohol on any public elementary or secondary school property. Any person that has possession of alcohol on school grounds is guilty of a misdemeanor. 2). ISD 191 has a smoke free policy. No smoking is allowed anywhere on school district property or in school district buildings. 3). Groups must limit themselves to the space reserved. Members of groups found in unauthorized areas may result in the group having their permission to use facilities rescinded. 4). All rooms are to be left clean and arranged in the same manner they were found. The organization will be responsible for any and all damages to the school district property arising from its use. 5). Payment must be received in the Community Education office before the date of the event. Make checks payable to: ISD 191. Please sign one copy of contract and return with payment. 6). Due to allergies/health concerns, latex balloons ARE PROHIBITED in all buildings in the district at ALL times.

A PERMIT FOR THE USE OF THE SCHOOL FACILITIES MAY BE CANCELLED FOR FAILURE TO ABIDE BY THESE RULES AND REGULATIONS, INCLUDING BUT NOT LIMITED TO A FAILURE TO ENFORCE HEALTH AND SAFETY EXPECTATIONS RELATED TO COVID-19. In the event that a permit is cancelled pursuant to this paragraph, Community Education will refund the Permit Holder for the rental fees applicable to the dates remaining under the permit at the time of cancellation, but shall not refund dates prior to the cancellation or the permit (processing) fee. ♦♦

COVID-19: Use of School District facilities is at Permit Holder's own risk. Although the School District conducts regular and thorough cleaning of its facilities and follows state and federal public health and safety guidance pertaining to COVID-19, the School District cannot guarantee that Permit Holder and Permit Holder's participants, staff, volunteers and invitees will not be

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exposed to COVID-19 while using School District facilities. As a condition of granting a permit, Permit Holder acknowledges this risk. When using School District facilities, Permit Holders are required to abide by all public health and safety guidance applicable to their particular use, including state and federal guidance issued by the Minnesota Department of Health and the Centers for Disease Control (CDC) pertaining to the COVID-19 pandemic, as well as all applicable Executive Orders issued by the Governor of Minnesota. Permit Holders are expected to have a COVID-19 preparedness plan related to their use of facilities and may be required to produce their COVID-19 Preparedness Plan upon request. COVID-19 Preparedness Plans should address all applicable public health and safety considerations, including, but not limited to screening and health checks, hygiene and health etiquette, social distancing, face coverings, disinfection of high touch items, health related exclusions, maximum participation numbers, and communication and training. Due to the additional staffing needs and supplies required for cleaning during the current COVID-19 pandemic, an additional cleaning rate will be applied to all permits for proper sanitization 30 minutes prior and 30 minutes following the use of district facilities.

Groups renting facilities whether indoors or outdoors should be mindful of the weather conditions and communicate accordingly to their participants. Proper hydration, clothing, physical activity, travel conditions and nearest areas that provide shelter in case of severe weather should all be addressed to participants.



The organization accepts that the school district may have to preempt its scheduled use of district facilities, in which case understands the district will give as much advance notice as possible and that any money the organization has paid for use of the facilities will be refunded.

I understand that representatives of our organization will conduct themselves in a mature and responsible fashion in their dealings with children, staff and parents and that failure to do so may result in suspension or loss of the organization's facility use privileges.

NOTICE OF CANCELLATION IS REQUIRED AT LEAST 7 BUSINESS DAYS IN ADVANCE OR THE USER WILL BE CHARGED THE FEES LISTED ON THE PERMIT. EXCESSIVE CHANGES MAY ALSO RESULT IN ADDITIONAL FEES.

THIS CONTRACT MUST BE SIGNED, DATED AND RETURNED TO BE VALID & HONORED. PLEASE BE SURE WE HAVE AN EMERGENCY CONTACT NUMBER ON FILE FOR YOUR GROUP/ACTIVITY.

- Custodial Cell Phone Numbers:
Burnsville High School - 612-490-3168
Cedar School- 612-490-2494
Diamondhead Education Center - 612-490-3059
Eagle Ridge - 612-490-3060
Edward Neill - 612-490-0476
Gideon Pond - 612-490-3227
Harriet Bishop - 612-490-3067
Hidden Valley - 612-490-2496
Metcalf - 612-490-2382
MW Savage - 612-490-0560
Nicollet - 612-490-3259
Rahn - 612-490-0041
Sioux Trail - 612-490-1450
Sky Oaks - 612-490-3069
Vista View - 612-490-3192
William Byrne - 612-490-3131

Signature
Kyle Hinrichsen
ISD 191 Community Education

Attachments:

Signature
Rick Graves
Minnesota Valley Photo Club

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Attachment – Policy #7

MINNESOTA VALLEY PHOTOGRAPHY CLUB POLICY STATEMENT #7 (PS #7)

TITLE: Timeframe to Remove Members from Club Correspondence and from Accessing the Members Only Sections of the Club Website.

EFFECTIVE: January 10, 2023

AUTHORIZED BY: Minnesota Valley Photography Club board

POLICY: Individuals will be removed from membership (dropped from emails, lose all member benefits as listed below) if dues not paid in full by Dec 31st of the membership year. The Club President will send an email to the membership mid-December informing the membership of this policy.

PURPOSE: To ensure only club members have access to the privileges of being a paid member.

MEMBER BENEFITS:

Attend club meetings, such as programs and salons

Attend activities the club provides

Enter Salons: MVPC, Interclub (Twin Cities), N4C (Regional), and PSA (International)

Participate in any TCACCC or N4C events

Access the “members only” sections of MVPC’s website by logging in as a member

PROCEDURE:

The Webmaster maintains the Google Groups email distribution list. In September each year this list contains all the paid memberships from the prior club year.

The Treasurer maintains a list of all paid members. As new members join or past members rejoin, the Treasurer updates the list and routinely emails list to the board.

The Webmaster will update Google Groups based on the updated membership list.

The Club President will send an email to the membership mid-December informing the membership that dues need to be paid by 12/31. If not paid, the member will be removed from the membership.

In January of each club year, the Treasurer will send the current membership list to the Webmaster.

The Webmaster will remove any members, not on the current paid membership list, from all applicable Google Groups.

In the event a lapsed member returns by renewing their membership, they will retain their old salon number and will be added back to the current paid membership list by the Treasurer and to the membership Google Group by the Webmaster.

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Attachment – Policy #3

MINNESOTA VALLEY PHOTOGRAPHY CLUB (PS #3) POLICY STATEMENT #3 (PS #3)

TITLE: Decision to Reduce Annual MVPC Dues for New Members Joining Mid-Year

EFFECTIVE: January 21, 2010

AMENDED: December 12, 2023

AUTHORIZED BY: Minnesota Valley Photography Club board

POLICY: Any new member joining MVPC in March or later, will receive membership at half-price.

PURPOSE: To extend membership benefits to a new member for the current club years (reduced months – reduced dues)

MEMBER BENEFITS:

Attend club meetings, such as programs and salons

Attend activities the club provides

Enter Salons: MVPC, Interclub (Twin Cities), N4C (Regional), and PSA (International)

Participate in any TCACCC or N4C events

Access the “members only” sections of MVPC’s website by logging in as a member

PROCEDURE:

The new member fills out a membership form and submits it to the Treasurer.

The Treasurer marks the membership form with a notation that the new member pays half price.

The new member submits the proper payment to the Treasurer.

The Treasurer updates the Membership Spreadsheet to reflect the half price dues for auditing purposes.

| Rev # | Revision Date | Revision |
|-------|---------------|--|
| 1 | 12/12/2023 | Edited Member Benefits to reflect current year |
| | | |

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Policy #5

MINNESOTA VALLEY PHOTOGRAPHY CLUB POLICY STATEMENT #5 (PS #5)

TITLE: MVPC Email Distribution Lists
EFFECTIVE: Pre 2009; Amended 2/6/2023
AMENDED: December 12, 2023
AUTHORIZED BY: Minnesota Valley Photography Club Board

POLICY: Web-based email distribution lists will be created and maintained by the Webmaster.

PURPOSE: To ensure communication consistently goes to all members and board members.

PROCEDURE:

The Treasurer maintains the membership spreadsheet which contains the information for all paid members. The newest paid memberships are at the bottom of the list. The Treasurer routinely emails the updated list to the board members. From this updated list, the Treasurer provides information to the Webmaster to immediately update the web-based email list (in Google Groups) by adding an email address. Note: other board members, such as, the N4C Rep, the Salon Committee and the PSA Rep use this updated list of members as well.

The Webmaster will follow the guidance set in Policy #7 for removal of members from Google Groups each January.

The Webmaster builds all Google Groups and maintains all email lists (in Google Groups), which includes the board members. Should changes need to be made to the board members list, the Webmaster will update the email lists (in Google Groups).

Note: Our members personal information is important to protect. For that reason, the membership list for our members is found in the password protected part of our website.

Details of Email Lists Managed in Google Groups:

mvpcboard@googlegroups.com

Email goes directly to all board members

mvphotoclub@googlegroups.com

Email goes directly to all members.

mvpcinfo@googlegroups.com on website for the public to get information regarding MVPC. Email goes directly to the President, Secretary and Publicity.

n4c-entries-to-mvpc@googlegroups.com

Email goes directly to those in charge of arranging the N4C judging.

mvpc-psa-team@googlegroups.com Email goes directly to PSA Representatives and 2 or 3 other club members responsible for selecting the 6 images for each category for submittal to PSA each round.

mvpcsalon@googlegroups.com

Email goes directly to all members of the Salon team.

Minutes – MVPC Board Meeting: December 12, 2023

mvpc-zoom@googlegroups.com

Email is used to log into MVPC's Zoom account for general meetings, salons and "My Meeting."

Details of Email Lists Managed in GoDaddy:

webmaster@minnesotavalleyphotoclub.org

Email goes directly to the Web team.

Treasurer@minnesotavalleyphotoclub.org

Email goes directly to the Treasurer and this email is used for our PayPal transactions.



| Rev # | Revision Date | Revision |
|-------|---------------|---|
| 1 | 2/6/2023 | Email system was switched to using Google Groups |
| 2 | 12/12/2023 | New website has changed some of our past procedures |