

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](mailto:mvpcboard@googlegroups.com)

Email goes directly to all board members

[mvphotoclub@googlegroups.com](mailto:mvphotoclub@googlegroups.com)

Email goes directly to all members.

[mvpcinfo@googlegroups.com](mailto: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](mailto:n4c-entries-to-mvpc@googlegroups.com)

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

[mvpc-psa-team@googlegroups.com](mailto: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](mailto:mvpcsalon@googlegroups.com)

Email goes directly to all members of the Salon team.

[mvpc-zoom@googlegroups.com](mailto: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](mailto:webmaster@minnesotavalleyphotoclub.org)

Email goes directly to the Web team.

[Treasurer@minnesotavalleyphotoclub.org](mailto: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