

CC meeting March 11, 2018

- 1) March 25 Staff Meeting updates?
- 2) April 7 Special Event Dance – Alec; posted on Meetup;
- 3) Manager update:
  - a) Domain renewal – 5 yrs \$99.95
  - b) email accounts – manager@ 5 yrs \$256.51 (\$4.27/mo); 100 free forwarding accounts
  - c) Consense reimburse Christopher for expense
  - d) Dropbox – free account; organized and still organizing
  - e) Google Groups – up to date and added ED.CCcurrent and ED.BODcurrent; embodydancemanager@gmail.com
  - f) Website minor updates done and to do – email with details sent
  - g) Bank – report on meeting with Joan; status of changes
- 4) Tracy@ email and website contact handling
- 5) Progress on legal and execution of engagement contract
- 6) Michela pay and back-pay, GRT, new contract with invoicing for actual hours; contact with
- 7) Michela proposal on website updates, host change
- 8) Joan pay – GRT, invoice for extras; document handling and retention (deposit slips, check stubs, statements); hand-over of physical records to manager?
- 9) Ana iPod repair request
- 10) PayPal account – who has keys?
- 11) Manager job description and hours review; acceptance of invoice; hours for next period

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