**REGION 5 FALL ASSEMBLY**
**October 29th, 30th, and 31st, 2021**
**Virtual Zoom**

# Motions

# Contents

# Region 5 Policies Amendment 1

**Date:** 2021-08-29

**MOVE TO AMEND:**
II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND
REPRESENTATIVES OF REGION 5
J. Coordinator of Virtual Meetings

## CURRENT WORDING

**J. Coordinator of Virtual Meetings**

The Chair appoints a Coordinator of Virtual Meetings to fulfill the following duties:

1. Manage the R5 Host Email account and calendar.
2. On request schedule meetings for the Region 5 executive board, committees, intergroups, and groups.
3. Sends out invitations for scheduled meetings.
4. Provides meeting hosting or establishes co-hosting privileges for co-hosts as requested.
5. Hosts the Region 5 Summer Conference by managing the virtual session and break-out rooms.
6. Aids in connecting to a virtual meeting.
7. Supports broadcasting one or more sessions at the Region 5 Assembly.
8. Supports broadcasting events being produced by a Region 5 Committee.
9. Assist with the creation of and use of Region 5 Online Registrations.
10. Assists the Assembly hosting intergroup with the check-in table.
11. Reports to the Region 5 Secretary.
12. a. May be outsourced to professional service or employee.

    b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.

    c. OA members may serve a maximum of eight (8) consecutive years.

13. May be invited to Region Executive Board Meetings as needed on request.

## PROPOSED WORDING

**J.** ~~**Coordinator of Virtual Meetings**~~**Digital Community Coordinator**
The Digital Community Coordinator is responsible for managing the Region 5 online presence, including virtual meetings, website, and email distribution.
The Chair appoints a Digital Community Coordinator to fulfill the following duties:

1. Manage the R5 Host Email accounts and calendar.
2. On request, schedule meetings for the Region 5 executive board, committees, intergroups, and groups.
3. Sends out invitations for scheduled meetings.
4. Provides meeting hosting or establishes co-hosting privileges for co-hosts as requested.
5. Hosts the Region 5 Assemblies, Summer Conference, and Convention as needed. ~~by managing the virtual session and break-out rooms.~~
6. Aids in connecting to a virtual meeting.
7. Supports broadcasting one or more sessions at the Region 5 Assembly.
8. Assists Region 5 Secretary with Website support.
~~8.~~ 9. Maintains Region 5 email distribution lists. Supports broadcasting events being produced by a Region 5 Board or Committee.
~~9.~~10. Assist with the creation of and use of Region 5 Online Registrations.
~~10. Assists the Assembly hosting intergroup with the check-in table.~~
11. Reports to the Region 5 ~~Secretary~~Board.
12. a. May be outsourced to professional service or employee.
    b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
    c. OA members may serve a maximum of eight (8) consecutive years.
13. May be invited to Region Executive Board Meetings as needed on request.


## SUBMITTED BY:

| Contact Name: | Title | Email Address: |
|---|---|---|
| Joel Isenstadt | Region 5 Secretary | R5Secretary@outlook.com |


## INTENT:

- To amend the Policy and Procedure manual to change this service position from just managing virtual meetings maintaining Region 5's Online presence.
- To simplify the Region 5 Secretary responsibilities by moving all these tasks to a separate service position. To change the name and add a definition of intent for the serv ice position.


## IMPLEMENTATION:

Adjust the Policy & Procedure Manual.
The Region 5 Chair appoints someone to fulfill the responsibilities.

## COST:

Nominal

# RATIONALE:

The Region 5 Secretaries service position includes managing the Region 5 online presence.  This includes:

- Working with the Region 5 Webmaster to maintain the Region 5 website.
- Creating and Zoom meetings as requested.
- Hosting and creating Co-hosts as needed for Zoom sessions.
- Creating and managing online Registrations using RegFox.
- Managing Region 5 Email Distribution lists and sending out email blasts as needed.
- Manages the Region 5 Host email accounts and calendars
- Assists OA members in connecting to a Zoom session.

All these tasks require a technical expertise that an ordinary OA member typically would not have. This motion simplifies the Region 5 Secretaries responsibilities and remove such technical responsibilities to a separate and specialized services position.  Originally this service position was created to just take on Zoom responsibilities.  We had an OA member hold it for a short time after creating service position.  But because of technical difficulties, the tasks fell back on the Secretaries shoulders.  Now that the current secretary is leaving the secretaries services position, we are realigning the service position to be all things technical that the region needs.  The board can lean on this service position to ensure that the Region 5's online presence is maintained and changed as requested by the Region 5membership.

This motion also clarifies the intent of the service position by giving it a better title and definition.  This motion also changes who the service position reports to from the Secretary to the entire board.

# Region 5 Policies Amendment 2

**Date:**            2021-08-29

**MOVE TO AMEND:**    II.    RESPONSIBILITIES AND DUTIES OF OFFICERS AND
                             REPRESENTATIVES OF REGION 5
                      G.   Webmaster

## CURRENT WORDING

**G.      Webmaster**

The chair may appoint a webmaster to maintain the Region 5 website.

1.      Reports to the Region 5 Secretary.
2.      a.  May be outsourced to professional service or employee.
        b.  Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
        c.  OA members may serve a maximum of eight (8) consecutive years.
3.      May be invited to Region Executive Board Meetings as needed on request.

## PROPOSED WORDING

**G.      Webmaster**

The chair may appoint a webmaster to maintain the Region 5 website.

1.      Reports to the Region 5 ~~Secretary~~Digital Community Coordinator.
2.      a.  May be outsourced to professional service or employee.
        d.  Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
        e.  OA members may serve a maximum of eight (8) consecutive years.
3.      May be invited to Region Executive Board Meetings as needed on request.

## SUBMITTED BY:

| Contact Name: | Title | Email Address: |
|---|---|---|
| Joel Isenstadt | Region 5 Secretary | R5Secretary@outlook.com |

## INTENT:

To amend the Policy and Procedure manual to match the change proposed in Region 5 Policies Amendment 1

## IMPLEMENTATION:

Adjust the Policy & Procedure Manual.

## COST:

Nominal

# RATIONALE:

Currently the Webmaster reports to the Region 5 Secretary.  With moving all of the Region 5 Online Presence responsibilities (including website) from the Region 5 Secretary to the newly adjusted service position "Digital Community Coordinator" the Webmaster will no longer be working with the Region 5 Secretary. As such the Policy & Procedure manual is being changed to reflect this.

If motion Region 5 Policies Amendment 1 does not pass, then this motion is unnecessary.

# Region 5 New Business Motion A

**Date:**     2021-08-29

**MOVE TO:**     Upgrade website plugin WPForms to Pro version.

## SUBMITTED BY:

| Contact Name: | Title | Email Address: |
|---|---|---|
| Sam Morrison | Region 5 Web Master | webmaster@region5oa.org |
| Joel Isenstadt | Region 5 Secretary | R5Secretary@outlook.com |

## INTENT:

The initial intent was to add email and reporting capability so we can send out / email periodic reports to the board and committee chairs on website performance and usage. But as we looked at the benefits of upgrading the WPForms plugin, we realized there were many more things we can gain from this upgrade. The intent is to perform an upgrade to this plugin and then over the next two years upgrade website starting with overall security of all our email forms and then automating a monthly performance and usage report email and then automating three of our static forms.

## IMPLEMENTATION:

1. The Region 5 Treasurer will add this purchase to the Region 5 2022 Budget.
2. In January 2022, the Treasurer will purchase the upgrade and then the Webmaster will implement it.

## COST:

| Item | Cost | Notes |
|---|---|---|
| WPF Forms Pro Version Upgrade | $199.00 | First Year only.  We are purchasing a subscription for this plugin.  The cost for every year after the first year is $399.00 a year. |
| Webmaster Initial Implementation time | $525.00 | 15 hours @ $35/hr.  This includes the security upgrade and automating of the performance and usage report as a monthly email. |
| Automate Committee Report Form | $105.00 | 3 hours @ $35/hr.  This includes an electronic signature. |
| Automate the Officer Application | $105.00 | 3 hours @ $35/hr.  This includes an electronic signature. |
| Automate the Region 5 Delegate to WSBC | $105.00 | 3 hours @ $35/hr.  This includes an electronic signature. |
| Total Cost | $1,039.00 | |

# Rationale:

The initial request for this request can from the Media committee who simply asked if it was possible to get a month report with usage information for the online newsletter page. The simple answer was yes but it would require someone to navigate to the correct dashboard page in Word Press and to copy the usage data to an email. This was a simple answer but to track usage for every article in the online newsletter, this becomes a time-consuming task that begs for automation. Furthermore, the Region 5 board agrees that getting usage and performance information on all our pages would be very useful for guiding us on how we can improve the website. These are additional statistics that can only be collected manually now. So, the Region 5 Secretary and the Webmaster started figuring out how they might automate the Performance and Usage report for the entire website.

We already are using the plugin WPForms. We currently have the "Basic" edition, which we are paying $79.00 every year. This plugin gives us the ability for all the contact us forms including signing up for the newsletter, requesting assistance finding a sponsor, requesting a speaker list, and contacting the board members. Some of these forms have the ability to upload a document and all of the forms have a Captcha component to prevent spam and other such nefarious use of our website. After some research, our Webmaster suggested we simply upgrade WPForms to the "Pro" edition.

Upgrading the plugin will give us the following benefits:
1. Adds an overall improvement to the existing controls provided by the "Basic" edition. Most of these improvements would not be visible to the user of the website, as they are structural improvements to security and ease of use for the form builder. We will be able to upload larger documents. Captcha will get a drastic improvement.
2. Adds additional controls for our forms including:
    a. An electronic signature controls. This will provide the ability for an individual to securely identify themselves and sign a document. This capability is secure and cannot be stolen by nefarious actors on the internet.
    b. Form Confirmation control. This will provide that ability to require users to review the content of the form before it is sent out.
    c. Surveys & Polls controls. This will give us the ability to add surveys and polls to our website.
    d. Geolocation controls. Geolocation controls gives the ability to identify where users a located when they connect to our website.
3. Adds the ability to generate multi-page forms. This will improve the user experience by breaking long forms into multiple pages.
4. Adds conditional logic in the form builder. This means our Webmaster will be able to build conditional logic into forms based on choices made by the user. This will give us to the build a single form that can handle variations based on options we build into the form. For example, we can build a form for collecting donations that displays different controls based on if it is a single user donation or if the donation is coming from a group.
5. Adds a "Journey" control which can be used to track a user's activity as they transverse the various pages in the website. This will give us an insight into how users are navigating though our website. Word Press only provide hit statistics. This Journey control expands this statistic to something we can use to improve our website.
6. Adds the ability to generate reports based on information Word Press, the Journey control, other third-party plugins or controls, or data we collect from forms.
7. WPForms provides the ability to schedule the email of reports we create to one or more people we designate to receive the report.
8. Adds over 150 Form templates which will drastically speed up development time for form automation.
9. Provides offline capabilities. If a user disconnects from the internet while they are filling out one of our forms, they can continue filling the form in. When they click the submit button the form will continue to try to send the information until the user is reconnected to the internet.

10. Adds post submissions.  This capability gives the ability to store information that is collected on one of our forms. We can then automate the retrieval of this information.  This capability is intended to work with the survey and polls.

11. Adds Stripe and PayPal integration. Currently we are using RegFox to collect donations.  One of the automations we would like to make during the 2022 calendar year is to automate donation collection through our website. We are being charged and additional transaction fee in RegFox.  There are no additional transaction fees to use Stripe other than Stripes cost to process Credit cards and Debit cards.

12. Adds Zapier Integrations which will add workflows to our website.  We may eventually want to use this as a way of automating a user registration form for our Assemblies and automating the registration directly in Zoom.  We pay a $1.00 transaction fee for each person register in RegFox for an Assembly or Convention.  By automating our Registrations, we have the potential to save several hundred a year.  I should quantify this statement by saying there may be a better solution with a Zoom Addin. Also, there may be an additional cost for us from the Webmaster every time we create a registration form on the website.  So, right now we are looking at the potential savings and just researching all the possibilities for improvement.

The potential for improvement to our website is very attractive and seems like a prudent expenditure for our future. While this was initially a Media committee request, it has grown into a general improvement to our website. Purchasing this upgrade will allow us to make substantial improvements to our website over the next few years.

This upgrade request is being presented to the Assembly membership because it is larger than $500.00 dollars and should be considered carefully by our membership before we spend this money.  Just because we are requesting a specific $1,039.00 for this upgrade, doesn't mean there will not be other costs that we will incur later.  For example: every form we decide to automate will cost three hours of our Webmasters time thus $105.00. Also, there may be some initial costs switching to Stripe for automating donation etc.…  This request does not consider those costs, but you should be aware of them.