



BAGRS BOARD MEETING MINUTES

June 17, 2024:

Meeting called to order at 6:01 pm.

Present: Mick Spilsbury, Roger Nicholson, Greg Hile, Richard Murray, Ray Turner

Absent: Larry Silverman, Rob Lenicheck

1. Approve minutes of May 20, 2024, Meeting — **RN/RM approved**
2. MEMBER PROFILES
 - 'Interested in Modelling Group' which is not open to all removed — **MS reported it has been done**
3. MEMBERSHIP REPORT
 - 1 new member this month, Jerry Abreu from Sacramento
4. OPEN RAILROADS IN AUGUST, SEPTEMBER & OCTOBER
 - Scheduling began June 10 – 6 responses to date (including Ray & Mick)
5. PROPOSED RESOLUTIONS RE OWNERSHIP OF BAGRS ASSETS
 - Resolved: that all Bay Area Garden Railroad (BAGRS) social media accounts and everything posted on those accounts is the intellectual property of BAGRS in perpetuity. Upon retiring from the administration of a BAGRS social media account, the retiring administrator must transfer access to the social media account to a person designated by the BAGRS board of directors and on a date designated by the BAGRS board directors
 - Resolved: that any member administering any other type of account that provides services to the bay area garden railway society (BAGRS) Transfer the administration of the account to a person designated by the BAGRS board directors on a date designated by the BAGRS board directors.
RM/RN approved both resolutions with correction of reference to "BAGRS border directors" to "BAGRS board of directors"
6. NEW WEBSITE: LAUNCH PLAN
 - **A discussion was led by MS regarding the website launch plan, as detailed below.**
7. NEW WEBSITE: REVIEW RESPONSIBILITIES
 - **A discussion was led by MS regarding website review responsibilities, as detailed below.**
8. NEXT MEETING DATE
 - Propose Monday July 22 **Unanimous consent**
9. ANY OTHER BUSINESS—**A general discussion of several items was undertaken without any actions taken.**

RM/RN adjourned at 7:02 pm

TIMELINE FOR LAUNCHING THE NEW BAGRS WEBSITE

By the end of June

User testing must be completed and any ACCESS problems found communicated to MemberFix to be fixed.

By the end of July

MemberFix have fixed any ACCESS problems shared with them

MemberFix provide instructions for updating content on pages that BAGRS will update.

By August 15

We have reviewed the updating instructions sent by MemberFix and requested any necessary changes

We have shared our DNS Registry with MemberFix

We have agreed responsibilities for monitoring every page on the site (*see next page*)

We have identified the BAGRS webmaster who will update pages which we control (*all non-WA access pages*)

By August 31

We have executed a contract with MemberFix or another provider to host & administer technical updates to the site We

have determined a 'Member Help' plan for member questions about the new site

September 1

We have sent content that needs to be loaded on the site prior to launch, for example, recent editions of T&T and Board Minutes to MemberFix

September T&T shares the launch date with members

By September 8

MemberFix has loaded the updates to content that we sent them

By September 12

We have reviewed the site with the content updates and shared any problems with MemberFix

By September 15

MemberFix has fixed any problems

By September 18

The site is ready

September 21 (a Saturday)

Special, short mid T&T is released announcing new site, describing the member section and how to use it. 'Member Help' plan is ready to go operational.

Monday September 23 (a Monday)

Site goes live

Performance & usage monitoring begins

PROPOSED RESPONSIBILITIES FOR REVIEWING PAGES ON THE NEW BAGRS WEBSITE

PAGE	FREQUENCY TO REVIEW	REVIEW RESPONSIBILITY
PUBLIC PAGES		
Public Home Page	2x a year (January & July)	Marketing Director
Gallery	4x a year (Jan/April/July/Oct)	Marketing Director
Public Calendar	6X a year (Every other month)	Marketing Director
Public GR Resources	1x a year (January)	Marketing Director
Public Contact us	Test 2x a year (January & July)	Marketing Director
Public Join Us	Test 2x a year (January & July)	Marketing Director
MEMBER PAGES		
Member Log In	Test Access Monthly	Membership Chair
Member Home Page	1x a year (for the options listed)	Membership Chair
Profile Access (to WA)	Test Access Monthly	Membership Chair
Directory Access (to WA)	Test Access Monthly	Membership Chair
Forums (to WA)	Test Access Monthly	Membership Chair
Selling/Wanted (to WA)	Test Access Monthly	Membership Chair
Calendar & Events	Monthly	Marketing Director
View T&T	4x a year (Jan/April/July/Oct)	Communications Director
Board News	4x a year (Jan/April/July/Oct)	Communications Director
Live Steam Group	1x a year (Jan)	Communications Director
Member News	4x a year (Jan/April/July/Oct)	Communications Director