

# 2021 Annual Meeting Minutes

## February 6, 2021

**Meeting Time** 10:00 – 14:00

**Meeting Place** – Zoom

**Chairman:** Jadi

**Minute Taker:** Jadi and Danielle

**Attendees:** Andrea, Jadi, Barbara, Erica, Jim, Ayo, Danielle, Michael, Katherine, Irene, Hannah, Vlora,

The following tables are summaries of the results of the 2021 WiS annual meeting.

### Monthly (regular) meeting discussion:

Item	Discussion	Vote
<p>The current address for our monthly meeting is always this: Zoom-Meeting:</p> <p><a href="https://us02web.zoom.us/j/86084426479?pwd=Z3NqZkIYSIRMQnY1YVZBYmFyaGdtUT09">https://us02web.zoom.us/j/86084426479?pwd=Z3NqZkIYSIRMQnY1YVZBYmFyaGdtUT09</a></p> <p>Meeting ID: 860 8442 6479</p> <p>Passcode: 420005</p> <p><b>The first item in the Members Only menu is a direct link to the ZOOM meeting.</b></p>	<p>Print out the meeting link and password and post them by your computer or download the link and password to your computer's desktop</p> <p>No longer needed once we have our own Zoom account.</p> <p><b>Zoom details need to be documented (Jim)</b></p>	<p>Purchase Zoom</p> <p>yes</p>
<p>Vote to refine the structure of our monthly meetings (Jadi, Ayo, Danielle, Jim)</p>	<p>Yes. See below.</p>	<p>Yes</p>
<p>Sign in deadline by 10:10 locked out (Jadi)</p>	<p>Too rigid</p>	<p>No</p>
<p>Pre-meeting social meetup (to start at 9:45?) (Ayo / Danielle)</p>	<p>No discussion</p>	<p>Yes</p>
<p>Meetings begin promptly at 10:00. (Jadi)</p>	<p>10:10 at the latest.</p>	<p>Yes</p>

Stick to the schedule to allow ample time for prompt and critique. (Jim)	No discussion	Yes.
Business is discussed no sooner than 12:30. (Jim)	Should be a moot issue with business meetings to be scheduled as needed	
Strict ending time. If we don't start business till 12.30 – will we finish by 13:00? For those of us who really have to leave by 13.00 – will we miss important information by not staying?(Cindy)	Tabled because Cindy is ill	Tabled
Change the meeting times to not take up daylight gardening time. (Cindy)	(Vlora voted yes.)	No
Use online polls for voting. (Ayo, Danielle)	Danielle will present results of the recent poll for meeting dates. Danielle will help Erica master doing Doodle.	Yes.
Allow the chair to mute everyone except the current speaker. (Jim, Jadi), to end echoes and feedback; no using it to cut off a member as s/he speaks.		Yes
Add quarterly business-only meeting as necessary. (Jim, Ayo, Danielle),	Only on an as-needed basis.	Yes
Limit membership to a maximum of 20 members. (Jim).	This restriction has never been necessary.	No
Monthly write-ins (Erica)	Jim will add write-in dates to the Meeting Dates on the website.	Yes

## Final Meeting Structure:

Item	Chair responsibility	Time
Social time	None - Members arriving early share social time	09:45
Meeting is opened	Chair confirms the writers that will read and determines the reading order.  Asks if any business discussion is needed following the readings. If no, the reading time will be continued into the 12:30 to 13:00 time frame	10:00
Start time (rigid)	The chair starts the meeting by introducing the prompt creator	10:10
Prompt intro	Prompt creator introduces the prompt.	10:10
Prompt writing is started	Prompt writing starts and everyone is put on mute  If members sign in while the prompt is going on, they are to remain quiet until the prompt writing is finished.	10:15
Prompt Writing ends	Prompt is ended and the chair starts the readings - estimated reading time per member is 5 minutes	10:30 to 11:00 +
Break	The chair starts a 10 minute break following the prompt readings. This is discretionary based on when the prompt readings end	10 min
Readings and Critiques	Start the readings and critiques. Note, any readings not completed take priority at the next meeting.	Approx. 11:15
Business discussion start	Chair must manage business items and determine if they can be done at the next quarterly business meeting.  Pending business items must be added to the minutes.	12:30
Close the meeting.	:-) members could continue conversations after the meeting is closed by the chair.	13:00

## Accounts:

Zoom	<p>Zoom Create our own Zoom account using money from dues.</p> <p>PROS:</p> <p>Freedom to not have to ask the DAZ every time for links.</p> <p>We can set up a recurring meeting (same zoom link for every month).</p> <p>We can set up password protection without having to wait for the host to let you in.</p> <p>We can have more ad hoc write-ins if more than 3 writers are available and enter the zoom room at the same time.</p> <p>CONS:</p> <p>Cost: 130€ per year. Ayo will set up after the meeting, Jadi will notify Cindy to allow costs.</p> <ul style="list-style-type: none"> <li>● Katherine asks whether there could be an issue with the DAZ?</li> <li>● Andrea can ask the DAZ, but thinks it would be less stressful for them</li> <li>● Would allow us to use it whenever we need</li> <li>● Could be conflict with other groups potentially</li> <li>● She will ask when she sends the dates if they don't mind for us doing this for one year</li> <li>● We could still have our own zoom to do extra meetings (write-ins, etc.)</li> <li>● Jadi points out that this doesn't mean we're not affiliated with the DAZ</li> <li>● Barbara asks why it should be a problem, and points out that we are a separate group from the DAZ</li> <li>● Irene agrees, DAZ should not feel left out by us using Zoom</li> <li>● Katherine agrees that it makes sense to have own zoom as well</li> <li>● Vote: Unanimous yes</li> <li>● Andrea points out that we need to decide who will manage zoom</li> <li>● Ayo will do if we give her the credit card info</li> <li>● Katherine wants to know if everyone can have password so each of us can</li> <li>● Ayo says everyone can just have ot</li> </ul>	Yes
Facebook	<p>Andrea would like to be added as administrator for our FB page. Andrea has been added by Harish.</p> <p>Harish didn't re-join? Should he be removed from mgmt (Jim)</p>	Yes.

## New Accounts:

Twitter (Ayo & Danielle)	No discussion - Danielle will manage the sites.	Yes
Instagram (Ayo & Danielle)	<ul style="list-style-type: none"> <li>• Danielle explains how it would work</li> <li>• Erica is concerned about plagiarism</li> <li>• Ayo, Michael say it shouldn't be a concern</li> <li>• Danielle points out that all members can decide what they want posted</li> <li>• Katherine says that we can have twitter chat</li> </ul> <p>Does access to these sites need to be added to the website? Instructions should be available for those interested. (Jim)</p>	9 Yes
G Suite	<p><b>G Suite would include:</b></p> <p>Calendar with links to zoom meeting days.</p> <p><b>Google Drive with:</b></p> <p>Meeting minutes/Agendas.</p> <p>Spreadsheet for signing up for critique.</p> <p>Spreadsheet for signing up for group jobs.</p> <p>Place to submit written work for comment.</p> <p>Links to relevant files would be available via the website. CONS: Duplicates current accounts. Requires learning curve. Requires separate screens.</p> <p>Danielle will manage the site.</p> <p>Jim will provide a website link. With a link at the website for members to become familiar with it.</p> <p>Members can use G Suite as desired.</p> <p><b>Discussion below:</b></p> <ul style="list-style-type: none"> <li>• A place to submit written work for comment.</li> <li>• Links to relevant files would be available via the website.</li> </ul> <p><b>CONS:</b></p> <ul style="list-style-type: none"> <li>• Duplicates current accounts. Requires a learning curve. Requires separate screens.</li> <li>• A long discussion, people are wary</li> <li>• Many people do not want to add more complications</li> <li>• Danielle and Ayo point out that there are still a lot of organizational issues that make things</li> </ul>	Yes

	<p>more difficult</p> <ul style="list-style-type: none"> <li>Decided that the link to some of the docs will be shared on the website, and we will try it out</li> </ul> <p>Who will write the instructions on how to use G Suite?</p>	
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## Financial Report:

<p>Cindy</p> <p>make bank account # public knowledge. (Cindy)</p> <p>CONS: Is it wise to bring attention to a formal bank account? We are not an official Verein!</p> <p>Updated list of current members. Check the Membership Roster (Jim)</p>	<p>Cindy was sick and could not attend, all discussion was differed until she could attend.</p> <p>This should be the first item on the first quarterly business meeting (Jim)</p>	<p>Tabled</p>
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## Shared Responsibilities (Tasks):

Item	Discussion / Decision / Tasks	Member assigned
<b>Regular Meetings:</b>		
Chair	Manage the start time, prompt time, readings, and Business according to the meeting structure.	Rotating - The monthly chair will be shown in the "Meeting Dates" on the website.  Jadi volunteered to chair the meeting if the person assigned cannot do it.
Minutes taker		Jim - summarizing the submitted items
Prompt	Writing Prompts: 2 members  Bringing prompts to meetings and Manage prompt time (Chair)?	Barbara, Erica
Readings	Initiating the readings	The chair of the meeting
Business	New business to be added to the next	The minutes taker

	<p>quarterly meeting</p> <p>Not discussed - Will be added to the minutes - I think there should be menuitem and a place in the G suite for pending business for the next quarterly business meeting (Jim)</p>	
<b>Continuing Tasks:</b>		
Website	<p><b>Keeping</b> the website up-to-date See the website tasks list below</p>	Jim with Katharine
Treasurer	Managing the bank account and paying bills	Cindy
New member vetting committee	<ul style="list-style-type: none"> <li>• Three to four members</li> <li>• Communicating with potential recruits</li> <li>• Vetting new members</li> <li>• Clarifying group's mission and membership expectations</li> <li>• new members will be asked to take on a group responsibility.</li> </ul>	Jadi Katharine Barbara
Decision making process without a President and management hierarchy	<p>Vote by the majority of members present on any "non-financial" item at any business session is considered binding. Financial items must be put to a vote by all the members.</p> <p>Not discussed - Make a (doodle type) table for all items that require a purchase or have a financial impact that can be voted on by all members between meetings (Jim)</p>	Vote by the majority of the members present at the time the decision is made.
Liaison with the DAZ	No Discussion	Andrea
Meeting Coordinators	1-2 members - Scheduling meetings and write-ins. Keep the meetings on schedule/topic	The chair of the meeting
Facebook manager		Andrea
Twitter manager		Danielle
Instagram		Danielle
Liaison with NEAT	Annual Dark Monday January readings	Jadi
Liaison with the Dreigrosetheater		Andrea
Advertising for shows	Not discussed - this should be a website function in addition to member participation (jim)	
Live show coordinator	<ul style="list-style-type: none"> <li>• Scheduling live shows</li> <li>• Determining the reading order</li> <li>• Determining the MC - a non reading member</li> </ul>	

Live show MC	<ul style="list-style-type: none"> <li>● Member not reading</li> <li>● Prepare and read the opening remarks</li> <li>● Introduce the readers</li> <li>● Prepare and read the closing remarks</li> </ul>	
Live Show tech	<ul style="list-style-type: none"> <li>● Vetting the sound and lighting</li> <li>● Managing the show PowerPoint and music</li> <li>● Facilitating the transition between between writers/MC for online readings</li> </ul>	

Pre-recorded live show	Jim suggested that by owning our own zoom account we could each pre-record our reading then be concatenated together for the final show	Tabled - possibly try one this year
Lighting and techniques for Zoom live streaming	Investigation and suggestions for lighting and computer recording techniques for Zoom Streaming presentations	Jim
Vote on whether people want to have their work up on YouTube permanently. (Barbara)	<p>Discussion took place about copyright protection and if the item would still be accepted as a first time writing if it was read and is available on youtube.</p> <p><b>I see this as a link in the public page - what would the members want the menu to be. It could also be part of the active writers menu - I need directions here (Jim)</b></p>	Yes as members choose

## Readings + Other:

Jadi is the liaison with NEAT for the January Dark Monday readings at Merlin.	Yes
Andrea is the liaison with Dreigroschentheater. Cindy remains the financial contract	Yes
If the reading roster fills, members who don't get the chance to read are automatically given priority for the next reading	Yes
Create a pre-filmed and edited virtual reading, even as a one-off experiment. (Jim)	tabled
Ayo will create a WiS logo. Possibly use it as a unified backdrop for all virtual readers. Cost to be determined.	Yes
Create an annual YouTube reading. No date determined	Yes
Set dates for our next reading and readings for the rest of year, e.g., firm dates (online) versus tentative dates for in-person live readings, perhaps later in the year. NOTE: This may be an item for quarterly business meetings. next reading: 15 October.	Tabled quarterly business meeting
Establish a rotating core group to organize/oversee all future readings. (Barbara) Roles to be assigned.	Yes
Readings must not be longer than ten minutes. (Jadi) Okay to run over a minute or	Yes



two, but no more.	
<b>Writing Retreat:</b> Establish 'writers mulching sessions' where we discuss issues to do with writing. These session dates would be outside of our regular meeting dates. (Katharine)	Yes
<b>Birthday Celebration:</b> WiS turns 15 this year. Vote on planning an outdoor WiS 15th anniversary party outdoors somewhere in mid-summer? (Andrea)	Yes
<b>Workshops:</b> plan a workshop on getting published.	Yes
<b>Outings:</b> visit the Journal Museum in Emmendingen. (Jadi)	

## Website (review and actions):

The new password for our website is 20WiS21#&	Print it out and paste to the computer or download it to the desktop. Do not share it with non-members or past members.	N/A
Flesh out our website's pages a bit more by adding clips of individual pieces. Please review the website for any pages you feel need changing and discuss (Jadi)  Please review our mission statement, new in the Welcome (public) menu.  Please review the Website information and mission statement.	No Discussion  <b>I am still in the dark about which menu items are considered valuable to the membership and which are not. I will keep the current structure until discussions are had about each menu item</b>  <b>Jim</b>	Yes - as members choose.
Katharine would like to apprentice to Jim to maintain our website.	Katharine and Jim will arrange a time for support review and training	Yes
Mailing link to our website,	<b>No Discussion (Jim)</b>	Yes
a doodle page. (Danielle).	Danielle will provide the link.  Jim will add it to the website.	Yes
G Suite available from the website.	Jim will add to the website	
A Contingency of \$100.00 was added to the budget	Please see the website	Yes

for unknown events, such as hacking and maintenance	costs below	
Volunteer responsibilities (Member Tasks Menu	being worked on (Jim)	
WiS documents menu item	Pending	
Annual financial report menu item - under bank information? (Jim)	Pending	
Members writings menu item - need to discuss	Pending	
PDF documents of the minutes	Pending	
Method for printing now pdf documents - to be investigated		
Table for voting on pending subjects	Doodle?	

## Website (costs):

Hosting	Annual planning Cost	WiS Estimated Cost for 2021
Hostmonster - Canada	\$144.00 (48.00)	\$0.00 (I host it under my jpalik.com professional plan)
Domain - Writers in Stuttgart	\$22.60	\$22.60
CleanTalk - Spam Filter (Plug-in)	\$8.00	\$8.00
Elementor Pro (Plug-in)	\$75.00	\$37.50 (½ of my cost)
TablePress (Plug-in)	\$0.00	\$0.00
Jetpack (Plug-in)	\$0.00	\$0.00
Google Analytics	\$0.00	\$0.00
WP Live support	\$50.00 one month	\$50.00 one month
Contingency approved	\$100.00 annually	\$100.00
<b>Total annual costs - for planning</b>	<b>\$218.00</b> This would include contingencies, new plugins, and WP Live support	<b>\$218.10</b>
<b>Contingent cost possibilities</b>		
Full hacking recovery	\$214.06 - Hopefully this will not happen again	

Webmaster (annual maintenance planning contingency)	\$100.00 per year  WP Live for a one month intense update on best practices and training on new Plug-ins	Minimum contingency. This is dependent on not being hacked or additional plug-ins being added.
Additional plugins \$? (one time cost)	Plug-ins are the preformatted tools that	

## WordPress/Website maintenance tasks:

Public Menu	WordPress Skill needed	Member
General Maintenance	To Be Defined	Jim (Webmaster)
(Home) Our Next event	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	Jim (Webmaster)
Event Schedule	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Table Press</li> </ul> </li> </ul>	Jim (Webmaster)
Add Me to Your Mailing List	Not implemented	Jim (Webmaster)
Visitor Comments	Needs to be discussed	Jim (Webmaster)
Mission Statement	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Editing the Mission Statement</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	Jim (Webmaster)
Active Writers	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Editing member Bios</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> <li>○ Media</li> <li>○ TablePress</li> </ul> </li> </ul>	Jim (Webmaster)
Past Readngs	<p>Discuss</p> <ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	Jim (Webmaster)

How to Join	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Partner Links	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Privacy Policy	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>

<b>Members Only Menu</b>	<b>WordPress Skill needed</b>	<b>Member</b>
General Maintenance	This will remain the responsibility of the webmaster	<b>Jim (Webmaster)</b>
WiS ZOOM meeting	Members will be able to login to ZOOM meetings by clicking the menu selection	<b>Jim (Webmaster)</b>
Writers in Stuttgart Chat	This is based on a WorkFlowy link	<b>Jim (Webmaster)</b>
Members' News	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Member Comments	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Meeting Dates	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Table Press</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Reading Dates	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Table Press</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Rehearsal Dates	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Table Press</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Meeting Minutes	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> </ul>	<b>Jim (Webmaster)</b> Katharin

	<ul style="list-style-type: none"> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	
Membership Roster	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Table Press</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Google Suite - Pending	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Appearance &gt; Menus</li> <li>○ Google Suite</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b> Danielle
Member Information Update		<b>Jim (Webmaster)</b>
Member's Mailing List		<b>Jim (Webmaster)</b>
Bank Information	<ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b> Katharin
Member Tasks	<p>Task description - to be discussed</p> <ul style="list-style-type: none"> <li>● Google Docs <ul style="list-style-type: none"> <li>○ Text maintenance</li> </ul> </li> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Table Press</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Writing Links	<ul style="list-style-type: none"> <li>● Hostmonster permission</li> <li>● WordPress <ul style="list-style-type: none"> <li>○ Pages</li> <li>○ Elementor</li> </ul> </li> </ul>	<b>Jim (Webmaster)</b>
Website Information & Mission	General Maintenance	<b>Jim (Webmaster)</b>

### Still to be resolved:

<b>Group structure:</b>		<b>Currently</b>
Should we have a president/leader and a formal hierarchy?	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Nobody ever wants to do it</li> <li>● Ayo asks what the responsibilities would be</li> <li>● Andrea points out that we need to spread the responsibilities out</li> <li>● Jadi says she was the chief cat herder, somebody who has a good overview of the tasks we have, has a good vision for the group, know the strengths of everyone, know how to help people find voices, support people using their voices,</li> <li>● Danielle suggests that this should be divided into more than one position and the president should more be about the vision of the group</li> <li>● Erica agrees and thinks we all need to shift our mindset so that everyone is participating</li> </ul>	Should be voted on by the full membership

	<ul style="list-style-type: none"> <li>● Ayo agrees about mindset shift, its not fair that some people are only attending meetings, and some people are doing 10 hours of work in a month</li> <li>● Katherine asks what the president actually does if they don't do organizational</li> <li>● Danielle points out that they are more like a chief decision maker, support person</li> <li>● Jim says that the president needs to delegate</li> </ul> <p><b>Jim's notes from the original discussion when the decision to manage by consensus was made in 2019.</b></p> <p>The Writers in Stuttgart is a group of writers bound together by their common need to have their work reviewed and critiqued by other writers, share their experience in publishing and marketing their work, and their desire to have public readings.</p> <p>The membership is fluid in as much as its formality is maintained by the payment of annual dues. The purpose of dues is to pay for the maintenance of a website and pay expenses accrued and approved by its current membership.</p> <p>A formal hierarchy such as a president, vice president and so forth will not be maintained with the exception of an elected (volunteer) treasurer and webmaster. All other positions are determined on a need basis at an annual meeting and quarterly meetings as necessary.</p> <p>The group is managed by consensus and non-financial decisions are made by the majority of members in attendance at announced quarterly meetings.</p> <p>Should the group, for any reason, decide to abandon itself, its assets at the time of abandonment will be distributed equally among its most recent paid membership.</p>	
Current decision making process	<p>Vote by the majority of members present on any "non-financial" item at any business session is considered binding. Financial items must be put to a vote by all the members.</p> <p><b>Not discussed - Make a (doodle type) table for all items that require a purchase or have a financial impact that can be voted on by all members between meetings (Jim)</b></p>	Vote by the majority of the members present at the time the decision is made.