



New Westsiders

Almost everything you wanted to know

The Board

- ▶ Board positions are all voluntary, dedicating time and expertise to keeping NWS running
- ▶ Board meets August thru May, first Thursday of the month
- ▶ Anyone can attend a board meeting to hear what is being discussed.
- ▶ Only officers and standing chairs can vote on issues.
- ▶ By-laws are the regulations and rules established by a company or other organization for internal management. By-laws can only be changed by a vote of the members.
- ▶ Standing rules keeps continuity in the organization so that new members do not need to perpetually ask long time members what to do and when. If an organization does things "because that is always the way it has been done," the organization should write these customs down so that everyone knows what to do. Standing rules can be changed by the board vote
- ▶ Our membership list is not to be used to solicit money or business or be shared outside the membership.

Elected Board Members

- ▶ President: Presides over the Board and General Membership. Manages supervision of the club. Serves as official spokesperson for the club.
- ▶ 1st vice president – Membership: manages incoming requests for new members and renewal of existing members
- ▶ 2nd vice president – Welcoming: Personally contacts all new members, coordinates new member events, and assists with coordinating interest group chairs.
- ▶ Treasurer: Manages all incoming/outgoing funds, manages annual audit
- ▶ Secretary: Takes minutes at board meetings, manages printing of directory
- ▶ Immediate Past President or the Advisor: Coaches board as needed.

Standing Chairs

Unelected positions

- ▶ Luncheon: Organizes committee that runs 6 NWS lunches per year
- ▶ Social: Organizes annual picnic and holiday gift exchange
- ▶ Digital/Media Manager: Manages website and Google Drive
- ▶ Newsletter Manager: Gather info, creates and mails newsletter monthly
- ▶ Media/branding Mgr (as needed): Manages advertising and brand image
- ▶ Sunshine: Sends birthday, get well and sympathy cards to members

What do your NWS Dues do?

NWS is a not for profit social organization

After insuring there is always at least a \$2000 reserve fund, it is the objective of NWS to spend the balance of your dues on things that positively impact the club as a whole.

Dues are not used to directly support interest group activities.

- ▶ Interest group borrowing fund: \$500 held in reserve
- ▶ Luncheons: Centerpieces, speakers, lunch for speakers, gift cards, tickets for raffles
- ▶ Member directory: Printing, mailing
- ▶ Office supplies: Copy paper, folders, envelopes
- ▶ Name tags
- ▶ Social: Summer picnic, holiday exchange, rental for venues
- ▶ Website/newsletter domains names
- ▶ Appreciation ice cream social
- ▶ Sunshine: Cards/postage
- ▶ New member events
- ▶ PO box rental

New Westsiders Website

- ▶ www.newwestsiders.com
- ▶ Have you gone on the NWS website?
- ▶ Have you read the by-laws and standing rules?
- ▶ Have you used the resource list?
- ▶ How do you get your password reset?
- ▶ How do you get your friends signed up as members?
- ▶ Our Digital/Media manager is Pam Overly. Pam manages the content of the website.
- ▶ Members only section contains:
 - ▶ Names and pictures of Board members and interest group chairs
 - ▶ Directory of members
 - ▶ Monthly newsletter
 - ▶ Luncheons
 - ▶ Monthly calendar
 - ▶ Beginners guide
 - ▶ By-laws
 - ▶ Standing rules
 - ▶ Interest group chair handbook
 - ▶ NWS Resources list and Hub
 - ▶ Communication
 - ▶ Ways to get involved

Evite

- ▶ Why Evite is an important tool and means of communication
 - ▶ It is a consistent means of communication across all interest groups
 - ▶ It is viewable on your phone or PC,
 - ▶ It is quick and easy for you to respond to Evites
 - ▶ It is easy for you and interest group chairs to see who is coming
 - ▶ It is easy to send changes and updates to activities
- ▶ Evite is a free tool. Pam has investigated upgrading to the paid version, but it would not give us any meaningful add-ons.
- ▶ Changing to a different invitation service could be a future possibility. But changing services can be a confusing and challenging process and would only be done after a great deal of thoughtful planning.

Evite - continued

▶ In the past, Evite lists were rebuilt at the start of each membership year. Starting in Sept 2023, those lists are not being rebuilt from scratch each year. Only requested changes are made. So please ask to be added or deleted from interest groups.

▶ Linda Garceau manages your changes to interest groups in Evite. Email garceaul@etsu.edu

OR newwestsiders@gmail.com

▶ **Download free app for phone**

- ▶ Instructions available on NWS website or can be emailed to you
- ▶ Make sure App settings on your phone is set to allow notifications if you want them.
- ▶ At the bottom of each Evite, there is a Settings box to Choose your notification preferences. This is how you stop unwanted emails for events you are not attending.

Evite - continued

- ▶ Another way to change notification settings if you don't want to get email messages about events you are not attending, go into Evite website on your computer and un-check All Event Activity in that Evite's notification setting.

You are RSVPing No ×

Replying as: Nancy Kartali [Edit](#)

Add a note to your RSVP ∨

Edit notification settings ◀

You will receive event reminders, cancellation notices and messages from the host(s). Select additional notifications below:

- All event activity
- Party planning tips, gift ideas, special partner offers and more
- RSVPs from other guests

[Submit RSVP](#)

Evite - continued

- ▶ Evite etiquette
 - ▶ Read ALL the information in the Evite. Your hosts often put important info in the invitation
 - ▶ Check your calendar before responding yes.
 - ▶ Try to respond on a timely basis. Some last minute responses can cause extra work for the interest group chair.
 - ▶ Update RSVP as soon as you know you are not able to attend. That can allow another person to attend events that have limits
 - ▶ It is important to reply yes or no. Not responding at all to Evites may result in being removed from the interest group.
 - ▶ If you are getting evites for groups you no longer want, ask to to be taken off those Evite lists by emailing newwestsiders@gmail.com OR garceaul@etsu.edu

Evite - continued

- ▶ Who to contact if you have trouble
 - ▶ Help center on Evite app or Evite website for frequently asked questions
 - ▶ support@evite.com
 - ▶ Not getting evites:
[https://support.evite.com/support/solutions/articles/72000576178-not-receivin
g-invitations](https://support.evite.com/support/solutions/articles/72000576178-not-receivin-g-invitations)
 - ▶ OR email Linda Garceau to make sure your name is on the group's Evite list.
garceaul@etsu.edu

Interest Groups

Helene Gaidelis coordinates the interest group chairs.

▶ The board has discussed the challenges and potential solutions for the larger interest group to allow more members to participate or not get closed out of activities. There is no silver bullet solution. But here are some suggestions that have been offered and/or tried. If you have other suggestions, talk to any board member so other alternative can be discussed and tested with interest groups.

- ▶ Split groups into multiple groups (for example: daytime bookgroup and evening bookgroup)
- ▶ Have the same activity multiple times (example: if there is a limit of 12 people, offer it twice)
- ▶ Create new interest groups

▶ We need people to step up to take over interest groups or some of the groups will go away .

Open positions out of directory:

Gourmet Gals chair and co-chair

Daytime book group

Luncheon committee chair

Newsletter

- ▶ Newsletter editor is Susan Fleming
- ▶ How do things get into the newsletter.
 - ▶ Email newwestsiders@gmail.com.
 - ▶ If necessary, Susan will review with board for approval.
 - ▶ Info needs to be to Susan NLT the 19th of each month
 - ▶ Newsletter is published the 23rd of the month
- ▶ Suggestion: Keep the current email with the newsletter until the next month's comes out.
- ▶ Please read it. Lots of great info in it.
- ▶ Important things in the newsletter
 - Luncheon reservations: step thru the process and confirmations
 - Link to adding or deleting yourself from interest groups
 - Changes, Important things to know

New Westsiders Facebook page

- ▶ Pam Overly manages access for members to our Facebook page
- ▶ Post pictures yourself if you want as long as you are a member
- ▶ <https://www.facebook.com/groups/newwestsiders>

Transitioning away from checks

We are transitioning away from checks for payment of dues and luncheons. Effective January 1, 2025 you will only be able to use Paypal or Credit/Debit cards for payment.

Why we are doing it?

- ▶ Per our bank, check fraud is increasing: counterfeit checks, identity theft, unauthorized withdrawals, accounts frozen due to suspicious activity
- ▶ NWS check processing currently goes through multiple people (post office, board member, treasurer, bank) which increases the chances of a check getting lost or stolen. It also takes longer to confirm receipt.
- ▶ Credit card, Paypal have security checks that make them safer forms of payment and confirmations which let you know your payment has been processed.
- ▶ Processing refunds are easier/faster via Paypal and credit card.
- ▶ Mail service can be slower at certain times of the year. For example: for this luncheon I was still missing 4 checks the day before the luncheon.

QUESTIONS??

