

**The Ottawa Public Education Retirees Association**  
**Executive Meeting on: March 1, Mar. 15, & March 22, 2022**  
**via Zoom**

<b>Call to Order</b>	7pm Special Meeting to unveil new website to the executive	
<b>Executive Members Present</b>	Rick Chataway, Horst Dannehl, Chris Borzecki, Cheryl Cavell, Jan Hynes, John Harding, Robin Dunbar, Margaret Bryan, Vikki Zulpo, guest Stuart Fraser (web designer)	
<b>Approval of Agenda</b>	Special Meeting to unveil new website to the executive	
<b>New Business</b>	<p>Rick summarized the numerous meetings that the sub-committee of Rick, Chris, Jan, Vikki and webmaster Stuart Woods have had over the previous 2 months. A previous motion had been passed by the executive to explore a change to our name, and how we interact with our group as the present name of OPERA is not searchable. As well, the Operaonline website was no longer being used effectively and virtually all members now have their own email addresses, no longer relying on our group to provide such.</p> <p>In those 5 meetings, the group worked to choose a new name that would be easily searched on Google, and that was available. Education Retirees Association of Ottawa was chosen; ERAO.ca. NB that the .ca domain provides more privacy than .com or .org. The subcommittee developed the new website and a social app for communication (Facebook, which was already set up) with the hopes to have them ready to soft launch mid March or thereabouts.</p> <p>At this meeting of the full executive, Stuart showed the website as it was developed to that point, with the new name and logo, ERAO. The logo will be used for branding (brochures, mass emails, business cards).</p> <p>The text of the site has the ability to adjust to work on various devices equally well, fully formatted.</p> <p>Discussion followed re the actual registration page requirements. At this point, Jan had developed the link based on the original form, however as we no longer mail notices to members, that addresses would not be required. Discussion re mandatory inclusion of email addresses followed, if members could opt out in the sharing of them.</p> <p>MOTION: (by Jan Hynes) That email addresses be compulsory for membership in ERAO. Seconded by Vikki Zulpo</p> <p>There will be a contact email provided on the website, Jan has already registered it. At the moment it is registered to her. When a new registrar takes over, she will pass that registration to the new person. The email is: <a href="mailto:eraottawa22@gmail.com">eraottawa22@gmail.com</a></p> <p>In order to post minutes to the new website in a timely manner, they will be labelled "Draft" minutes, until after the next meeting, when they would be approved.</p> <p>Meeting adjourned at 8:15, to be continued March 15th.</p>	Passed
<b>Call to Order</b>	<b>Second Part of Meeting, March 15, 2022 7pm</b>	

**Executive Members present**

Executive members present: Cheryl Cavell, Chris Borzecki, Jan Hynes, Margaret Bryan, Shelley MacDonald, Rick Chataway, Robin Dunbar, guest Stuart Fraser, Regrets, John Harding, Margaret Bryan, Vikki Zulpo

Facebook:

The executive agreed that Facebook will be our method of communicating amongst our members. Jan and John had already made a page years ago when setting up Operaonline. This FB page is searchable, but private, for members only. People who already have a FB account simply have to ask to join the group. Those who do not have a FB account will first have to create one, and then they can ask to join the group. These links are provided on the new ERAO site.

Jan reported that out of the 50 names that she checked, half do have a FB page. So we could tell people about the FB option. There is a FB room which would work instead of Zoom. Stuart thought we should stick with Zoom since everyone knows it and it does have a screen sharing option.

Mail Chimp:

Stuart received the membership list from John Harding and uploaded all members names to Mail Chimp (which was chosen to be used for mass emailing to our membership). In our first mass email, there will be a lot of bounce backs, which Mail Chimp doesn't tolerate if a constant issue. The executive will receive a copy of the current membership list soon. Names that 'bounce back' on a test run will be deleted. Please report known errors to Stuart by Friday March 18<sup>th</sup>.

There will be links between the ERAO website and the Facebook page, and vice versa.

There was much discussion about whether the new website (which is public) should have a "subscribe" button to invite new members to ask for the newsletter. Jan explained there will be a place to register. The way Stuart has it now the people who subscribe to an event would then have access to everything – even though we haven't vetted them – they may not be educators. We went around and around and finally decided that we would not have a subscribe button when we list an event. It can always be added later once we see how everything works.

CMS – Content Management System – each person would be able to upload. Stuart can teach us i.e. Shelley could upload information about each planned event herself, rather than sending it to Stuart to upload. Stuart could teach us how to do this task. It was decided to leave this feature off the new website for the time being.

The new ERAO website should be up and running Friday April 1<sup>st</sup>.

**Next Meeting**

A continuation of this meeting has been scheduled for Tuesday March 22 at 7:00 PM

**Adjournment**

8:15 pm

Item	Third Part of Meeting, March 22, 2022	Decision/ Action
Call to Order	7pm	
Executive Members Present	Rick Chataway, Shelley McDonald, Cheryl Cavell, Chris Borzecki, John Harding, Jan Hynes, Vikki Zulpo, guest, Stuart Fraser	
New Business	<p>Stuart informed us that the actual website <a href="http://ERAO.ca">ERAO.ca</a> is ready to be published. He also has prepared Mail Chimp for mass emailings. With the help of Jan, they vetted as many of our members' email addresses as possible to prevent returns.</p> <p>He presented 4 mass emailings that he has prepared and are ready to send; "Welcome to the New Website ...OPERA is now called ERAO etc" with all appropriate information for existing members and for new members with links to an <a href="mailto:info@erao.ca">info@erao.ca</a> email address. He also prepared separate announcements for upcoming activities.</p> <p>Clarification for use of 3 new email addresses associated with the website:  <a href="mailto:info@erao.ca">info@erao.ca</a> will be accepted by Shelley, John and Rick for the purpose of answering questions from the membership  <a href="mailto:admin@erao.ca">admin@erao.ca</a> will be accepted by Stuart for website/computer purposes  <a href="mailto:eraottawa@gmail.com">eraottawa@gmail.com</a> will be used for registration purposes only and presently will go to Jan.</p> <p>Jan explained further use of Facebook, and hashtags to create specific topics on our Facebook page. We discussed the possibility of moderators presently working on Website Toolbox continuing in those roles on the Facebook page.</p> <p>Stuart reminded us of the importance of keeping the website as the main information page, and that we could use a CMS system with the Club coordinators able to add directly to the website themselves with a log in and password. He would teach them how to do that. We will visit that eventuality once we've dealt with possible problems of the launch of the new website and our name change.</p> <p>Stuart prefers to receive information from the social committee and club coordinators whenever they are ready to post, rather than having a set deadline.</p> <p><b>MOTION:</b> Given that our present OPERA name is confused with music sites when searching online, and that our present Operaonline internet communication site is underused, the executive recommends that we change our name from Ottawa Public Education Retirees Association (OPERA) to Education Retirees Association of Ottawa (ERAO) to be effective as of March 28, 2022.  Proposed by Vikki Zulpo. Seconded by Chris Borzecki</p> <p>The introduction email re our new name, and the concomitant launch of the new website <a href="http://ERAO.ca">ERAO.ca</a> will go live Monday March 28, 2022</p> <p>At or before the AGM, a committee will be struck to review the constitution in order to make changes that our new name incurs, plus any necessary relevant modifications to update to our current time.</p> <p>The probable date of our AGM will be Thursday May 19th, 2022 at 10am via zoom.</p>	<p>John will send a letter ASAP asking the moderators if they wish to continue on Facebook. He and/or Jan will show them how to use hashtags</p> <p>PASSED</p> <p>Stuart will initiate launch Mon. Mar. 28/22</p> <p>To be confirmed at next Executive meeting</p>
Adjournment	8:20pm	