

January 17th, 2020

Dear AERGC Members,

In recent years, digital technologies (website, social media, email, billing/payment platforms etc.) have become increasingly important for our organization. Examples include conducting effective internal/external communication, market to new prospective members, meet our financial obligations, registration for our annual meeting, and to store/access important documents and images.

A majority of our officers and committee members frequently use such technologies to successfully meet their goals and objectives laid forth in our organization's committee charters. Also, the vast majority of our membership, prospective members, and sponsors use similar technologies daily.

In order to help our elected officials and to better equip our organization, I am asking for changes to our by-laws. In a gist, I would like us to add one elected position and change language under the Communications Committee charter. This elected position would serve as both the contact person and custodian of our web presence services. The change in language would provide duties and responsibilities for this role.

You might be asking the following:

Why are you writing us about the proposed changes to our by-laws?

It is a requirement under our by-laws to have a cast vote on proposed changes that affect "...by-laws, amendments, and elections." This our due diligence informing you of proposed changes before the organization casts a vote. This proposal has already been reviewed by the Communications Committee and other elected officials.

What are being proposed?

We would like to change the Communications Committee charter from:

Communications Committee: *Members are Secretary who serves as committee chair and three other elected members. Members report to the Secretary.*

Responsibilities:

- Assist Secretary in quarterly newsletter production by soliciting, writing, or editing at least one article for each issue
- Prepare information/photos/PDF files and related content for the AERGC web site
- Assist in web site maintenance and updates
- Assist Secretary in correspondence. (e.g. acknowledgements to meeting sponsors, speakers, and vendors)
- Assist Meeting Committee in preparing documents, forms and information for Annual Meeting
- Work with other committees as needed for the production of brochures and other communications

TO:

Communications Committee: Members are Secretary who serves as committee chair and **four** other elected members. **Three members serve primarily for newsletter and correspondence responsibilities and the fourth member is to serve as our Digital Technologies Coordinator.** Members report to the Secretary.

Responsibilities:

- Assist Secretary in quarterly newsletter production by soliciting, writing, or editing at least one article for each issue
- Assist Secretary in correspondence. (e.g. acknowledgements to meeting sponsors, speakers, and vendors)
- Assist Meeting Committee in preparing documents, forms and information for Annual Meeting
- Work with other committees as needed for the production of brochures and other communications
- **The Digital Technologies Coordinator will prepare information/photos/PDF files and related content for the AERGC web site and other web-presence services used by our organization**
- **The Digital Technologies Coordinator will troubleshoot, maintain, and update the AERGC website and other web-presence services**

What should we expect now?

We will ask the Elections and Rules committee to prepare this proposal for a vote on the AERGC website. All members in good standing will be able to cast one vote. A simple majority is required for this proposal to be added as an amendment to our by-laws. If the vote is in favor of creating this new position, we will be seeking one additional person to fill this role for a two-year term starting after our July 2020 meeting in Minnesota.

Thank you for considering, AERGC. We truly appreciate all of you and our fine organization!

Kind Regards,

Nathan A. Deppe (Chairperson)

Michael Mucci (Vice-Chairperson)

Dahlia Wist (Secretary)

Doug Walker (Treasurer)