Database Manager Report for April-May, 2023

Set up a donation page for El Paso County.

Postcards: I spent a total of $817.92 sending 947 postcards to new registered libertarians from the voter registration files from December, 2022 through April, 2023. I was authorized to spend up to $1000 in a board motion in November or December. Cost breakdown was Office Depot - $155.62, Secretary of State - $250, Postage - $412.30. Average cost for each postcard - $0.86. Costs could have been reduced by purchasing the voter file every other month instead of every month. Further reductions could have been achieved by purchasing a bulk mail permit ($200) which requires additional preparation and time expense. The response was very poor, either due to messaging or small sample size. A 1% response would have been 9 signups.

Special District Races. Thanks to updates by the Secretary of State, we now have the ability to find out which of our members live in what special districts – city council, RTD, water and sanitation, cemetery, county commissioner, etc.

See following time report.

Our **April** Amazon bill for CRM email services was **$2.19** for just over **20,000** emails. This cost is recorded as an In-Kind donation by the Database Manager.
Our credit with MailChimp for email services has expired and we are no longer maintaining that account. Our free data storage with Amazon will terminate at the end of 2023.

Respectfully Submitted,

David Aitken
Database Manager
Libertarian Party of Colorado

<div align="center">Database Manager Time</div>

Date	Start Time	Stop Time	Time	Description
3/9/2023	7:55 AM	8:40 AM	0:45	board reports
3/9/2023	9:05 AM	9:25 AM	0:20	update lpedia w/treasurer
3/10/2023	1:45 PM	2:30 PM	0:45	board reports
3/12/2023	7:50 PM	8:10 PM	0:20	backup
3/13/2023	5:55 PM	6:15 PM	0:20	sos voter file
3/13/2023	7:00 PM	9:30 PM	2:30	board meeting
3/13/2023	10:35 PM	10:45 PM	0:10	post lpac bylaws
3/14/2023	8:05 AM	8:10 AM	0:05	new treasurer search
3/14/2023	8:25 AM	9:10 AM	0:45	sos voter file
3/14/2023	9:10 AM	9:55 AM	0:45	set up new treasurer
3/14/2023	10:25 AM	11:10 AM	0:45	sos voter file
3/16/2023	12:20 PM	12:55 PM	0:35	postcards
3/19/2023	7:00 PM	7:15 PM	0:15	backup
3/20/2023	7:45 PM	8:10 PM	0:25	convention, new user
3/23/2023	11:55 AM	12:10 PM	0:15	douglas board email
3/24/2023	10:00 AM	10:20 AM	0:20	update lpedia board minutes
3/24/2023	11:50 AM	12:10 PM	0:20	castle pines list
3/25/2023	8:45 AM	9:05 AM	0:20	parker planning commission email
3/26/2023	3:00 PM	3:40 PM	0:40	convention credentialing mtg
3/26/2023	3:55 PM	4:15 PM	0:20	create convention registration list
3/26/2023	8:10 PM	8:25 PM	0:15	backup
4/2/2023	7:15 PM	7:30 PM	0:15	check users
4/2/2023	8:25 PM	9:00 PM	0:35	backup
4/3/2023	9:05 AM	10:50 AM	1:45	update leadership page
4/3/2023	2:50 PM	4:25 PM	1:35	update lpedia leadership
4/3/2023	7:35 PM	8:15 PM	0:40	douglas email, new user
4/4/2023	10:10 AM	10:20 AM	0:10	answer emails
4/4/2023	1:30 PM	1:50 PM	0:20	new user jeffco
4/6/2023	10:40 AM	11:15 AM	0:35	update lpedia w/bios
4/6/2023	6:10 PM	8:40 PM	2:30	update convention attendees
4/7/2023	9:00 AM	9:05 AM	0:05	review cah cancelled donation
4/7/2023	9:05 AM	9:25 AM	0:20	upload director pics
4/8/2023	9:15 AM	10:25 AM	1:10	sos voter file
4/8/2023	2:20 PM	3:45 PM	1:25	postcards
4/9/2023	11:10 AM	11:45 AM	0:35	research $90 state crm support
4/9/2023	1:50 PM	2:10 PM	0:20	board meeting canceled email
4/9/2023	9:05 PM	9:20 PM	0:15	backup
4/10/2023	6:00 PM	7:35 PM	1:35	L10 meetiing
4/13/2023	9:00 AM	9:20 AM	0:20	director pic, bio
4/13/2023	9:20 AM	10:45 AM	1:25	train Murl, treasurer
4/13/2023	1:55 PM	2:05 PM	0:10	director pic, bio
4/14/2023	9:00 AM	9:25 AM	0:25	director pic, bio
4/14/2023	12:35 PM	12:55 PM	0:20	new board user, douglas email
4/15/2023	7:45 AM	9:00 AM	1:15	update judicial committee members
4/16/2023	6:30 PM	7:45 PM	1:15	test pictures in email

Date	Start	End	Duration	Task
4/16/2023	8:20 PM	8:35 PM	0:15	backup
4/17/2023	10:25 AM	11:05 AM	0:40	chair intro and gun ban email
4/18/2023	8:20 AM	8:30 AM	0:10	new user legislative
4/18/2023	8:30 AM	8:50 AM	0:20	castle rock email vacancies
4/19/2023	7:35 AM	7:55 AM	0:20	new user setup
4/20/2023	3:50 PM	4:05 PM	0:15	user setup
4/22/2023	8:00 PM	9:10 PM	1:10	douglas special districts
4/23/2023	2:50 PM	3:20 PM	0:30	godaddy emails
4/23/2023	8:05 PM	8:20 PM	0:15	backup
4/24/2023	2:20 PM	2:35 PM	0:15	add michael vance pic to lpedia, leadership page
4/24/2023	2:35 PM	2:45 PM	0:10	jeffco metler
4/29/2023	8:45 AM	9:25 AM	0:40	revise membership page
4/29/2023	9:25 AM	9:45 AM	0:20	member email
4/29/2023	9:45 AM	10:40 AM	0:55	user review and cleanup
4/29/2023	11:15 AM	11:30 AM	0:15	board reports
4/29/2023	11:30 AM	12:45 PM	1:15	merge dupes
4/30/2023	7:10 PM	7:45 PM	0:35	backup
4/30/2023	7:45 PM	9:40 PM	1:55	merge dupes
5/1/2023	10:25 AM	10:50 AM	0:25	board reports
5/1/2023	2:25 PM	2:35 PM	0:10	check elpaso contribution page setup
5/1/2023	6:50 PM	7:20 PM	0:30	L10 meetiing
5/1/2023	7:35 PM	8:30 PM	0:55	merge dupes
5/3/2023	10:30 PM	11:10 PM	0:40	crm email training Mike Vance
5/4/2023	10:25 AM	10:50 AM	0:25	board reports
5/4/2023	8:20 PM	8:30 PM	0:10	help Kirsten w/report upload

44:05 Total Hours