

2/3/2021

Constitution and Bylaws Committee Report:

Members have all fulfilled their duty to attend our workshop meetings.

We are now going through the second pass on the documents and should be ready for public input by the middle to late February. We will take a consensus vote before we make changes, deletions, and additions public so we can show the level of support for each one. Each change will be accompanied by the reasons for that change.

After public comment, the committee will vote on our final recommendations in March so our report could be out well before the due date.

Wayne Harlos has been a guest at almost every meeting and has contributed solid suggestions.



LIBERTARIAN PARTY OF COLORADO

Database Manager Report for February, 2021

I have been hired by the LNC as a contractor with the title of CRM Success Specialist for \$15 per hour with up to 20 hours per week for 1 year. My duties include training, answering user questions, and state affiliate migration to the CRM. I will continue my duties as Database Manager for the LPCO.

- 2/4/21 – new signups, clean up volunteers who are no longer Libertarians (1 hour)
- 1/28/21 – CRM tickets, misc tasks (2 hours)
- 1/26/21 – CRM tickets (4 hours)
- 1/25/21 – TH training (1 hour)
- 1/23/21 – post convention, new signups, events, reports for TH (3 hours)
- 1/22/21 – research reports for Tyler Harris (ED) (4 hours)
- 1/21/21 – meet w/Tyler Harris (ED), crm users train Rayne Gardner (Mesa) (3 hours)
- 1/20/21 – CRM tickets, pueblo, otero changes (2 hours)
- 1/18/21 – signups, email server (2 hours)
- 1/14/21 – CRM Tickets, Chaffee County training, platform committee, mtgs (6 hours)
- 1/13/21 – CRM Tickets, county events, misc (2 hours)
- 1/12/21 – CRM Tickets, mtg w/Andy (3 hours)
- 1/11/21 – CRM Tickets, user setup for Mesa, Monument email, clean up Address Type settings, document Address Change procedures (3 hours)
- 1/9/21 – initiate user processing for Park and El Paso users, new signups, affiliate services (2 hour)
- 1/8/21 – CRM tickets, assist Marc Cavin with email for forum, post board reports (5 hours)

Combine board reports and publish on website. (1 hour)

Backups of the CiviCRM member file are created every Sunday afternoon and are saved on our Amazon drive. (2 hours/wk)

I regularly check CiviCRM for new signups and fix obvious address errors and check for duplicates. (1 hour/wk)

We pay \$90 per month to the LNC for 3 hours of priority support per month for the CRM. We pay \$20 per month to Sparkpost for CRM email services to cover statewide emails. This cost is recorded as an In-Kind donation by the Database Manager.

We have a \$200 credit with MailChimp for email services in lieu of maintaining our account for \$10 per month.

Respectfully Submitted,

David Aitken
Database Manager
Libertarian Party of Colorado