

From: Paul Barrus <pbarrus@roadrunner.com>
Subject: Draft minutes of 3/23 BFTW bod Zoom mtg
Date: March 23, 2020 at 8:58:59 PM EDT
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Please review these minutes of our bod meeting this evening via Zoom 6-6:40 pm. Make whatever edits you feel appropriate and return to me.

I'll incorporate and share with all.

Minutes of CNY BFTW, Inc. bod 3/23/20 Zoom mtg.

Convened **Roger** 6:00pm

Attending: **Roger, Dale, Dave, Gary, Ward, Paul**

Minutes of last mtg: Motion to accept, **Gary**; second, **Dale**.
Passed unanimously.
Ward suggested draft minutes be circulated to bod members soon after adjournment for edits and circulation. Accepted by acclamation.

Financials: **Paul** will ask **Sue** to submit current report to members this month.

Proj. status sheet: **Gary** reviewed the Open Project Status Sheet and its location on the cnybooksfortheworld.org website in the unrestricted Site Pages menu. We briefly discussed the preference for free and easy access to this work product we all need to rely on for efficient & helpful project management.

Access: **Project Status Report access:**

1. Go to www.cnybooksfortheworld.org. No member login is required.
2. On the left hand side, click on "[CNY_BFTW Open Project Status](#)" and the new screen that opens displays a list of files with the most recent on top (example: Status 2020-03-15).

To create a new project via google docs:

1. Go to www.cnybooksfortheworld.org. No member login is required.
2. On the left hand side, click on "[Project Information](#)"

3. A new window opens, click on "[Create a new BFTW project](#)"
 4. A google form appears. Fill in the required fields (not all are required) and hit "Submit".
- After hitting Submit, a notification message is automatically sent to my gmail account and I will use the info you entered into the google form to create the new project. From this point forward the process remains unchanged.

Kits: **Hal** has 2 available in his garage. **Rog** has 4.

Pallets: **Gary** reports 11 or 12 in warehouse while 26 needed to fulfill shipment to Second Wind.

Regional Reports: **Ward** reported Watertown, D7040, has 6 open but paid pallets; packing has not yet begun. **Hal** sent word 7150 Central is quiet activity but Proj. 10465 will be paid by Camillus-Solvay-Geddes

RC promptly as he has asked **Gary** to re-invoice them.

Oswego **Paul** reports no projects in process but 2 Fulton, 2 and Auburn clubs have been solicited.

completing prep **Roger** reports 4 kits in Regional Inv. And is for 1 now. He and **Gary** will coordinate with completing new automated Project Info form online*. **Roger** also has established a book sharing at his business using the regional book inventory for distributing to kids out of school. Suggests for other areas- will share pics, publicity.

*Project Info Req: **Gary** and **Dave** demonstrated a Google based interactive form we should use when crafting a new project. They will use this form with **Roger** and his project asap and share with the members so we have the benefit of the standardized form.

Next meeting: Our 40 minute time limit was reached and we were

automatically
pm mtg at
confirm asap.

adjourned 6:40 pm as we tentatively agreed a 7/13 6
Dennys in Syracuse -Carrier Circle might work. We'll

Respectfully submitted,
Paul Barrus, Secretary