Whit Peace Transition Team
Report To MFBusiness
May 2022

Introduction

- Gwynne Wells and Linda Smith have been working with Whit Peace as he begins to relinquish his Communications cmte and other VBFM responsibilities this spring.

VBFM Website Renewal/Revival - Background

- In March Whit began working with Tracey French of Indalia Designs (http://indaliadesign.com/)

- Tracey is willing to work with VBFM to:
  - Move the outdated raw HTML based VBFM website to a modern Wordpress framework that can more easily be maintained going forward
  - Work with VBFM to make the VBFM website to be more "welcoming"

- On 27APR2022 Gwynne and Linda met with Whit
  - Many existing Quaker and Quaker related websites were reviewed.
  - Linda was particularly impressed with the **Gunpowder Friends Meeting** (Sparks, Maryland) website to use as a model for the VBFM Renewal/Revival: https://gunpowderfriends.org/

VBFM Website Renewal/Revival - **Recommendation**

- **We recommend that VBFM contract with Tracey / Indalia Designs for $2,400 to begin the work of the VBFM Website Renewal/Revival (50% deposit to start, the rest due before 'going live').**
- **Ten standard pages designed are included in this price**

- (details at **http://indaliadesign.com/web-design-services/**)

VBFM Website Renewal/Revival – Initial Contract with Tracey Expectations

- Not everything currently posted on the VBFM website will 'go live' all at once

- Changes are planned, not only for the overall "Presentation", but also "Content"

- The 25+ Committees and Positions pages are not included in the initial publication/estimate
- These all need to be reviewed/updated

- VBFM needs to decide what archives to maintain online and publicly accessible.
- There will be a cost involved for each page of the transfer – maybe just maintain the 'last five years' online?

- Whit will work with Tracey to maintain a link to the 'old root parts', as the new VBFM website tree grows.

- After Gwynne and Linda meet with Tracey and begin planning, a 'feedback' mechanism/survey process will be established to elicit community engagement

- Included in Tracey's $2,400 proposal is initial training on maintaining the VBFM website
- VBFM will need to figure out how much to 'do in house', vs. pay for outside help.

- Tracey will probably be willing to work with VBFM on overall support and big stuff, not so much on the day to day?

- Gwynne and Linda will know more about and will report back, after beginning work with Tracey

VBFM Transition / Whit Peace Roles

Listed below are the roles that Whit serves VBFM and that were discussed at the 05MAY2022 Transition meeting:

- Blended Technology support
- Community Emails / Friendly Reminder editor
- Guest Book responder
- Meeting for Business/Archive support
- Meetinghouse Key tracker
- Meetinghouse Scheduler
- Online Security support
- Online Signup Responder
- vbfm.emailer@gmail.com Primary Responder
- Website Support
- Zoom support

- * Nominating Committee database support

VBFM Transition / Whit Peace Notes

- VBFM is getting a $600 Family and Friends discount from Tracey

- Whit has agreed to weekly Transition Team meetings with Gwynne and Linda for May and June

- Because of Whit and Tracey's travel plans this summer, Whit has agreed to work with Tracey and the Transition Team beyond 28JUN, with a 'Go Live Date' set for mid-late August.