ProgCode Community Operations Meetings 2023

Mondays @ 8pm ET – 1.5 hours max | [Zoom Link](#)**
**Operations Meetings are recorded unless advance request is otherwise made by any member, or due to possible inadvertence of the call operator.

We're continuing our consent-giving decision-making process. As we continue to encourage contributions of all community members, it is also important that new contributors seek and receive "consent" of their proposed action and – at the same time – provide a process for the team to be notified of the proposed action, to discuss proposed actions and to reach agreement on proposed community actions in order to avoid any conflict with team members who are engaged in existing operations on ProgCode Actions. This type of mindful contribution ensures cohesion in that team members working on functions within the community are made aware of functions projects happening in all other parts of the house. We want to encourage member initiative and ensure community buy-in for each proposed action. In so doing we make sure each proposed action is mission-aligned, in the best interest of the community and will not disrupt any actions which have previously received consent through community vote. Any potential for conflicting actions or disruption of ongoing functions can then be worked out amicably through communication and co-organization of efforts in the spirit of collaboration.

Any member is empowered to place their idea or initiative into the [ProgCode GitHub Functions Board](#) *at any time, without seeking the team's consent. In this way we uphold and encourage ProgCode values of individual initiative and autonomous action. Once a new ProgCode GitHub Function is created, it becomes part of the following Monday's ProgCode Operations Meeting Agenda. Once the member who proposed the new agenda item has pitched their proposed action and it has been discussed by the community, it will be put to a live vote at that Ops Meeting. No live vote becomes final until the expiration of a 72 hour waiting period, described below.*

If any member is unable to attend the regularly scheduled Monday Operations Meeting, Meeting Notes and Conference Video will be posted in #team-announcements and in #operations as soon as they are finalized and rendered. In this way, community members who were unable to attend the meeting still have 72 hours (or until Thursday of that week) to ask questions, contribute thoughts and ideas, to consent to any live vote or to provide feedback as to why they choose to withhold consent for any live vote which was taken at that Monday's Operations Meeting. Members may give consent (+1), withhold consent (-1) or abstain (~) from voting in the comments next to the Agenda item where consent was requested.

For more details, please consult *[ProgCode Change Process Wiki](#)* in GitHub.

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AGENDA TEMPLATE

Apr 3, 2023

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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- [Change #278 Updated](#) to reallocate $5,000 from Carpool Action to Project.Gallery

Onboarding

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Meeting Notes:

Feb 6, 2023

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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General Network Strategy

- 　　Change #279 [Go to Community Plan](#)

Evangelism

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Member Services

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Tools and Documentation

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Onboarding

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Meeting Notes:

January 9, 2023

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- **Standard Change - Create A Pilot Discretionary Budget for Operations and Community Projects #278**
    - This proposal would allot the sum of up to $10,000.00 to each of the following:
        - CarpoolAction - tech development, including, without limitation, the restructuring and implementation of tech revisions necessary to meet the vision of Developer Sasjkia Otto.

- - - EnviroTrack - tech development, including, without limitation, the creation of 10 - 25 detection units for proof-of-concept testing and reimbursement to Robert Diamond of funds advanced to-date.
    - ProgCode Operations - basic tasks necessary for the operation of ProgCode, including, without limitation, monitoring and logging donations, assisting ProgCode's CPA with accounting records, website design and development, promotion through regularly-scheduled social media posts, and implementation and maintenance of Progbot.
  - Overview
    - At least three members of a team (CarpoolAction, EnviroTrack, and Operations Staff) are required to propose tasks necessary to complete an essential function of the project, along with a fixed price to be paid. Criteria for the tech project work would be outlined by the team on a task or phase-of-completion basis, with a proposed fixed sum.
    - Members of the ProgCode community would be notified of the opportunities to undertake a task by a mass e-mail notice and by Slack notices. Contracts would be granted by the vote of three members of the project or operations team. Those team members are responsible to manage and oversee the performance of the work and to determine whether and when the task or project phase has been completed satisfactorily. Any discrepancies will be addressed by the Operations Staff.
    - This proposal is submitted for a vote for consent to implement.
      - If approved, the Operations Staff will create a process to implement recordkeeping and other data-tracking for all expenditures.
      - The proposal will be kept open for modification, based on experiences and need.
  - Discussion:
    - See video.
    - ■

Oct 31, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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●   (Robert D) Proposal to establish a presence on Mastodon, and begin the process of creating/hosting a mastodon.progressive if there isn't one already

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Meeting Notes:

October 24, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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Operations

● Continued discussions to create a plan and budget to apply the Preston-Werner Foundation grant monies toward ProgCode operations.
  ○ Operations Grant awarded to Progressive Coders Network
    ■ Next steps:
      ● Due to delays in implementing the Quickbooks account with the ProgCode CPA, the balance of 501(c)(4) funds have not yet been transferred to the (c)(3) account.

- All fundraising platforms will be transferred to the account for the 501(c)(3). The accountant will assist ProgCode in setting up a procedure for keeping records of all donations and issuing donation statements to our donors.
- Begin community discussions and solicit ideas from the community regarding best uses toward operations. Those discussions can be distilled into a proposal that is brought before the community on a vote to implement.
  - Review and discuss Operations Roles.
    - [Volunteer Sign-up Sheet](#)
    - [General Job Categories](#)
  -
- Create a budget from which developer members of the community can be contracted to relaunch and implement ProgCode-owned projects such as CarpoolAction, EnviroTrack, Progbot, and/or National Voter File (NVF is in collaboration with owner Ben Galewsky)

Onboarding

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Member Services

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Meeting Notes:

October 17, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Operations Grant awarded to Progressive Coders Network (added by Stephen S.)
  - Preston-Werner Ventures graciously provided ProgCode with a grant.
    - Included in the notice was this statement: "While there are no formal reporting requirements, we hope that you will share your internal assessment metrics upon request."
    - Please refer to community discussions in the ProgCode Slack for additional details concerning this grant.
  - Next steps:
    - Due to delays in implementing the Quickbooks account with the ProgCode CPA, the balance of 501(c)(4) funds have not yet been transferred to the (c)(3) account. Quickbooks has been deployed, and all funds will go to the new account.
    - All fundraising platforms will be transferred to the account for the 501(c)(3). The accountant will assist ProgCode in setting up a procedure for keeping records of all donations and issuing donation statements to our donors.
    - Begin community discussions and solicit ideas from the community regarding best uses toward operations. Those discussions can be distilled into a proposal that is brought before the community on a vote to implement.
  - Considerations:
    - Create a budget from which developer members of the community can be contracted to relaunch and implement ProgCode-owned projects such as CarpoolAction, EnviroTrack, Progbot, and/or National Voter File (NVF is in collaboration with owner Ben Galewsky)

- - - Contract with members to perform certain essential ProgCode operations functions, such as migrating donor data to Quckbooks, hosting onboarding sessions, updating the website, posting announcements, etc..
    - Establish a new budget to retain professional fundraising services.

  - Discussion (please feel free to add your comments and include your name):
    -

September 12, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

- [Digital Fundraising Campaign](#) by Sema Hernandez for Progressive Coders Network and EnviroTrack (ProgCode Community Project).
  - Create fundraising campaign via CrowdPAC that highlights ProgCode, that highlights ProgCode history, members' projects, and network partnerships, while also promoting two community projects, CarpoolAction and EnviroTrack.
  - Create graphics for digital fundraising campaign
  - Use social media: Twitter/Facebook/Linkedin
  - Document the progress to share on social media: Video/Pictures

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Tools and Documentation

●	For 9/5 meeting, I would like to propose installing Envirotrack's backend on our DigitalOcean account. DO can take Heroku buildpacks directly, but the cost is slightly higher than a droplet (I haven't investigated)

●	I would also like to check status on 9/5 of reimbursement for tools and components that I have already invested into the EnviroTrack project - itemized receipts have been submitted.

Operations

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Meeting Notes:

July 11, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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Tools and Documentation

- [Issue 277 - Standard Change - EnviroTrack Development Budget Proposal](#) (Stephen Scapelliti)
    - This proposal seeks a limited budget and authorization for the directors to spend up to $1,364.65 on development costs for the community project EnviroTrack, including partial reimbursement of a team lead who has advanced most of the project development costs to-date.
        - EnviroTrack is a community project and a centerpiece of the pitch in the community's efforts to procure grant funding, which resulted in conditional approval of a forthcoming grant.
        - The project consists of the development of both hardware and software. Some individual members of the development team have expended personal funds to

procure materials and components needed for development, testing, and prototypes. Additional funding will be required.

- Robert Diamond expended at least $545.86 for components, He and Arique Aguilar - who is recruiting students from Turing School for the project - estimate that the project will require 2.5 times that amount.
- The proposal seeks approval for $1,364.65, of which $545.86 will reimburse Robert, and the remaining balance will be used to procure components and other development tools.

- ○ Discussion:
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Operations
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Meeting Notes:

June 20, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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General Network Strategy

- ProgCode staff have been meeting with organizations identified by grant researcher Justin Spees as potential sources of funding grants for ProgCode. The meetings have inspired some ideas for ProgCode, consistent with our mission, which could be helpful in our funding pitch. Joe Breslin and Stephen Scapelliti will provide updates regarding the meetings, as part of a community discussion that includes:
    - Fundraising efforts
    - Technical community operations
    - Expanding ProgCode network and value
    - Any other topics you'd like to discuss.

Evangelism

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Meeting Notes:

June 13, 2022

Meeting, no agenda

June 6, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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Partner Advocacy

- Dan Little will present involveMINT.io.
  - Website: https://involvemint.io/
  - Presentation: https://docs.google.com/presentation/d/1r2eeSLXJr8ulFhntm_EUos8xCu7APJZ0hnjXarYaxu4/edit?usp=sharing
  - Repository: https://github.com/orgs/involveMINT/
  - Documentation: https://docs.google.com/presentation/d/1r2eeSLXJr8ulFhntm_EUos8xCu7APJZ0hnjXarYaxu4/edit?usp=sharing

Tools and Documentation

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Operations

- Discussion regarding potential tech organizing strategies and potential staffing roles.
  - Arique Aguilar is MoveOn's Community Manager for Spoke, here in the ProgCode community. They have offered to share their experiences and ideas regarding documentation structure, coding empathy, leadership development, and other organizational concepts which can be adapted to improve project outcomes and volunteer inclusivity in the ProgCode community.
  - Outline: https://docs.google.com/document/d/1pNVawRUAwFJctithkaR9ZkJsfoCRqLaSQPDa0DHb8wk/edit
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Meeting Notes:

May 9, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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Tools and Documentation

- **EnviroTrack Backend (Robert Diamond)** - Discuss creation of a new droplet on DigitalOcean for the EnviroTrack backend
    - Heroku is cancelling the existing

- We need a few more features to make it useful, considering a rewrite using Flask (Python language web framework) and Postgres + PostGIS
- Community vote for the cost of the droplet (will need help from Noah to get exact numbers) on 16 May.
- I won't be able to attend the 16 May meeting.

- **Website Revamp (Noah Williams, Joe Breslin)** - Discuss the immediate and critical need to replace the ProgCode website and hosting platform.
  - Reasons:
    - The website tech is deprecated, and updating of text, images, and other features no longer is feasible.
    - The community previously authorized the updating of the site to include the purchase of a Mini Extensions Gallery for display of ProgCode projects and other information. None of this can be accomplished due to the obsolescence of the existing tech.
      - https://github.com/ProgressiveCoders/functions/issues/269
    - The Toolkit, which is essential to new member onboardings and to providing member guidance to ProgCode culture and norms has been taken offline, in connection with the website revamp.
    - ProgCode has initiated outreach to more than 40 prospective funding organizations. Our website is our billboard to the internet. Unfortunately, the website text reference to "501(c)(4)" cannot be updated to reflect the new 501(c)(3) status without risking the disturbance of other text and information on the site.
  - Due to the importance of the website (as outlined above), the Directors are authorizing interim spending of less than $20.00 per month to establish a Dreamhost account for hosting the new ProgCode website.
  - An amendment to Proposal #269 for community authorization of this action and additional spending will be added this week for discussion and vote to implement on May 16, 2022.

Operations
- **Issue #262 - Standard Change - Grant Research Budget Proposal (Stephen Scapelliti)**

- This is an amendment to Proposal #262 to authorize the expenditure of an additional $1,000.00 for grant research and writing services on behalf of Progressive Coders Network II. This amendment seeks consent implement.
    - On [July 26, 2021](#), the community approved the initial budget of $1,000.00 to retain the contracted services of Justin Spees to perform grant research and funding outreach to potential grant donors.
    - Justin has issued detailed invoices for his services which have been paid as follows:
        - $100.00 on 2021.08.13
        - $150.00 on 2022.02.28
        - $255.00 on 2022.03.31
        - $315.00 on 2022.04.30
        - $820 total
    - At this time, a balance of $180.00 remains available for his services. Justin has done outreach to more than 40 prospective funding organizations on behalf of ProgCode. He also has contacted finders who seek out mission-aligned projects on behalf of funding organizations. Justin's insights and counsel have benefitted ProgCode in its funding activities., and at least two meetings with prospective donors are pending.
    - Issue #262 has been amended to request authorization for an additional $1000.00 under the same terms and conditions which applied to the initial authorization.

Onboarding

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May 2, 2022

April 25, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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Tools and Documentation

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Operations

- **Proposal to purchase and implement a ProgCode accounting software system:** *Discussion continued from August 12, 2019*. This is a proposal to select and purchase an annual subscription for accounting software for ProgCode operations.
  - [Standard Change - Purchase and implement a ProgCode accounting software system #256](#)
  - ProgCode has used an informal system of tracking expenses and revenue
  - Itemization is not required by the IRS for total annual receipts under $50K; however, if we exceed that amount, as we hope from new fundraising efforts, an accounting system will enable ProgCode to itemize.
    - Also allows for annual notification to donors of their contributions for tax purposes.
  - Time for ProgCode to adopt standard business practices for operations, such as expenditures, projections, and prospective payroll needs.
  - Continued discussion about choice of software.
    - ProgCode qualifies for a 90% discount on an annual subscription for Quickbooks, as outlined in the proposal. The CPA retained by ProgCode uses Quickbooks and can easily transfer data to and from that platform for other account needs, such as the preparation of reports and tax documents.
    - Other accounting platforms are available.
  - Seeking vote on consent to implement Proposal #256
  - Discussion:
    - ■

- **Proposal to create a private channel for staff members:** *Discussion continued from April 18, 2022*. Several staff members have suggested that a private channel be set up for use by staff members to organize and discuss coordination of responsibilities and duties.
  - [Standard Change: Proposal to create a private channel for staff members #276](#)
  - Currently, staff members communicate and coordinate their activities through direct messages. The DM process is limiting: occasionally - and unintentionally - it excludes staff members whose work could be impacted.

- - Although it is possible to use a public channel, these discussions sometimes involve personal matters which some staff members are uncomfortable sharing with the entire community. Additionally, community members occasionally approach staff members about matters they do not want to share with the general community.
  - A private channel would facilitate staff discussions about these matters in private, to protect the confidentiality of community members. These concerns should be balanced with the paramount policy of transparency within the ProgCode community on matters that affect the community.
  - An archived #staff channel exists and can be repurposed.
  - Seeking vote on consent to implement Proposal #276
  - Discussion:
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Meeting Notes:

April 18, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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- Proposal for discussion and possible vote: Several staff members have suggested that a private channel be set up for use by staff members to organize and discuss coordination of responsibilities and duties.
    - Currently, staff members communicate and coordinate their activities through direct messages. The DM process is limiting: occasionally - and unintentionally - it excludes staff members whose work could be impacted.
    - Although it is possible to use a public channel, these discussions sometimes involve personal matters which some staff members are uncomfortable sharing with the entire community. Additionally, community members occasionally approach staff members about matters they do not want to share with the general community.
    - A private channel would facilitate staff discussions about these matters in private, to protect the confidentiality of community members. These concerns should be balanced with the paramount policy of transparency within the ProgCode community on matters that affect the community.
    - An archived #staff channel exists and can be repurposed.
    - [Standard Change: Proposal to create a private channel for staff members #276](#)
    - Discussion:
        - Stephen: For reasons discussed during this meeting, a vote on this proposal has been adjourned to a later community operations meeting. An announcement of the meeting will be provided in the Slack #team-announcements channel. Thanks to everyone for your thoughts and suggestions on this matter.

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Meeting Notes:

April 4, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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- Community Proposal - Update Community Guidelines #275
  - For discussion and vote for consent to implement.
  - This is a new pilot initiative to update the ProgCode community guidelines: https://github.com/ProgressiveCoders/functions/issues/275
  - Purpose: to prevent future fallouts and maintain a mentally healthy, accurately informed, pro-science community and avoid conflicts with 501c3 status.
  - Discussion: (review the Community Operations video for this meeting).

Partner Advocacy

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Tools and Documentation

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Meeting Notes:

March 14, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

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Partner Advocacy

- Project Presentation: Open Political, by Carlos Barberena
    - Open Political is a web-based platform that helps a campaign manage its finances with full transparency, so everyone gets to see where money comes from and where it goes.
    - https://openpolitical.com/

Tools and Documentation

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Meeting Notes:

March 7, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

- [Issue #271](#) | [Institutional & Funding Standards](#)
- Grant Updates-Triangle Community Foundation Grant for Enviro-Track - Deadline March 17th
  - Establishing partnerships to deploy sensors in Triangle Community/NC per Justin Spees
    - [Siembra NC](#) - referred by Johanna
    - [NCWarn](#)- referred by Alex/OptOut- railing against Duke energy the past 34 yrs
      - Need approval to reach out
    - Sema reaching out to Bryan Parras for org recs as well

        ○   Updating Justin on process and supporting grant proposal preparation

Tools and Documentation

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Operations

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Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

February 28, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

- Review Issue [#270 Suggesting Update to Community Posting Guidelines](#) to prevent future fallouts and maintain a mentally healthy, accurately informed, pro-science community and avoid conflicts with 501c3 status.

Partner Advocacy

- Grant Updates-Triangle Community Foundation Grant for Enviro-Track - Deadline March 17th
    - Establishing partnerships to deploy sensors in Triangle Community/NC per Justin Spees
        - [Siembra NC](#) - referred by Johanna
        - [NCWarn](#)- referred by Alex/OptOut- railing against Duke energy the past 34 yrs
            - Need approval to reach out
        - Sema reaching out to Bryan Parras for org recs as well
    - Updating Justin on process and supporting grant proposal preparation

Tools and Documentation

- New method of admin@progcode.org access: Google Workspace inbox delegation
    - 1. Grant access to appropriate parties (see [Add or remove a delegate](#))
    - 2. Change Google password, store in 1Password administrative vault

Operations

● Review Issue [#269, Standard Change: Migrate and Continuously Update Website](#) for consent to implement

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

February 21, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

●   Review issue [#267](#), standard change for adding new software/tools/accounts and specifically for Handshake (intern/service learner recruitment tool)

Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

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Operations

●   Issue [#268](#) - Standard Change - Proposal: Accept a Grant and Grant Agreement offered to ProgCode by the Union of Concerned Scientists
    ○   This a proposal to accept a one-time education grant of $1,000.00 to the Progressive Coders Network, in conjunction with the community EnviroTrack project.

Onboarding

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Strategic Partnerships

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Member Services

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February 14, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

- Bundle discussion on issues [#206](#)-The Interns and [#266](#)-Request to Recruit Service-Learning Students
    - Process that streamlines and utilizes these distinct categories of students while building internally secure network
    - Creates educational value in and outside of community in educational and professional development
    - Discussion
        - (add your name and comments here)
        - (add your name and comments here)

General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

- Slack Archive
  - The ProgCode Slack has been maintained on a free account since the founding of our community. A free account allows for 10,000 messages, and each additional message results in the archival of the oldest message, a process which began in January 2017.
  - Although Slack retains all of the archived messages as .json files, which are accessible from Slack in a .zip file download, the lack of relevant, meaningful access has, at times, limited productivity in our workspace.
    - Staff members attempted to resolve this by negotiating for a paid Slack plan at non-profit rates. However, even with the offered discount, the cost of $2,500 to $3,000 per month was too great, under the current budget.
    - A few archive retrieval platforms are available, and these have been investigated informally by the community at various times in the past. They include:
      - **SlackArchive**: https://github.com/dutchcoders/slackarchive
      - **Slarck**: https://slarck.com/
      - **Smarsh**: https://www.smarsh.com/
    -
  -

Operations

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Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

February 7, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

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Operations

●   Discussion regarding IRS grant of 501(c)(3) status

- Notified by telephone on February 2, 2022
- Determination letter is expected from the IRS within 2 to 3 weeks.
- Next steps:
  - Notice all ProgCode members by e-mail newsletter. Most are not active in Slack on a day-to-day basis.
    - Invite members to participate in the transition process.
  - Re-engage accounting services to complete creation of books of account
    - Tracking and accounting for all donations
    - Create processes for maintaining and updating books of account
    - Reporting to state and federal agencies
  - Create a bank account for the 501(c)(3) entity.
  - Transfer assets to 501(c)(3) entity.
    - Most of bank account balance, leaving a reserve to cover annual filing expenses for the 501(c)(4) org, which will be preserved in accordance with community vote on Issue #250.
    - Slack
    - Vendor accounts, such as Google, Github, etc.
    - Domains for ProgCode, CarpoolAction, EnviroTrack, etc.
  - Re-engage grant research services with Justin Spees and resume discussions regarding fundraising in #wg-progcode-funding channel.
  - Update website, funding platforms, and social media accounts to reflect the 501(c)(3) designation.
  - Create a budget
    - Necessary for soliciting grants
    - Include staffing, modified non-profit pricing from vendors, additional services.
    - Research benefits and programs available to non-profits that will provide a direct benefit to ProgCode members, such as developer programs, hosting, cloud storage, etc.
  -
- Discussion:
  - Noah: One important concern is the setting up of service accounts, to decentralize the ownership and access issues that ProgCode has faced in the past. Primary ownership of the Slack is an important example, should something happen to the primary owner.

- Stephen: The organization should be the primary owner, if Slack allows a non-human to own it.
    - [Slack Primary Owner Role rule](#).
    -
- Lori: Agree with Noah that Google Docs and other features of the platform are good and useful. We need them to maintain right now.
- Noah: Vendor discounts:
    - Digital Ocean will host non-profit projects for free. I've suggested using a Kubernetes cluster, that could allow us to implement our own instance of NextCloud, which would enable us to offer services similar to Google Docs and other Google platform features.

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

January 31, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture
- Our community held its first COVID-19 Response session on March 23, 2020, when the coronavirus pandemic was in its infancy. Twenty-two months later, our World still battles the pandemic. Tonight, the community will discuss what worked, what went wrong, and what role our ProgCode community can serve.
  - Suggested factors to consider:
    - How can technology improve communication and information delivery, beyond what media and government has done?
    - What ProgCode projects have been useful for the pandemic?
    - How can the ProgCode community incentivize productive discussions within our workspace to inspire solutions to the pandemic and anticipated continued presence of the coronavirus and other public health issues?

Partner Advocacy

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Tools and Documentation

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Operations

● Update - Status of ProgCode transition to 501(c)(3) status
    ○ IRS requested additional information on January 7, 2022.
    ○ Directors completed the form with detailed descriptions of ProgCode activities and daily activities, to demonstrate our organization's charitable status. The document was remitted today, January 31, 2022.

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

January 10, 2022

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

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Operations

- With Jake's passing, we have the grim task of transferring all his accounts and disabling access.

- - **Envirotrack** - Jake is the owner of the molecules-progcode backend on Heroku, and even though I advised them of his passing, they will not transfer ownership of the account. Since I doubt anyone here has access to jake3030@gmail.com, we will need to delete the app entirely, stop payment for the postgres dyno, and transfer to a new app, and hopefully find a more sensitive hosting service.
  - **Optout**
  - **Github**
  - **Slack**

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

January 3, 2022

Meeting, no agenda

December 27, 2021

Meeting, no agenda

December 20, 2021

Meeting, no agenda

December 13, 2021

Meeting, no agenda

December 6, 2021

Meeting, no agenda

November 29, 2021

Meeting, no agenda

November 22, 2021

Meeting, no agenda

November 15, 2021

Meeting, no agenda

November 8, 2021

Meeting, no agenda

November 1, 2021

Meeting, no agenda

October 25, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

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Operations

● [Issue #264 - Standard Change - Purchase a ProgCode Password Management Account](#)

- - Discussion - Please watch the video of the 2021.10.25 Community Operations meeting for the discussion of this proposal.
  - Vote - Consent to implement Issue #264, following discussion during the Community Operations meeting.

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

September 6, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

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Operations

● Discussion regarding ProgCode funding options and opportunities.

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

August 30, 2021

Meeting Notes:

Operations

- Discussion regarding ProgCode funding options and opportunities.
  - Review of ProgCode 2.0 discussion document.
  - Video of 2021.08.30 ProgCode Community Operations Meeting

August 16, 2021

Meeting, no agenda

August 9, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

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Operations

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Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

July 26, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Issue #262 - Standard Change - Grant Research Budget Proposal
  - This is a proposal to authorize the procurement of grant research and writing services for Progressive Coders Network II. Seeking Consent to Implement
  - Discussion - See video of meeting, posted in #team-announcements. Feel free to add your name and comments below:
    - ▪
  - Vote - Consent to implement Issue #262, as amended during the Community Operations meeting.

May 24, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Member Services

- Presentation and Discussion - The Promised Land & Open Source Worker Cooperatives
  - Andre Stackhouse and Anand Mallick will offer a presentation of The Promised Land, an online community farming game that is designed to inspire activism.
    - The Promised Land website.
      - Andre: Godot Engine is a good game engine
  - Andre and Anand lead a discussion about what it means to create an "open source worker cooperative".
    - Example: Dead Cells made by a French worker co-op called Motion Twin:

May 17, 2021

Meeting, no agenda

May 10, 2021

Meeting, no agenda

May 3, 2021

Meeting, no agenda

April 26, 2021

Meeting, no agenda

April 19, 2021

Meeting, no agenda

April 12, 2021

Meeting, no agenda

APRIL 5, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

- Mitch Randall is bringing ENGAGE to the community for support with live chat and site responsiveness. Project has been entered into Airtable. ENGAGE is a volunteer-driven platform organizing for Ranked Choice Voting across the nation.

Culture

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Partner Advocacy

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Tools and Documentation

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Operations

Lori:

Donation and Finance Platform [Issue #261](#)

- ○ In order to consolidate cost, function, services, and support staff- Move to further discuss research on Open Collective as a mission- and value-aligned, open-source, multi-functional finance management/donation platform. Open Collective offers financial document organization, finance management tools, and allows donors to make recurring monthly donations. This should be helpful for staff until we find a CPA and will position us to be funded, having a very clear, organized, and consolidated place for all financials to show grant officers and organizations.
- ○ Open Collective: https://opencollective.com/
- ○ Crowd-PAC: https://www.crowdpac.com/

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

- Carlos will reach out to teammates on Open Collective Dev Team and bring in more info, presentation, or maybe demo.
- Donation and Finance Platform [Issue #261](#)
  - **Update 4.6.21: Carlos will be bringing in a presentation or demo so we can see the working platform for Open Collective. After reviewing and demo, I move to have a Vote on whether to implement these services to consolidate existing subscription services and streamline expense and finance management process.**

March 29, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

● Airtable Active and Dormant Projects Lists relating to Newsletter Outreach

● Can we link a form to the Progcode projects airtable to auto populate/update? (Active Project Needs, Updating Dormant Project Statuses

Operations

- ProgCode 501(c)(3) status and fundraising platform
- Outreach to project team leaders - strategy discussion
- Website Revamp
    - Revamping priorities, content, and templates. https://docs.google.com/document/d/1ndAmfbCKD0FjiDPuYRSC3BUvk31JVhtKv2iUrSTiIo4/edit?usp=sharing

Onboarding

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Strategic Partnerships

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Member Services

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Meeting Notes:

- ProgCode 501(c)(3) status and fundraising platform
  - Stephen: 501(c)(3) application was filed. The IRS has extended their deadlines for their response 6 months to 12 months. Contact the IRS to ask to prioritize the application 5 to 6 times to expedite the process.
  - Stephen: Fundraising platform- ProgCode traditionally has a fundraising platform via Patreon and CrowdPAC. Thanks members for donating to ProgCode.
    - Josh: Patreon is still active?
      - Stephen: Yes.
      - Stephen asks Joe to discuss the CrowdPAC process.
        - ProgCode will need to reactivate the CrowdPAC account to fundraise.
      - Lori: Suggests open collective as a fundraising platform for ProgCode.
        - Stephen: The ProgCode community has brought up several fundraising platforms and have left a pilot initiative fundraising proposal open for members to make a proposal.

- Outreach to project team leaders - strategy discussion
  -

- Website Revamp
  - Revamping priorities, content, and templates. https://docs.google.com/document/d/1ndAmfbCKD0FjiDPuYRSC3BUvk31JVhtKv2iUrSTiIo4/edit?usp=sharing
    - ■

March 22, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Vote update on Issue #259
- As a newcomer it's very difficult to get a sense of which projects/requests/issues are active and how best to contribute:
    - Are the budgets/funding/resources listed anywhere?
    - Does someone maintain a list of active members? Does that list ever get archived?
    - Progcode.org - does this site get updated?
    - Progcode Toolkit - same question.
    - Are there any plans for a reset/archive?
- General discussion regarding networked.community.

March 15, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Update on application for tax exempt status for ProgCode 501(c)(3) entity
- Vote: [Connect ProgCode managed channels to Element ProgCode Community](#)
  - Discussion:
    - Joe: (Reviewed change process). This is a proposal to connect standard ProgCode operations channels to the ProgCode channel in networked.community which is on Element. Slack is limited to 10,000 messages before archiving. Slack owns our messages. It's difficult for others to get up to speed on projects, because they can't see the archive. There are ways that we can connect Slack to the Element platform community. I created a community that I manage in networked.community on Element. This would allow us to bridge from Slack to Element for the following channels: Introduction, Operations, Team Announcement, Recruitment, Pitch-Zone, General Chit Chat, Dumpster Fire, Ask The Team, The Newsroom, Jobs and Vols. We could build a plan for a two-way archive.
  - Vote: Issue #259 has been revised in accordance with the discussion. This is a vote for consent to proceed, which will authorize the community to continue discussion and investigation of this proposal as described in the Github Issue.
- Consent to continue: [Utilize ProgCode's 501(c)3 status for various offers](#)
  - Discussion:
    - Joe Breslin: Let's table this issue until a later date, so we have time to address Issue #259 first.

March 1, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- ProgCode Culture Review and Discussion
  - [ProgCode 2.0 Outline](#) by Joe Breslin
  - Discussion:
    - Joe: Don't expect anything to change as a result of this ProgCode 2.0 discussion. Instead, I'd expect to get closer to the community's true intentions about what we're doing and what we have been doing.
      - Priorities I'd like to propose (from the collaborative document):
        - Data Visualization Bot
          - Objective: Intelligent Data Automation
        - Networked Community
          - Bridge to Slack
            - Archive data (TBD)
          - ProgCode Community
            - Registration Form
        - Partner Identification
          - Existing partner engagement
          - What criteria to identify partners
          - What can we offer them today?
            - How can we deliver what we offer?

February 22, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- ProgCode Culture Review and Discussion
  - ○ ProgCode 2.0 Outline by Joe Breslin
  - ○ Discussion:

February 15, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- ProgCode Culture Review and Discussion
    - [ProgCode 2.0 Outline](#)by Joe Breslin
    - Discussion:

February 8, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- ProgCode Culture Review and Discussion
    - [ProgCode 2.0 Outline](#)by Joe Breslin
    - Discussion:
        - Joe: Intro explanation regarding the idea behind the outline.
        - Lori: The questions were great and will give us a strong organizational direction to determine who we are as a community and where we're going.
        - Joe: Would like to create open-source versions of everything we currently use, but it's not necessary to get there first.
            - Consider pursuing a network relationship with organizing.work, referenced in this article.
            -

February 1, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- ProgCode Culture Review and Discussion
  - [ProgCode 2.0 Outline](#) by Joe Breslin
  - Discussion
    - Joe: Reviewing the outline:
      - Thoughts about referring to ourselves as "ProgCode", as opposed to "Progressive Coders Network"? The thought behind it is inclusiveness for all; ProgCode always was intended to be welcoming to all, regardless of coding experience.
      - Another question is how to measure progress. The "Inertia of technical consolidation" is due in part to companies buying up competition. How do we protect against that with open source tools?
      - Do we expand beyond politics to addressing societal issues?
      - What positive influences can money have? Consider what could be done with the $1000 you pay for a new iPhone, or the dollars tied up in the GameStop issue.
      - What is our directly-visible impact?
      - Is our focus still grassroots? Are non-profits engaged in genuine good? We want to drive actual, positive good.
      - Communication is central to what we do. Communication drives evolution . . . or de-evolution. Communication can be used for much greater good, but we need to build the tools to obtain that.
      - Technical infrastructure -
    - Amir: I proposed that we consider a new way of voting, where the popular vote of each district is counted, rather than counting the popular vote of the state. Colorado has something like that. Is this something that ProgCode could do as a project?

- Joe: Reviewing the "Values" section.
    - Trust and transparency are key factors in the ProgCode culture.
    - Providing resources, which could be educational, financial, and anything that those without privilege should have. Opportunities are a core part of this.
    - My wife is a psychologist, so I've learned some things from her. Validation is an important thing for all of us. It's important to acknowledge others' experiences and support them. Praise is important. Often when negative actions are positively reinforced, it increases the likelihood that they'll be repeated. We want to encourage government when it's doing something good. Of course, we can't ignore the bad. We should provide consequences for the bad actions. We also should be mindful of the consequences of our actions and mindful of our surroundings and environment. It's good to assume that one's actions are well-intentioned, and then seek enlightenment of what inspired the actions. We should strive to create a society based on positive contribution, not on debt.
- Joe: Reviewing the "Issues" section.
    - Communication through a secure and open digital platform. This doesn't mean that it's open to the world.
    - The community should be accessible. Sometimes we trade community for security.
    - A new workers' union should be a goal for the ProgCode community.
        - Pledge 20% of our time toward having a positive community impact.
        - Employer-matched donations of up to 20% of an employee's pay.
- Stephen: Suggest that, after everyone has had an opportunity to comment tonight, we continue this discussion at least through the next Community Operations meeting. This is an excellent outline, and it's helpful for the ProgCode community to review our goals and our actions.
- Berin: Networked.Community Guidelines https://docs.google.com/document/d/1Ht8TcavaWvu9lMpwDgMXCT5w9cxtrRYJe0u3igAcczQ/edit?usp=sharing
- Onboarding: https://drive.google.com/file/d/1e87nKLM1O2snuFMXTr_fR6vB50TZXYcW/view?usp=sharing

January 11, 2021

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- ProgCode Culture Review and Discussion - Many in our global ProgCode community are struggling with last week's events at the US Capitol, following news of the insurrection attempt and the casualties which resulted.
  - This is obviously a massively important topic with no easy answers. And when there are no easy answers, we do what we always do: we look to the community.
  - 1. What are the root issues influencing current events?
  - 2. What are the potential downstream impacts?
  - 3. What can the ProgCode community do to help?

January 4, 2021

Meeting, no agenda

December 28, 2020

Meeting, no agenda

December 21, 2020

Meeting, no agenda

December 14, 2020

Meeting Notes:

Operations

- **Status update regarding implementation of Github Issue #250 to establish a 501(c)(3) ProgCode entity** (Stephen) - Discussion continued from <u>November 12, 2018</u>, <u>November 19, 2018</u>, <u>November 26, 2018</u>, <u>December 3, 2018</u>, <u>January 7, 2019</u>, <u>January 14, 2019</u>, <u>January 21, 2019</u>, and <u>January 28, 2019</u>.
    - Github issue <u>#250</u>
    - Application for Tax Exemption filed
    - Discussion:
        - Stephen: The application for tax exempt status for the ProgCode 501(c)(3) organization was filed on December 8, 2020.

Strategic Communications

- Website Revamp (Jonathan Moore and Stephen)

- Community discussion on this topic is held in the #website-revamp channel.
    - ProgCode policy requires a community discussion, meetings (if necessary), and a formal pilot initiative proposal for a community vote.
- Previously discussed a website revamp on July 9, 2018, July 23, 2018, and July 30, 2018.
    - 2018.07.21 Website Revamp meeting
    - The 2018 revamp corrected a number of issues with the website. The website update team faced critical deadlines, due to upcoming public events.
- Website tech
    - What is the current structure and tech stack for the site?
    - Issues about the current structure?
    - Suggested improvements?
    - Future features?
- Content:
    - Several features of the website required repairs and/or maintenance.
    - Consider outreach to app teams to inquire whether they would like their apps to be featured on the website.
    - Update information about ProgCode
    - Description of ProgCode community
- Discussion:
    - Stephen: reviewed the steps taken during the last website revamp.
        - Some needed updates include making Crowdpac link live again, updating featured projects, and fixing the calendar.
            - Should contact project teams and ask whether they would like their app featured on the website.
            - One consideration last time was using a carousel to show the projects. There was not enough time then to put it together.
        - The color scheme for the site was the result of recommendations by designers in the community to accommodate as broad scope of visual ability.
    - Sam: Some features on the page suggest that the process might have been rushed, such as stretched images and the white background for some of the project logos. Consider using transparent images.
        - Has the community considered offering merchandise, such as mugs, shirts, etc.?

- Jonathan: It would be helpful to engage designers from the community, before we discuss whether and how to code the site. We should develop a process to follow. Consider:
  - Begin with user stories.
  - From there, develop wireframes.
  - Develop code based on the wireframes.
- Sema: I just worked with a designer for my own project. It took hours. The ProgCode site should be easy to navigate.
  - A landing page would be helpful. It could encourage visitors to consider donating to ProgCode.
- Sam: How much time should someone who knows nothing about ProgCode have to spend when they first visit the site? How much time should someone who just joined ProgCode have to spend?
- Jonathan: Probably about 15 minutes. That's why we need a landing page. It's too easy to get lost with a one-page site. I never saw the site before joining ProgCode. I was referred by Walker Bragman and just joined.
- Sam: We need to provide more information to the public about ProgCode projects. I'm unsure how up-to-date our project info is.
- Jonathan: Maybe the landing page should state what we do, how to sign up, and how to donate. That page can link to a more detailed site.
- Stephen: The first step to updating the project information is for us to have a team of staffers who will contact the project owners and ask them about the status of their projects. Some projects are in our Slack, while others are being built elsewhere. Still other are dormant, for any number of reasons. If we know the project owners' needs and intent, we can target volunteers in the community to assist, and we can make that information accessible in the project lists for the public to find through the site. We've tried it before, but the volunteers haven't had enough free time to do it.
- Jonathan: Our best place to start is the landing page. Let's move that discussion to the #website-revamp channel and get input from the community.
  - Should we have meetings for the revamp that are not dependent on the Community Operations meetings? It seems like a good idea, but we have a lot of regular meetings.
- Stephen: It's a good idea. We could play it by ear, based on the discussions in the channel. When it's time to meet, we'll make sure that everyone in the channel

knows a meeting is being scheduled. We can still use the Community Ops meetings to update the community on what's being discussed in the channel.

December 7, 2020

Meeting, no agenda

November 30, 2020

Meeting, no agenda

November 23, 2020

Meeting, no agenda

November 16, 2020

Meeting, no agenda

November 9, 2020

Meeting, no agenda

November 2, 2020

Meeting, no agenda

October 26, 2020

Meeting, no agenda

October 19, 2020

Meeting, no agenda

October 12, 2020

Meeting, no agenda

October 5, 2020

Meeting, no agenda

September 28, 2020

Meeting, no agenda

September 21, 2020

Meeting, no agenda

September 14, 2020

Meeting, no agenda

September 7, 2020

Meeting, no agenda

August 31, 2020

Meeting, no agenda

August 24, 2020

Meeting, no agenda

August 17, 2020

Meeting Notes:

New Agenda Items

- New Proposal for Progcode to purchase an Apple Enterprise Developer account. This will allow:
    - ProgCode branding on apps (iOS, iPad, macOs, AppleTV) produced by the community
    - Ad-hoc distribution of apps that may not be appropriate or necessary for the app store
    - Advance access to beta version of the operating systems for testing
    - Access to TestFlight for distribution of apps for testing to non-developers
    - Discussion:
        - Robert: Both OptOut and EnviroTrack involve the creation of iOS apps. Advantages are the ability to test on optional devices, gives us access to tools, and also the ability to work on platforms such as Apple TV and others.
        - Michael: There is a difference between the Enterprise Developer account and the regular Apple Developer program. Enterprise is $299 and requires at least 100 employees.

- - Developer Enterprise
    - Developer Program Membership
  - Stephen: Apple will waive the fee for the Developer Program Membership for non-profits.
    - Apple Developer Program Fee Waiver
  - Robert: We also should consider a Google developer program account.
  - Stephen: TechSoup offers a number of discounts on programs, memberships, and even some hardware. We'll join once the C3 has tax-exempt status.
    - TechSoup Product Catalog
    - TechSoup Services
  - ∎

August 10, 2020

Meeting, no agenda

August 3, 2020

Meeting Notes:

New Agenda Items

- Robert Diamond (rmd6502@) Allocate $70 + tax and shipping to send one kit of parts for the #enviro-track sensor to Sema Hernandez in Houston. This includes:
  - Adafruit ESP32 Huzzah breakout board https://www.adafruit.com/product/3405
  - SDS011 Sensor https://www.alibaba.com/product-detail/SDS011-PM2-5-laser-sensor-dust_60113365443.html?spm=a2700.galleryofferlist.0.0.3ba2289f9a4Kbz
  - Solar Panel (csculnick knows the part number)
  - Solar charge controller (csculnick knows the part number)

- Lithium-ion battery, 2000 mAh - there will be shipping restrictions on batteries. Would recommend a reputable (tho more expensive) supplier to avoid safety concerns.

July 20, 2020

Meeting Notes:

Operations

- Issue #257 - Standard Change - Retain accounting services for ProgCode
  - Considerations: Retaining an independent contractor for accounting services will ensure compliance with IRS requirements. The accountant or accounting firm will establish formal books of account for both ProgCode c3 and c4, as well as monitor financial matters and file annual returns and other periodic reports. This will enable the community to anticipate increased revenue levels. In anticipation of the goals listed in Issue #250, increased revenue, staffing, and other revenue-based activities will be reflected in books of account for improved operations, transparency to the community, and accountability to the community and to government agencies.
  - Proposed criteria for consideration:
    - An accountant and/or accounting firm qualified and skilled in preparing and analyzing financial records of a non-profit organization
    - Ability to review and analyze transactions, particularly donations, grants, and the payment of expenses
    - Report to the Directors and/or other staff, as authorized by the community, regarding all financial and tax matters of Progressive Coders Network and Progressive Coders Network II
    - Counsel and advise regarding the acquisition and use of appropriate accounting software.
  - Projected expense:
    - Accounting Services Matrix
    - ProgCode staffers identified and contacted 10 prospective accountants/accounting firms. Although several expressed interest and promised to propose rates and a work plan, only one (Kristy Orns) has provided a formal proposal.

- She estimates an initial charge of 2 - 3 hours of billable time for Quickbooks set up
- She estimates another 2 - 3 hours of billable time to train ProgCode personnel.
- She estimates a charge of $300 to $500 to prepare and file each standard Form 990 tax return.
  - **Seeking consent to implement Issue #257**.
    - Vote for consent to implement Issue #257 and authorize ProgCode to retain accounting services for Progressive Coders Network [501(c)(4)] and for Progressive Coders Network II [501(c)(3)]
  - **Seeking consent to retain Kristy S. Orns, CPA and her accounting firm, Fisher Spiegel Kunkle & Gerber, PLLC on the terms and conditions proposed by Orns**. A vote for consent will authorize the Directors to accept the Orns proposal and authorize performance of the accounting work services outlined in Issue #257.
    - If no other candidates are proposed during the meeting, then a vote to retain the current candidate (Orns) will be held.
    - If other candidates are proposed during the 72 hour period, then the vote to retain Orns will be suspended until all candidates are discussed and considered by those participating in a future Community Operations meeting.
  - **Discussion:**
    - Stephen: Issue #257 - Standard Change - Retain accounting services for ProgCode
      - Background
        - Unanimously voted in favor of consent to proceed on June 29
        - Haven't previously setup accounting, because <$50k, able to file short version
        - Formed 501(c)3, expect providing our books will be required
        - Stephen created change for setting up books, prepare annual returns
      - Tonight
        - To retain accounting firm
        - Next: to retain proposed accounting firm
    - Robert: Any additional expenses (e.g., Quickbooks cost), other expenses than those noted?
    - Stephen: There may be additional. Quickbooks price known. Tech Soup offers for $50 to 501(c)3's. Still have a grant from MoveOn for funding. Only for organization, not members
    - Chris: Quickbooks will make it a breeze

July 13, 2020

No meeting

July 6, 2020

No meeting

June 29, 2020

Meeting Notes:

Operations

- Issue #257 - Standard Change - Retain accounting services for ProgCode
    - Considerations: Retaining an independent contractor for accounting services will ensure compliance with IRS requirements. The accountant or accounting firm will establish formal books of account for both ProgCode c3 and c4, as well as monitor financial matters and file annual returns and other periodic reports. This will enable the community to anticipate increased revenue levels. In anticipation of the goals listed in Issue #250, increased revenue, staffing, and other revenue-based activities will be reflected in books of account for improved operations, transparency to the community, and accountability to the community and to government agencies.
    - Proposed criteria for consideration:
        - An accountant and/or accounting firm qualified and skilled in preparing and analyzing financial records of a non-profit organization
        - Ability to review and analyze transactions, particularly donations, grants, and the payment of expenses

- ■ Report to the Directors and/or other staff, as authorized by the community, regarding all financial and tax matters of Progressive Coders Network and Progressive Coders Network II
- ■ Counsel and advise regarding the acquisition and use of appropriate accounting software.
  - ○ Projected expense:
    - ■ Accounting Services Matrix
    - ■ ProgCode staffers identified and contacted 10 prospective accountants/accounting firms. Although several expressed interest and promised to propose rates and a work plan, only one (Kristy Orns) has provided a formal proposal.
      - ● She estimates an initial charge of 2 - 3 hours of billable time for Quickbooks set up
      - ● She estimates another 2 - 3 hours of billable time to train ProgCode personnel.
      - ● She estimates a charge of $300 to $500 to prepare and file each standard Form 990 tax return.
  - ○ Seeking Consent to Proceed, in accordance with the established ProgCode Change Process. If consent to proceed is granted, the following may occur:
    - ■ If any additional candidates for this work are suggested by the ProgCode community, those prospects will be contacted for proposals which will be added to Issue #257.
    - ■ If no other candidates are suggested by the next ProgCode Community Operations Meeting, then Issue #257 may be added to the agenda of that meeting for additional discussion and a community vote on consent to implement

June 15, 2020

Meeting Notes:

Discussion:

Covid & More Stand-up

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed
A New Democracy	@Danny Pernik	Attract an audience across the political spectrum by focusing on common goals and establishing nonviolent communication as the norm so that we can hear each other and be heard.	Requesting feedback, building team	A New Democracy on the Airtable Projects List	Feedback; desire to understand any and all Americans
Be The Cure	@joepbreslin	Creating	**Priority**	thecure.to/Me	- Supporting

	#the-cure	Society 2.0	How to unify COVID, Civil Rights and whatever is next?	dium thecure.to/Reddit thecure.to/Discord	and connecting the solutions discussed here - Implementing processes based on ProgCode
The Better Democracy	@Eamonn O'Flaherty #demos-voting-platform			Demos on the Airtable Project list	
Resource Map	@Lori Rainey Paulson #engage	Containing the spread of covid by Supplying Resources (Masks, Hand Sanitizer, Water, Medical attention sites, Food, Transportation) Additionally, would like to include: Incident Report, Pro-Bono attorneys offering Free Defense, Donation and funding resources, Childcare, etc	Reached out to Sunrise Movement and several other contacts. Spoke with a UX designer within Progcode who is interested. Got organizational permission to move forward with the Fort Myers Sunrise Movement team. Waiting response from their lead to assess needs and	https://icantbreathe2020.ushahidi.io/views/map Engage on the Airtable Projects List	API-capability Mitchell Verter's #Guttersnipe-level interface Coder Web Developer Organizational Allies

			coordinate. Reached out to more organizations participating in BLM marches		

June 8, 2020

Covid & More Stand-up

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed
A New Democracy	@Danny Pernik	Attract an audience across the political spectrum by focusing on common goals and	Requesting feedback, building team		Feedback; desire to understand any and all Americans

		establishing nonviolent communication as the norm so that we can hear each other and be heard.			
Be The Cure	@joepbreslin #the-cure	Creating Society 2.0	**Priority** How to unify COVID, Civil Rights and whatever is next?	thecure.to/Medium thecure.to/Reddit thecure.to/Discord	- Supporting and connecting the solutions discussed here - Implementing processes based on ProgCode
The Better Democracy	@Eamonn O'Flaherty #demos-voting-platform			Airtable	
Resource Map	@Lori Rainey Paulson #engage	Containing the spread of covid by Supplying Resources (Masks, Hand Sanitizer, Water, Medical attention sites, Food, Transportation) Additionally, would like to include: Incident	Reached out to Sunrise Movement and several other contacts. Spoke with a UX designer within Progcode who is interested. Got organizational permission to move forward	https://icantbreathe2020.ushahidi.io/views/map	API-capability Mitchell Verter's #Guttersnipe-level interface Coder Web Developer Organizational Allies

		Report, Pro-Bono attorneys offering Free Defense, Donation and funding resources, Childcare, etc	with the Fort Myers Sunrise Movement team. Waiting response from their lead to assess needs and coordinate. Reached out to more organizations participating in BLM marches		

Discussion

- Covid & More Standup
  - Be The Cure
    - Joe: Genius Plaza had a meeting last week to discuss how they could help the World. @Sparky suggested that they meet with ProgCode about it. He approached the staff regarding setting up a meeting to discuss the possibility of collaboration between our two groups. The purpose behind Be The Cure is to address systemic issues that are in need of solutions. I suggested to my company that it start an apprentice program for those who are disadvantaged. The owner of my employer started a center in Philadelphia for after-school hours for students who have no other place to go right after school. My team was trying to find ways to help our local community.
    - Sema: We've seen what happened in Minneapolis and New York. If we document what happens in the street, it keeps the issue at the forefront of people's attention. I've seen awesome video come from LA, NYC, and other cities where organizing usually happens. But I've seen some great activism in smaller communities where there are no people of color. Most everyone in the videos are White, and there might be one or two people of color. It's really wonderful to see.

June 1, 2020

Meeting Notes:

Covid & More Stand-up

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed
A New Democracy	@Danny Pernik	Attract an audience across the political spectrum by focusing on common goals and establishing nonviolent communication as the norm so that we can hear each other and be heard.	Requesting feedback, building team		Feedback; desire to understand any and all Americans
Be The Cure	@joepbreslin #the-cure	Creating Society 2.0	**Priority** What the fuck is going on right now?	thecure.to/Medium thecure.to/Reddit thecure.to/Disc	- Supporting and connecting the solutions discussed

				ord	here - Implementing processes based on ProgCode
The Better Democracy	@Eamonn O'Flaherty #demos-voting -platform			Airtable	

Discussion

- Covid & More Standup
  - A New Democracy:
    - Danny: One updated slide since last week (Shown on the video). The idea is not to focus on a particular issue, but to reshape the discussion we're having. A friend recently observed that social media allows us to delete persons whom we don't like or with whom we disagree. A New Democracy would encourage a discussion through Zoom (for example), rather than disagreeing and leaving. When discussing how the project is defined, I decided to have an open discussion to allow others to voice what it is about this project that speaks to them and how it should take form.
    - Jessica: Reminds me of an organization called Braver Angels. They host conversations across the country about how people discuss policies. Their goal is to avoid confrontations and encourage discussion.
    - Joe: This is a great project because there are so many influences meant to divide us. This could have a big impact on that.
  - Engage:
    - Lori: I built out the clothing tabs and included a children's apparel section. The goal is to make it easier for people to let go of things that others could use to benefit. I'm running for precinct captain and have other obligations, so I've put things aside.
    - Joe: I've had similar experiences. I wonder whether some of the sounds outside are gunshots or construction. It's easy to be distracted. One idea of ProgCode is that your idea can be driven by the community. It's good to continue to promote

the hard work you've done. Others here can help you by working on this when you're busy with other obligations.

- Lori: We have tech that could benefit the protesters. I would like to find a way to get that help to them.
  ○ Be The Cure
    - Joe: Haven't had time to pull together my thoughts about what is happening right now. So what's next? War with China? I hope not, but the year has been rough so far. There is a lot that can be done. This project and others can be applicable, but we have to think about how that works. What's on everyone's mind?
    - Lori: I'm grateful that the right people are working on our projects with the right intentions. I believe that we'll still have elections.
    - Eamonn: I watch the US issues a lot and I worry about you guys. My project may or may not help, but I'm glad to help out with other projects that will help you guys.
    - Shalabh: I don't have much to add, but I am concerned that this could affect elections.
  ○ Demos - Better Democracy
    - Eamonn: The great thing about it is that you can vote on a variety of issues and share that information with others. The goal is that issues can be worked on and refined. It gives you the opportunity to vote with thousands of other people and then affect the delivery and content of news. It can include things that neither of the major parties want to address. With Demos, it can broaden the scope of debate. I would like to enable climate scientists to address and vote on issues that governments or media don't allow them to provide an opinion. You could look at how they vote on a given law or proposal. You also could have a nationwide vote on an issue. For the US, for example, you might vote on minimum wage. (Screen share) This is what I envision the app providing. Voting is similar to the way in which Wikipedia is formed. It is intended to be democratic: one person, one vote. Should probably use a unique identifier for each person to ensure that the vote is attributable to a person. In 2008, Obama used Google Moderator for answering questions from the public.

May 18, 2020

Covid & More Stand-up

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed
A New Democracy	@Danny Pernik	Attract an audience across the political spectrum by focusing on common goals and establishing nonviolent communication as the norm so that we can hear each other and be heard.	Requesting feedback, building team		Feedback; desire to understand any and all Americans
engage **Hologram-free ethical consumer/ethical small business hub**	@LoriRaineyPaulson #engage	Creating an alternative economy for Society 2.0 based on ethics- Production/Environmental,	Vetting data ethical chat apps to integrate. -It's looking sketchy so far, but continuing search	engage https://3744867.igen.app/ Hologram https://shop.dumpling.us/	engage-developed+tech Hologram- Still researching.

		Worker/Employer, Consumer+Data -Promote small ethical business+Create fair jobs -Eventually Exit Corporate Economy	Vetting businesses for Hologram -Groceries -Clothing	https://wearpact.com/	
Be The Cure	@joepbreslin #the-cure	Creating Society 2.0	**Priority** Updated Human Needs and Concept (thecure.to/Needs)	thecure.to/Medium thecure.to/Reddit thecure.to/Discord	- Supporting and connecting the solutions discussed here - Implementing processes based on ProgCode

Discussion

- Covid & More Standup
  - A New Democracy
    - Danny - There were a lot of hurt feeling after Bernie suspended his campaign and some people have been discussing it in unproductive ways. (See video for Danny's slide presentation). Expect to launch after the 2020 Presidential Election. Establish the principle of non-violent communications so that we don't hurt each other. One take: "You never change things by fighting." So you try to find a new way. Mission is to establish a democracy in the US.
  - Engage
    - Lori: I've been looking at chat applications to see whether I can use one of them for my project. I don't want to hoard data or receive people's identification. I've also considered a second app for consumer goods. Where I live, it's difficult to get things you need. There are delivery services, which is a good source of

employment. We can try to drive people toward small businesses, and thereby drive a broadening of the economy. I would call the second app "Hologram".
- Danny: Someone recently said that money is the worst middleman. I responded that we don't always know the best places to get the things we need. It could be interesting to enable people to offer the fruits of their labor in a central place. For instance "havemyleftovers.com" where you could offer to other the extra food you've made.
○ Be The Cure
- Joe: (Quick review of the presentation of Joe's project developments from last week). Integrating data is essential to this. Whoever creates the data owns the data and controls the data. Added new sections related to the Bill of Needs (top level), followed by Global Issues, then Community Issues, then Communities | Organizations | Government, and then People. Want to get to a situation where data is decentralized and you use single-signon to access it.

Operations
- Accounting Services for ProgCode
  ○ Update on seeking accounting vendors for ProgCode
  ○ Accounting Services Matrix - List of prospective accountants and accounting vendors for consideration and community vote in a future Standard Change proposal.
  ○ For reference only: Standard Change - Purchase and implement a ProgCode accounting software system #256
    - Previously discussed 2019.08.05 and 2019.08.12
    - ProgCode has used an informal system of tracking expenses and revenue
    - Itemization is not required by the IRS for total annual receipts under $50K.

May 11, 2020

Meeting Notes:

Covid & More Stand-up

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed
Be The Cure	@joepbreslin #the-cure	Creating Society 2.0	**Priority** Updated Human Needs and Concept (thecure.to/Needs)	thecure.to/Medium thecure.to/Reddit thecure.to/Discord	- Supporting and connecting the solutions discussed here - Implementing processes based on ProgCode
engage	@LoriRaineyPaulson #engage	update	Networks, Petitions, Calls to Action	https://3744867.igen.app/	-Feedback/User Experience -Make it more functional/effective. Maybe Chat applications. -Help

Operations

- Accounting Services for ProgCode
  - Update on seeking accounting vendors for ProgCode
  - [Accounting Services Matrix](#) - List of prospective accountants and accounting vendors for consideration and community vote in a future Standard Change proposal.
  - For reference only: Standard Change - Purchase and implement a ProgCode accounting software system [#256](#)
    - Previously discussed 2019.08.05 and 2019.08.12
    - ProgCode has used an informal system of tracking expenses and revenue
    - Itemization is not required by the IRS for total annual receipts under $50K.
  - Made phone calls to 5-6 different places a week ago
    - From resource recommended by Lori
    - Stephen spoke to one representative, requested email explaining what we do
      - Based in Detroit, experience with non-profits
      - How are we distinguishing c4 from c3, understands what we're doing
      - Will provide quotes to put in matrix, will put together for community to review/vote on
      - Minority-owned firm
    - Another candidate out of New Hampshire
      - Not taking on new clients/uses old software
      - Out of the picture
    - Haven't received any call backs, will follow up with additional contacts next week
    - Please add any information
    -
    -
    -
- Lori available to reach out to additional organizations
- Stephen/Lori to chat in next day or so
  - Will put together list with ProgCode background
  - Will explain transitioning from c4 to a c3

- Mission/culture to amplify minority-owned (i.e., non-white male) businesses, however would not exclude based on status
- **COVID Tech Standup Discussion**
  - Be The Cure
    - Joe: Last week, we discussed Human Rights and Human Privileges. We can think of them as [Human Needs](). What are the systems we can use for progressive organizations. Updated this matrix to include Human Needs. These will be here for a long time, and there is no leadership to address them. There's been a tremendous amount of interest in the project over the past several weeks.
  - Engage
    - ■

May 4, 2020

Meeting Notes:

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed
RND (temp)	@MoTech	Representative Nonpartisan Democracy	**new**	**pitching new idea**	-brainstorming -Make Counter Arguments - Help Build Team
Networked.Community	@Berin	Creating a globally Networked.Community to develop solutions to unmitigated	**Updates:** New Community Design	[thecure.to/NC GitHub]()	- Orchard Template - Design/ Branding - UI/UX - Blazor - DotNet Core

		societal risks			- Organizers - Community Managers - Social Media
Be The Cure	@joepbreslin #the-cure	Creating Society 2.0	**Priority** Writing Human Privilege (thecure.to/Privilege)	thecure.to/Medium thecure.to/Reddit thecure.to/Discord	- Supporting and connecting the solutions discussed here - Implementing processes based on ProgCode
Enviro-Track	@rmd6502 #enviro-track	Crowdsourcing air quality measurement	**Status update and call for volunteers**	On slack, or DM me, @sema, @mashal or @jake3030	Arduino/ESP32 and iOS
engage	@lrainey1985 engage Reckonomics	Digital Campaign Organization and Mutual Aid Digital Economic Initiative	**engage** **Reckonomics**	**engage** DCO+MA+Social/organizational network to respond to COIVID19, need, and legislative agendas **Reckonomics** =They lose their demand, investors, and labor supply	Suggestions/Constructive Criticism Proposal Process I am sure I do not even know all the help I will need for this. ALL the help.

COVID Tech Standup

- Discussion
  - RND:
    - Amir: No update. Not sure how to proceed. Thought about starting a channel, post all of my ideas and thoughts, and then see where it goes from there.
  - Networked.Community
    - Berin: I've been prototyping the new template, straight-up HTML. I'm not a graphic designer or a UI/UX designer. Would like to find a UI/UX dev to help with design and make it more useful. Noticed that 211 texting is different from state-to-state. In my area, you contact 211 to find out when you can ask for help. Using Themantic UI (CSS) framework. Used to using Bootstrap, but this is a bit more verbose. They are not trying to make money off of it, which is part of the reason I chose it. My idea for the "Offer Help" page is to keep it simple. Show the non-profits which can help. Have a place to sign up and then do a vetting process. I have some help from people in our network, but others are welcome. Will have a resource guide. Beyond that, I want to build a community directory, as well as a local business directory of small businesses in the area, plus those large businesses which are headquartered in the area. It's just a wireframe.
    - Sema: We've onboarded a few people who do UI/UX. Can try to find volunteers.
    - Berin: That would be great. I would like to create an app or a CMS out of this. Need a logo, style sheet, and other design elements.

  - Be The Cure
    - Joe: Let's create an even-more perfect union. What are we not preparing for? We should own our personal information. Provide for basic human needs. We should consider new ways of voting. The economy could be based on people's contributions, rather than debt. See the Application Concept. The work we're doing is proactive response, rather than rapid response.
  - EnviroTrack
    - Robert: This project began in a discussion in Progbot, which is nearly ready for Alpha-testing. We had the ITP fires in South Houston. They were self-reporting thath the airborne toxins were at safe levels, when they were not. Sema was concerned about the safety of her children. I began to design and develop a

sensor board based on the ESP32 for detecting and measuring airborne contaminants. I was building it from individual components and then determined that building it from pre-constructed circuits is more cost-effective. I need people who know Arduino programming and some iOS programming. We have a backend, most of the firmware, most of the iOS app, and most of the Android app. It's especially urgent because it was determined that the coronavirus extends the harm that the airborne contaminants can cause. Want to get a prototype out as soon as possible.

Operations

- Accounting Services for ProgCode
  - Update on seeking accounting vendors for ProgCode
  - Accounting Services Matrix - List of prospective accountants and accounting vendors for consideration and community vote in a future Standard Change proposal.
  - For reference only: Standard Change - Purchase and implement a ProgCode accounting software system #256
    - Previously discussed 2019.08.05 and 2019.08.12
    - ProgCode has used an informal system of tracking expenses and revenue
    - Itemization is not required by the IRS for total annual receipts under $50K..

April 27, 2020

Meeting Notes:

Initiative	Lead/Channel	Overview	Update	More Information	Help Needed

RND (temp)	@MoTech	Representative Nonpartisan Democracy	**new**	**pitching new idea**	-brainstorming -Make Counter Arguments - Help Build Team
Networked.Community	@Berin	Creating a globally Networked.Community to develop solutions to unmitigated societal risks	**Updates:** Orchard CMS	thecure.to/NC GitHub	- Orchard Template - Design/ Branding - UI/UX - Blazor - DotNet Core - Organizers - Community Managers - Social Media
Be The Cure	@joepbreslin #the-cure	Creating Society 2.0	**Priority** Community Relationship Management	thecure.to/Medium thecure.to/Reddit thecure.to/Discord	- Supporting and connecting the solutions discussed here - Implementing processes based on ProgCode

Discussion

- What actions can we take as a community to maximize our impact?
  - The Startup Plan
    - What should people be doing
      - PPE shortage
- Discussion on COVID
  - Networked.Community

- - - Berin: Need a UI/UX tech. Need to find a template and learn Orchard CMS. Orchard CMS runs on .NET Core. I discovered that I can't open source the current CMS, which is why I'm looking to move it to .NET Core, which can run any source code.
  - - Be The Cure
    - - Joe: Purpose is driving more collaboration and innovation for creating Society 2.0. The project priority is community relationship management (CRM). One of the best examples is the COVID-19 Dashboard. Data visualization will enable users to determine their best path forward and avoid many of the problems that create systemic issues.
  - - Wreckonomics
    - - Lori: This will be a new social network that will enable people to interact as they do now on social networks, but also encourage people to engage in activism and share their information with each other. It could be used to affect profits, create boycotts, and disrupt the system. I designed a basic mobile application, just for conceptual purposes. Would like to work with a developer to expand it and make it universally useful. I will open a channel and announce it to the community. Current project description is in #jobs-and-vols.

Strategic Partnerships

- Revisiting Previously Approved Change to create 501(c)(3)
  - Create an umbrella organization to support related efforts
  - Need CPA versed in non profit organizations

April 20, 2020

Meeting Notes:

COVID-19 Action: Beating the Virus, Building a New Society

...ive	Lead/Channel	Overview	Update	More Information	Help Needed
...e Cure	@joepbreslin #the-cure	Creating Society 2.0	**Vision:** Protect Ourselves Control Supply Chain Trace our Path Own our Data Run our Economy Reward our Contribution	thecure.to/Medium thecure.to/Reddit thecure.to/Discord	- Supporting and connecting the solutions discussed here - Implementing processes based on ProgCode
...Networked.Community	@berin #networked-community	Creating a globally Networked.Community to develop solutions to unmitigated societal risks	**Updates:** Orchard CMS abp.io	thecure.to/NC GitHub	- Design/Branding - UI/UX - Blazor - DotNet Core - Organizers - Community Managers - Social Media
...orks	@george.polisner				
...ng ...ention	@fschwebe	Chatbot to facilitate drinking research and intervention	Using chatfuel.com, running into some challenges		- Someone to help create the chat bot
...CheckUp ...On.Me	@AlexV https://ckup.me/slack	Crowdsourcing wellness checks	MVP Released to Open Beta.	https://github.com/ checkuponme/info	Social Media, NodeJS, React, Spoke, Graphic Design/Branding

		during the covid19 pandemic.	Help Wanted Funding/Corp		Volunteer Coordinator, Product Manager

COVID-19 Related Projects

- Overview: This set of projects go beyond the current pandemic, because this can and will happen again. These projects are adaptable to other similar crises. We'll try to do regular updates at the Community Operations meetings for the foreseeable future. The goal is to avoid reinventing the wheel each time a crisis arises.
- Be The Cure
  - Discussion
    - Joe: With the rise of robotics and AI are benefits, on which people rely, but it also presents problems, because people need income. Like other ProgCode projects, this one invites collaboration. I had an idea about creating Society 2.0, looking at current markets and asking which concrete things need to be done to achieve that. We're told to wear masks, but there is a shortage. So people are creating their own. How do we make masks? How do we distribute them, create best practices for use, and so on? Carpool Action could be a great tool for this, if adapted. I should stay in because that makes everyone else safer. I keep my circles small, to avoid risk. If anyone becomes infected, that information should be shared to enable others to take precautions. We also need to track and reward the work that's been done. I've written a couple of articles which I've added to Medium (linked in the agenda). The most important things we can do is to help the other developers who are presenting tonight. We need to adapt some of our ProgCode practices to the projects presented tonight.
- Networked.Community
  - Discussion
    - Berin: We're creating a solution to minimize societal risks. This started with a simple website to look up community resources to look up and to offer help. It's a simple CMS, with information on how to seek help. This is based in Battle Creek, MI, but it will be adapted for all other communities. I tested this out about 3 weeks ago. It took too long to get someone on the phone, or to text. It wasn't successful because the TTY number was buried. I wanted this to be a highly accessible template. Edit content is easy. It's easily adaptable for other communities. You can

add translations and change other content. It includes forms. We're slowly switching things. It can't be adapted to Linux, so we're looking at other content management systems (CMS). We're slowly converted the old alpha to a new template. What you're seeing in this demo is not open source, and I really want to make this open source. Want it to be a multi-tenant system. Will have a formal onboarding and vetting process, probably borrowing the ProgCode system. Also deciding on an application framework. Still figuring out the architecture. Our team is growing.
- Could use a new community manager in Battle Creek.
- Would like to try this in new communities other than Battle Creek.
- Thinking of adding business listings.
- Joe created an Airtable sign-up form. We're looking for others to vet new volunteers on this project.
  - Joe: most of the volunteers are developers. We find in ProgCode that organizers are critical to the success. There are tons of things for non-developers to do.
- Civ.works
  - Discussion
    - Joe: George Polisner created this soon-to-be-open-source social media platform. They don't sell the data. We've discussed how Civ.works can be a part of this series of projects.
- Drinking Intervention Bot
  - Discussion
    - Joe: My buddy Frank has his PhD in Psych. He is concerned with alcohol consumption during the lockdown when people are stuck at home. He's using chatrooms for interventions. He would like to create a chatbot to take over those functions.
- CheckUpOn.Me
  - Discussion
    - Alex: I am the director of a project involving over 20 engineers all over the world. They're all impacted by covid-19. A large number of orgs are suffering. They are working on reachforhelp, an open project. There is a closed demo of that project coming. Showing the main website for checkupon.me. reachforhelp is a platform for sharing what you have to provide for others and then coordinating with others to deliver them. Spoke is an open-source text distribution system. It was turned over to MoveOn, which brought it to ProgCode for development. The goal of our

platform is to provide a peer-to-peer messaging system for staying in contact during the pandemic.
- We would like to work with other orgs that can benefit from this platform.
- We can set up organization on this. I will record a functional demo video this weekend which describes how it will work.
- Need branding, logo, volunteers to do outreach, Node.js and React developers, as well as Spoke experts, are needed.

March 23rd, 2020

Meeting Notes:

COVID-19 Response

- **Be The Cure**
  - Project Lead: Joe Breslin (@joepbreslin)
  - Reddit: https://reddit.com/r/BeTheCure
  - Purpose: Global civic collaboration to solve system issues
  - Discussion:
    - Joe: Started a subreddit asking who can help address the COVID pandemic. What can we do to solve the systemic issues, not just for COVID, but for other problems that result from this system?
- **Crowdsourced wellness checks during the Corona Pandemic with CheckUpOn.Me**
  - Project Lead: Alex Vanino (@AlexV)
  - Uses: Spoke, Twilio, Website
  - https://github.com/ProgressiveCoders/projects/issues/160
  - Needs:
    - Web Designers
    - Developers familiar with Spoke or NodeJS
    - People to do CheckOn's

- - Discussion:
    - Alex: Will be a lot of people self-quarantining. They'll need others they can rely on to help them and check in on them. My friend has respiratory issues and has COVID symptoms. He's self-quarantined, but he's worried about his dog should he get too sick. Lost his wife and has no children. He probably doesn't have anyone locally to rely on, and he's reaching out to me for a reason. Looking for a solution, I thought about Spoke. It would be easy to adapt for this purpose. Looking for Spoke developers and web designers. I will fund the initial development. Could use help seeking COVID relief grants to non-profits. If have leads, let me know. Also would like a discount on Twilio, which would probably be the largest bill of the project. Could be $2800 to $4000 per year, based on estimates on the Spoke site. Voice call would be a good option. Set up a Github organization for it. All will be open-source.
    - Joe: The more we can stay connected, the better it will be for at-risk people.
    - Alex: It fits in with Be The Cure.
    - Joe: Agreed. The more we can communicate and stay connected, the better.

- **The COVID-19 Response Network**
  - Project Lead: Berlin Iwlew (@Berin)
  - Pilot City: http://battlecreek.covidresponse.net/
  - Needs: .NET Developers with RAZR stack
  - Demo of his new project for his local community, Battle Creek Michigan
  - Customizable to other cities (e.g., CITY.CovidResponse.net)
  - Discussion:
    - Berin: Showing the Battle Creek COVID-19 Response Network. A lot of communities use spreadsheets to share info about resources, as well as to timebank to enable people to help each other and seek help. Created a website based around Jay Slaby's idea. Includes resource links for up-to-the-minute news about the pandemic. Uses Umbraco, which I built from an existing template I bought for another use. Includes a form where you can request assistance. You can offer help through a help form for just about any purpose. You also can volunteer to help with the site and the webdesign. Also a community resource guide, where you can find just about anything. Would appreciate feedback, assistance, and ideas. Have a separate Slack set up. This is the main admin section. You can add new resources.
- **COVID Self Reporting Tracker**

- - Project Lead: Javier Munoz (@jmchaves)
  - Prototype: Coronavirusapp
  - Proponent: Paul Ayre (@PaulAyre)
  - Need: volunteers that know/understand ionic with angular 8 and firebase to join Javier to develop the app faster
  - Discussion:
    - Joe: Javier had an idea about self-reporting COVID so that others would know where hotspots are located. I discussed this with him the other day. We talk about maps in ProgCode because they have the ability to change the world. It shows the power of reaching out to know what's already working, that we can adapt.
- **Hate Crime Reporting Map**
  - Project Lead: Maria Yuan, @MariaYuan
  - ProgCode member Maria Yuan is collecting a list of individuals and organizations who are tracking and speaking out about harassment and crimes against Asian Americans related to COVID-19.
  - If people see any (orgs and people who care about this, not the incidents themselves.) please email maria@issuevoter.org.
  - Also interested in mapping incidents in an efficient way, perhaps by leveraging existing tech
- **Code vs Covid Hack**
  - https://www.codevscovid19.org/
- **Action: Join #the-cure**
- **General Discussion about the concepts:**
  - Robert: What resources do Maria have?
  - Joe: Presently, it's a concept that will work with Javier's iOS/Android app.
  - Adiron: This is a necessary concept for us to be working on. It has the potential for getting a lot of people on the same page and working on a common cause. We're building the infrastructure for this right now.
  - Robert: The great thing is that we're here to work on this together.
  - Joe: There are a lot of silver linings. Automation is taking jobs. We should move toward a world where that makes things easier, but we have to benefit individually from that.

Operations
- Split the Meeting Notes (1 Year per Doc)

- - Current doc isn't able to be opened on computers with low available memory.
- Expedited Member onboarding (Video Intro?)

New Agenda Items
- Lori Paulson. Question about 1:1 onboarding, mentorship program, and Secure Remote Voting System

February 24, 2020

Meeting Notes:

Tools and Documentation
- Kubernetes Workshop Series by Alex Vanino
  - Working document:
    - https://docs.google.com/document/d/1-ub_S_H7XpffOIjWkrKeB9gKv-bs1QPFl8J5_Y8I5P4/edit?usp=sharing
  - Github Issue:
    - https://github.com/ProgressiveCoders/projects/issues/159
  - Discussion:
    - Alex: Want to provide this as a resource for everyone without having to sign up. Good opportunity to network with other like-minded people and create partnerships for workshops. Important to use as an event to promote ProgCode. Want to facilitate an on-site workshop that people can attend, with registration. Have a suggestion for that. This will increase PR and outreach for ProgCode, to connect with the greater tech community. Could increase ProgCode referrals. Want to reach out to currently-active project leaders of ProgCode. Could show a video of the projects. Should reach out to other orgs that use Kubernetes which are mission-aligned, to discuss how and why they use it. Suggest that we produce this with Rapid SOS which has similar mission to ProgCode. It does emergency services (see the description in Issue 159). Not a non-profit, but purpose is to replace the antiquated 911 system.

Operations

- Splitting up the Meeting Agenda Notes into Separate Docs (One per Year)

February 17, 2020

No meeting

February 10, 2020

Meeting Notes:

Member Services

- Gitea as a GitHub back-up or alternative
  - Reasoning
    - GitHub is now owned by Microsoft
    - This presents ethical, legal, and operational issues
      - Terms of service
      - Mass surveillance & analytics
      - GitHub is standing by ICE (and will never drop them because of the <u>Azure</u> contract)
  - Scope
    - Private server for ProgCode internal projects?
      - Production?

- Mirroring?
  - Do we want to provide for other, external projects/orgs?
- Technology
  - Gitea
    - Lightweight, simple GitHub Equivalent
    - Easy to run & simple to maintain when self-hosted
    - Example server: https://code.rothanaheavyengineering.com/noahsbwilliams/docker-gitea
  - Gitlab
    - Heavier-duty
    - Includes CI/CD solution & full project management
    - Offers hosted option
- Costs
  - Virtual server/container hosting
  - Object storage
  - Email backend

January 6, 2020

October 14, 2019

Meeting Notes:

Strategic Communications

- **Project Helpdesk** - Preston has proposed a project concept to support Website and Social Media Visitors, Members, network partners through live chat and self-service support (FAQ, KBase-type articles). The idea is to establish one central, easy-to-understand place to answer various questions that we may see in Slack channels. This could also grow into when new projects spin up we create a helpdesk ticket and then we make sure they are setup for success.
  - The Helpdesk would support:
    - Website and Social Media Visitors
    - Members
    - Partners
  - Helpdesk would operate via various channels such as:
    - Live chat
    - Self Service Support - (FAQ, KBase-type articles)
    - Social Media
    - Email / Ticket Based Support
  - Discussion:
    - Preston: Had this idea a while back in ProgCode. Whatever your status as a new member, old member, developer, interested in joining, this would be a place for people to get questions answered in one centralized place. For instance, I'm getting reacquainted with GitHub. With a helpdesk, we wouldn't need to search for answers. Could use Zendesk or similar tool. Would allow people to submit tickets for help, such as if they get locked out of Slack or need to change their e-mail. Could use it to make sure that they have an onboarding done, or if they want an onboarding buddy. This also could branch out to be a live-chat on the website as we're staffed better. Would help answer some of the basic pre-sale type questions and attract members who are on the fence about joining and want some answers before signing up and attending an onboarding. Coincides with our core values of being transparent and helpful. FAQ, articles, online help, Facebook messages, etc. could all be addressed through the Helpdesk. Don't necessarily need committed schedule of volunteers to operate it yet. Question is whether it would be helpful and anyone is interested in it. Established members know how ProgCode works, but this could help at a different level. I work with helpdesks on a daily basis for other orgs, so I'd be happy to help with this.

- Jake: Sounds like we need Zendesk.
- Preston: I use Zendesk daily. I would stay away from it. It offers non-profit discounts, but they nickel and dime you. Freshdesk is better. It's a one-price tool. But yes, Zendesk is the basic format.
- Jake: Freshdesk sounds good, too.
- Preston: I would need to work with whomever is handling our website to integrate it.

October 7, 2019

Meeting, no agenda

September 30, 2019

Meeting, no agenda

September 23, 2019

Meeting, no agenda

September 16, 2019

Meeting, no agenda

September 9, 2019

Meeting, no agenda

September 2, 2019

Meeting, no agenda

August 26, 2019

Meeting, no agenda

August 19, 2019

August 12, 2019

Meeting Notes:

Operations

- Accounting Software for ProgCode
    - Standard Change - Purchase and implement a ProgCode accounting software system [#256](#)
        - ProgCode has used an informal system of tracking expenses and revenue
        - Itemization is not required by the IRS for total annual receipts under $50K.
        - Continued discussion about choice of software.
    - Discussion: See video recording

August 5, 2019

Meeting Notes:

Operations

- Accounting Software for ProgCode
  - Standard Change - Purchase and implement a ProgCode accounting software system [#256](#)
    - ProgCode has used an informal system of tracking expenses and revenue
    - Itemization is not required by the IRS for total annual receipts under $50K.
    - The transfer of assets from the ProgCode c4 to the c3 entity, however, should be reflected in books of account, and both entities must have separate books of account.
  - Discussion: See video recording

July 29, 2019

No Meeting due to scheduling of 2019.07.26 meeting

July 26, 2019

Meeting Notes:

Operations

- Discussion regarding the status and implementation of the ProgCode Digital Ocean account.
  - The ProgCode Digital Ocean account was acquired by the community pursuant to [Issue #254](#) (See [April 8, 2019 agenda notes](#) for more information about the account). The account has been purchased. This discussion invites all community members to

participate in the implementation and set-up of the account for use on projects created for the ProgCode community at-large.
- ○ Discussion topics:
    - ■ Setting up a testing ground for Slack archive viewing software.
    - ■ Selecting one or two community projects to test the account.
    - ■ Discuss a workshop for setting up projects.
    - ■ Q&A about all of the above.
    - ■ Any other matters regarding the Digital Ocean account.
- ○ Discussion:
    - ■ Alex: Approval is for up to $15/month for a DO account. Doesn't make sense to spend only $5/month, because you need more for a Slack archive. See this. The archive isn't critical, at this point, so it could be run off of some other component. Putting a community project would be a better use of this account
    - ■ Robert: There are 6 docker containers. WE could set up a network of all 6 on one post. All 6 processes don't need to be runningn.
    - ■ Alex: Right around the importer or the archive, it throws out memory errors. We get a 2-gig/2-core machine for $15/month. The most we could get is a 3-gig/1-core virtual cpu for $15/month. We'll probably get more errors.
    - ■ Robert: Let's bank the money and see whether we can get another vote. The community might be willing to spend more money if they see a good community use.
    - ■ Alex: Progbot & EnviroTrack don't need it. We should seek out community projects.
    - ■ Robert: German is running EnviroTrack. We can run it on DO when we're ready. Let's do a call for projects.
    - ■ Alex: Setting up workshops would be a good use. Some may have a great idea for a project but don't have a server. We could set up workshops and have developers advise for projects.
    - ■ Robert: When the project becomes self-funded, it could come off the DO and go to its own server. A two session class on Docker and Cubernetics, I could show others.
    - ■ Alex: They price out their stuff similar to DO droplets.
    - ■ Robert: If you can do a two-session single class workshop on Docker and Cubernetics, then I'll commit to teaching others.
    - ■ Alex: Absolutely. We can put up a sign-up sheet and select a date. Might cost us only $2 or $3 to run that class.

July 22, 2019

Meeting rescheduled to 2019.07.26

July 15, 2019

No Meeting

July 8, 2019

No Meeting

July 1, 2019

No Meeting

June 24, 2019

No Meeting

June 17, 2019

No Meeting

June 10, 2019

No Meeting

June 3, 2019

Meeting Notes:

Operations

- Notice of potential need for modification of Digital Ocean account
  - Issue #254 - Standard Change - Purchase a ProgCode Digital Ocean Account #254
  - EnviroTrack
    - Alex observed that PG11 can be managed on the current droplet, but some of the database scaling options will be lost due to lack of capacity. A PG11 database cluster on DO is $15 a month.
      - Cost contributors:
        - Number of nodes.
        - Rate at which the nodes report.
        - The amount of data they report.
    - In addition for static React.js content, we'll need a Spaces store at $5/250GB - I think one should suffice.
    - Considerations:
      - Willing members can donate to increase the DO capacity during development
      - Willing members can experiment in their own development spaces to work out the numbers
    - Discussion:
      - Alex: We should have about 3 months of our Digital Ocean subscription banked. The amount of usage will depend upon how much information the node will be reporting

- Robert: Each node will have one or two data points. Assume will use a compressed binary reporting system.
- Alex: So most of the usage will be in the computing. We can run a proof of concept on our own accounts. Rolling it into production will be taxing. We'll know how taxing it will be when people start using it. So, rather than vote to increase our DO budget, we should be planning a budget for when it goes live. One consideration is to offer a free tier which allows for one report an hour, and another paid tier that allows say 10 reports per hour. We need to survey the community and see what their needs would be.
- Robert: We can ask paid access to the data.
- Alex: We want to attract people to it. Would we offer public feeds?
- Robert: Sponsorships would be best.
- Stephen: Consider paying tax on the income received from the paid tier. Other options are to ask the IRS for a private letter ruling on the income issue and/or for the 501(c)(3) to create a for-profit entity in which it owns all the equity, and then pay tax on the income.
- Alex: Can work on this is our separate workspaces for the time being. We don't need to use the Digital Ocean account, but DO probably will be a better resource for running the final project.
- Stephen: What is the best way to set this up to be inclusive of others in ProgCode who want to be involved?
- Alex: Let's follow the Progbot model, since that's worked well.
- Stephen: Then we'll have our discussions in the #enviro-tech channel, and people who want to volunteer will be added to the developers' workspaces?
- Alex/Robert: Yes.

May 27, 2019

No Meeting

May 20, 2019

No Meeting

May 13, 2019

Meeting Notes:

Campaigns and Events

- Hackathon Proposal - Continued discussion of the suggestion that ProgCode host a hackathon to increase membership involvement, increase ProgCode's profile and fundraising. At last week's discussion, @sema and @rmd6502 agreed to work on an agenda topic for this week.
  - Open-source benzene/Gas detection software exists.
  - Does the existing tech provide data which is useful to environmental protection orgs which analyze data and report on environmental conditions?
    - Representatives of these orgs inspired the idea for this tech, because they identified the need for more detection units in affected communities to enable activist groups to determine the presence and degree of contaminants in those communities.
  - Discussion:
    - Robert: I designed a model testing node (see video for mock-up). It includes the processor and the detection device. Also includes the Progbot logo!
    - (Sema dropped off the meeting due to a poor connection)
    - Stephen: The following are links to existing tech (also posted on 2019.05.13 agenda)
      - Benzene detection: https://www.google.com/search?q=benzene+detection+github&spell=1&sa=X&ved=0ahUKEwjm-6HyguXhAhVCVK0KHU8vDMsQBQgqKAA&biw=1920&bih=966
      - Gas detection: https://www.google.com/search?q=gas+detection+github&ei=YmW-XIH_C4

qUsgXyn6qAAw&start=20&sa=N&ved=0ahUKEwiBuPazg-XhAhUKiqwKHfK PCjAQ8NMDCK8B&biw=1920&bih=966
- Gas Sensor site: https://www.mysensors.org/build/gas
  - See comment by **user2684**, which references this repo and analyzing the calculations for the sensor: https://github.com/user2684/NodeManager/blob/19e37a45792be4d 698a1316bf6eb4f954a8455f5/NodeManagerLibrary.ino#L2441
    - Robert: I'll review these to determine whether any of them are applicable.
    - Stephen: We need to hear from the persons who will perform the analysis of the data, to be certain that we know what data they need, together with qualitative and quantitative requirements. Otherwise, we could be generating data which is useless to them. I'll post this in the #hackathons channel.

May 6, 2019

Brief meeting by @sema, @rmd6502, and @stephen. Will prepare agenda for next week.

April 29, 2019

Meeting Notes:

Strategic Communications

- Issue #255 - Explore Netroots Nation Participation for 2019 and 2020 as part of Hackathon Strategy #255
  - This proposal seeks consent to continue discussion with Netroots regarding the ProgCode community making a presentation at Netroots 2019 of technical solutions to solve non-partisan, progressive issues and use as an opportunity to launch ProgCode Hackathon strategy.
    - Netroots Nation 2019 takes place in Philadelphia, PA on July 11 - 14, 2019.

- ■ ProgCode would be represented by one or more members.
- ■ Present key ProgCode technology, culture and impact.
  - ○ Discussion:
    - ■ Robert: Could create ESP-32 node cards.
      - ● ESP-32
      - ● ESP-8266
      - ● ESP-8266 - alternate source
      - ● Espruino Microcontroller - programmed in Javascript

Campaigns and Events

- ● Hackathon Proposal - Sema Hernandez has suggested that ProgCode host a hackathon to increase membership involvement, increase ProgCode's profile and fundraising. We can organize the hackathon with existing tech projects or create new tech project related to relevant social causes.
  - ○ Topics for discussion:
    - ■ Locations including but not limited to decentralized participation
    - ■ Date and timezones
    - ■ Venues
    - ■ Partnerships
    - ■ Sponsorships
  - ○ Discussion:
    - ■ Robert: Hackathon strategy meeting with Erica Guerra 05-01-2019 at 7pm PT | 10pm ET
      - ● Stephen will set up a Zoom meeting link and post it in the #hackathons channel.

April 22, 2019

Meeting Notes:

Campaigns and Events

- Hackathon Proposal - Sema Hernandez has suggested that ProgCode host a hackathon to increase membership involvement, increase ProgCode's profile and fundraising. We can organize the hackathon with existing tech projects or create new tech project related to relevant social causes.
    - Topics for discussion:
        - Locations including but not limited to decentralized participation
        - Date and timezones
        - Venues
        - Partnerships
            - ProgHacknight - suggested by Sky Duveen
        - Sponsorships
    - Discussion:
        - Sema: Discussed with Robert Diamond. He suggested a hackathon to help create the tech needed for environmental testing equipment. He suggested the name Hack The Environment.
        - Joe: I like the idea. It's great to have focus on a purpose, because it's easier for ProgCode to drive people to the project. We did the same with Democratizing Democracy. It's helpful to have something to work toward for the call to action for people. Having a purpose helps to incentivize people to make time for it. If you can do it without a political party sponsorship, it's easier to get people to work together to help save the environment. Decentralized works better. Now is a good time with the 2020 elections and with Summer. Summer tends to be more active in ProgCode. Sounds like something we should explore.

- Jake: Discussed the hackathons being topically oriented. One about criminal justice, one about environment, etc.. Also discussed working toward it, where we start out with conferences to discuss how to create the tech. Planning discussions, which build up to the actual hack where the tech is created.
- Sema: Can also find sponsors, such as Netroots, to help promote the actual work.
- Joe: Preparing proposal to present for consent to implement for ProgCode to present at Netroots. Once consent is granted, Sema will approach Netroots about providing ProgCode a place to present. Joe and Stephen volunteered to attend.
- Jake: If you can get the data to me, I can try to figure out how to visualize it.
- Sema: I will look into getting you the data. It's from a group called Air Alliance.
- Stephen: Possible existing tech from which to model this project:
  - Benzene detection: https://www.google.com/search?q=benzene+detection+github&spell=1&sa=X&ved=0ahUKEwjm-6HyguXhAhVCVK0KHU8vDMsQBQgqKAA&biw=1920&bih=966
  - Gas detection: https://www.google.com/search?q=gas+detection+github&ei=YmW-XIH_C4qUsgXyn6qAAw&start=20&sa=N&ved=0ahUKEwiBuPazg-XhAhUKiqwKHfKPCjAQ8NMDCK8B&biw=1920&bih=966
  - Gas Sensor site: https://www.mysensors.org/build/gas
    - See comment by **user2684**, which references this repo and analyzing the calculations for the sensor: https://github.com/user2684/NodeManager/blob/19e37a45792be4d698a1316bf6eb4f954a8455f5/NodeManagerLibrary.ino#L2441
  - Robert Diamond provided this link in #general-chit-chat regarding a Raspberry Pi-based monitor (includes Github link to tech): https://www.balena.io/blog/build-an-environment-and-air-quality-monitor-with-raspberry-pi/
  -

April 15, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Status of Issue #254 - Consent to implement was granted unanimously following last week's meeting.

Campaigns and Events

- Hackathon Proposal - Sema Hernandez has suggested that ProgCode host a hackathon to increase membership involvement, increase ProgCode's profile and fundraising. We can organize the hackathon with existing tech projects or create new tech project related to relevant social causes.
  - Topics for discussion:
    - Locations including but not limited to decentralized participation
    - Date and timezones
    - Venues
    - Partnerships
      - ProgHacknight - suggested by Sky Duveen
    - Sponsorships
  - Discussion:
    -

April 8, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Issue #254 - Standard Change - Purchase a ProgCode Digital Ocean Account #254
  -
  - **Vote for consent to implement** the standard change to establish a budget for Digital Ocean in the amount of up to $15/month for **one 1gb/1core server** ("Standard Droplet") and **one 2gb/2core server** or any similar combination within that budget, and to allow the Directors discretion to adjust that amount downward - with community input - if experience indicates that usage requires a lower expenditure, with the option of continuing the account or cancelling the account.. Any increase above $15/month would require an amendment to this issue and a community vote to implement.
  - The Digital Ocean resources will be accessed by ProgCode Operations Staff and other community members in fulfillment of the ProgCode mission.
  - Continue discussion regarding capacity needs and cost of Digital Ocean account.
  - **Discussion** (add your name and discussion below):
    -

April 1, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Issue #254 - Standard Change - Purchase a ProgCode Digital Ocean Account #254
  - Continue discussion regarding capacity needs and cost of Digital Ocean account
  - Discourse test site - progcodetest
- Fundraising
  - Grassroots Analytics
    - Services and costs

Onboarding

-

Strategic Partnerships

- Electronic Frontier Foundation/Electronic Frontier Alliance
  - Jake and Stephen met with representatives of Electronic Frontier Foundation on Monday, March 25, 2019, to explore the possibility of a network relationship.
  - EFF is a 501(c)(3) organization with a related organization called the Electronic Frontier Alliance (EFA). EFF is the activist org which litigates cases involving digital rights. EFA is a network of community and campus organizations - including EFF - which educates the public about digital rights.

March 25, 2019

No Meeting

March 18, 2019

No Meeting

March 11, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Issue #254 - Standard Change - Purchase a ProgCode Digital Ocean Account #254
- Vote for consent to proceed to investigate the standard change to purchase a month-to-month 1GB "Standard Droplet" account from Digital Ocean for access by ProgCode Operations Staff and other community members in fulfillment of the ProgCode mission, with the option of continuing the account, increasing capacity at a later date, or cancelling the account.
    - Considerations:
        - ProgCode has relied on Heroku for hosting of the ProgCode website and other projects (such as Progbot, Toolkit scrapers, PhoneYourRep), due to the available features. Many of these features are unnecessary for proposed projects such as expansion and revision of the ProgCode website, the establishment of a chat resource (such as Discourse), and a searchable Slack archive backup.
        - A Digital Ocean account would enable ProgCode to implement some of the above-mentioned projects to benefit the community at a lower cost than if we increased usage of Heroku for those same projects.
        - A minimum plan of 1GB will cost $5/month or $60/year. It can be increased, if necessary, to 2GB, which will cost $10/month or $120/year. A discount is offered to

non-profit organizations, which might reduce the cost further, if ProgCode qualifies.
- ■ This proposed solution meets the Budget Expense Requests criteria of Issue #236.
- ■ Discussion:
  - ●

March 4, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Announcements

- ● NMV 2019 Grant Application submitted 02/11 ~3 hrs. before 11:59pm PT deadline
  - ○ *"Thank you for applying to this year's New Media Ventures Open Call. We'll be in touch in late February on the status of your application. In the interim, we request that applicants fill out our anonymous feedback survey so we can continue to improve our process and application: https://www.surveymonkey.com/r/LLXDQKW*

    We appreciate your time and feedback!

    Note: You will NOT receive a separate email confirming your submission. [sic]"

    Discussion:
    - ● Pamela: received confirmation that PRogCode made it past the first round of applicants. Should receive notice about the next round for an interview. Same place we were in last year. Last year, they mentioned that they didn't understand why we filed as a c4. This year, we filed a c3 just in time to file for this grant.

- Stephen: Should complete our filing for tax exempt status before the next NMV round.

Actions

- We need a proposal: 3 month plan for increasing non-tech staff members to 5 and tech staff members to 3.
  - Discussion
  - ■ Alex: Need to determine what positions are needed. Volunteer spreadsheet includes titles that are out-of-date. Might need to add more positions. Should be easy to revamp the list.

Tools and Documentation

- Jira - issue tracking and project management software
  - Software features.
  - Community License
  - Pricing
  - Alternatives
    - ■ Trello - software features
      - Pricing
    - ■ Asana - software features
      - Pricing
  - Discussion:
    - ■ Alex: Currently using Github. Github can be limiting when used for project management. Jira offers community license, which allows non-profits to use it. Open to open-source and 501(c)(3) orgs. Should find out what they will offer. Has been a free license in the past. Google apps are paid, but discounted for c3.
    - ■ Pamela: ProgCode Github has not been used for project management. It's a project list to recruit from Github site to contribute. Just another version of the Airtable list. Agree that, if you want to create a project management system, we should look at it.
    - ■ Alex: Could be used for projects such as Wobbly, which doesn't have a project management system. Tried to make their own system, but that's one of their weakest points.
    - ■ Pamela: Would have to develop a process for allowing people to use it, access it, and training.

- Cloud hosting alternative to Heroku
  - Amazon Web Services
    - Free tier available
    - https://aws.amazon.com/government-education/nonprofits
    - https://github.com/ProgressiveCoders/functions/issues/253
  - Discussion:
    - Alex: Issue #253. Consider options for our hosting. AWS offers a $2000 credit. Microsoft Azure offers it, too. Cloud hosting is the best option. Would host website and other applications.
    - Pamela: Have ethical concerns about all three of those options. Determine temperature of the community about monopoly on data.

- Slack Archiving:
  - Pilot: Look at alternatives to Slack #238
  - Discussion:
    - Alex: Not a lot to say. Feelthebern thought Slack offers free account for 501c3. Not so. Open source project is a full-on archiving system that uses node.js. Includes a full web-based search system that looks like Slack. Can take one of the full exports we experimented with in progbot, and can get all archived messages. Once we have a solid hosting solution, this would be a good way to test it. Might be able to set this up alongside Progbot so we can try it out. Could add to webhosting discussion.
- Google Apps 501c3 account

Member Services
- Making education programs or content available to attract new members.
  - Discussion:
    - Alex: Build educational programs so far as tech is concerned, such as a blog article about setting up Wordpress or using Spoke. Would get more traffic to our community.
    - Pamela: Have a Patreon account. We don't provide subscribers with content that isn't available to everyone else. It's a matter of finding content from members who want to share it. Hope to get podcast content so that we could have two days of

podcasting to discuss the subject. Consider what sorts of topics we want to discuss.
- Issue #110 - Member engagement issues.

Strategic Communications

- Focus on "Strategic" Social Media Outreach & PR
  - TYT interview
    - Some great results
      - As of Friday 2019.02.05, has 34k views. (28k TYT + 6.2k RHQ)
      - 50+ registration forms
      - Video shared across other networks
    - Some not-so-great results
      - Right wing hate
        - Accusations of wrongdoing, death threats, potential harm to members
      - Red Teamed
        - Potential harm to members
        - Take a positive perspective; work to close potential weak spots
        - Strengthen Community Guidelines
    - Stay rooted in strategic plans moving forward
      - Until we are funded & staffed for growth, continue to fly under the radar and make moves strategically
        - GitHub Issue 212 - 2017.08.27 "ProgCode has grown organically thus far, however further sustaining and growing the network is difficult with current resources and membership"
        - Path to Sustainability
      - Redirect Focus to growing the podcast
        - GitHub Issue 247 - PR & Outreach

  - Social Media (Twitter, Facebook, etc.)
    - Messaging should reflect ProgCode decentralized, non-hierarchical approach
      - Social Media Policy could use community review and updating
        - Create structural guidelines for Vol Staff posting from personal accounts
          - Maintain Member Autonomy

- Respect Member privacy, by not following members' social media accounts provided for vetting (unless following back)
- Mindful use of "our" possessives when referencing projects/community
- Other ideas
  - Utilize Weekly Content Calendar
    - Pre-approved content from community
      - Stay on message
      - Promote the work of ProgCode members and app partner projects
      - Promote strategic growth plans
  - Initiate protocol discussions in #pcn-comms channel and invite community to participate

February 25, 2019

No Meeting

February 18, 2019

No Meeting

February 11, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes

Announcements

- HUGE THANKS to Andy G. who fixed the Toolkit by restarting the server--an act we are told is the software equivalent to plugging in the computer. :0]

Actions

-

Partner Advocacy

-

Tools and Documentation

- Now that the toolkit is working, please let us know if you see any changes which need making at https://toolkit.progcode.org
  - Delete: Winter Strategy 2016/2017 & Spring--Summer Strategy 2017

February 4, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Announcements

- Stephen filed the Articles of Incorporation for "Progressive Coders Network II" a 501(c)(3) with the State of Michigan today, 2019.02.04
  - Filing fee $70 was paid online

Partner Advocacy

- Phone Your Rep - There is no vote at this time, just a status update for the community following up on Github Issue 251 from 2018.12.14
    - At a Saturday Strategy & Planning Zoom call, Matt, Andy & Corey discussed Corey's strategy for moving GIS processing to a client-side server to save money on monthly hosting. (Video in #phone-your-rep for review.)
    - After the call Matt looked at the current build configuration and made some modifications which allow it to be hosted on Heroku for $16/mo using a Hobby dyno and Hobby Postgres database.
        - Potential problem in that this solution is not scalable
    - Andy G. simultaneously looked into the cost of hosting PYR on Digital Ocean vs Heroku.
        - Heroku's monthly bill for PYR prior to discontinuing configurations in 2017 was $75/mo.
            - $25 to keep the dyno running
            - $50 for storage
        - With Digital Ocean, you don't have to pay extra to keep a dyno running, and you can get 25-80GB of storage for between $5-20/mo. So Matt might be able to transfer the app over to DO as-is at the price point that was discussed in Saturday's meeting.
    - Matt DM'd Stephen & Pamela to discuss how hosting will be paid moving forward. Matt is comfortable paying current configuration hosting fees on Heroku for $16/mo. We also discussed that the community may be willing to take over that fee after a vote at some time in the future.
        - Matt is going to look into deploying the newly configured app on Digital Ocean for a more robust and scalable solution.
            - If the app is hosted on DO, the community can discuss and vote on whether or not to cover those monthly hosting fees on Digital Ocean
                - In the event the app is ultimately moved to DO and ProgCode takes over the hosting fees, we should talk with Matt about the steps necessary for enacting Project Lifeboat in the future if that is what Matt chooses to do moving forward
                - REMINDER: We will find out whether there's a discount for paying annually on Heroku and/or DO, whatever is ultimately decided
        - Discussion:

- Pamela: The community hosted a strategy session on Saturday to move PYR GIS to save the cost we used to pay for PYR. In the process of the meeting, they discussed alternatives to using Heroku. Matt made modifications to the tech using the hobby dyno. Problem is that it's not scalable. If we get a lot of web traffic, this set up could be a problem. Andy looked at doing the build on Digital Ocean at a lower cost ($5 to $7) under the old build. Difficult to say what it will cost under the new build. Will wait to see what Matt decides. We gave Matt Admin privileges on the ProgCode Heroku account, and Matt paid for it on his card. Once Matt decides what he wants to do, we can bring the matter back to the community for a vote, under the Project Lifeboat program.
- Stephen: Will call Heroku to find out whether it will discount the subscription price if paid in advance.

Operations

- **New Media Ventures 2019 Open Call** - We are preparing the NMV Open Call application form for the ProgCode 501(c)(3) organization.
  - Application deadline: February 11, 2019 at 11:59pm PT.
  - https://www.newmediaventures.org/opencalls/2019
  - NMV 2019 Application Form in Airtable.
    - Copy of Example Application from NMV
  - Our 2018 application form worksheet.
  - 2019 Open Call Webinar
  - Discussion:

January 28, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- **Discussion and vote to implement Github Issue #250 to establish a 501(c)(3) ProgCode entity** - Discussion continued from 11-12-18, 11-19-18, 11-26-18, 12-03-18, 01-07-19, 01-14-19, and 01-21-19.
    - Seeking Consent to Implement Github issue #250, including:
        - Authorize the Board of Directors to pass a resolution authorizing the directors to create a 501(c)(3) entity and take all other actions necessary to obtain tax exempt status for the c3 organization
            - Name of entity can include "Progressive Coders Network", but must be distinguishable from c4 entity name.
                - Suggestions:
        - Authorize the payment by the ProgCode c4 entity of filing fees necessary to create the c3 entity.
            - State of Michigan: $20
            - IRS: $400
        - File articles of incorporation for the 501(c)(3) entity in the State of Michigan, utilizing Suggestion #2 for the organization purpose.
        - Provide automatic membership in the 501(c)(3) entity to all current members in ProgCode, with opt-out.
        - Draft and adopt bylaws consistent with the 501(c)(3) purpose.
        - File an IRS Form 1023 for the new c3 entity.
        - Transfer necessary assets from the c4 entity to the c3 entity, including the ProgCode Slack and current subscriptions and accounts.
        - Create a new Slack for c4 members and operations.
        - Create a process and protocols for evaluating projects and referring them from the c3 entity to the c4 entity, as necessary for regulatory compliance. What assets will be required in a ProgCode 501(c)(3)?.
        -
    - Discussion:
        - Stephen: Consent to implement creation of 501c3 and discussion of new media ventures. Issue 250 discussed since 11/12/18. Purpose to seek consent on 501c3. Would operate separately from 501c4.   Directors would adopt a resolution that

authorizes them to create a c3 entity. C4 are authorized in irs to create c3's. Once we pass the resolution we'll file articles of incorporation in state of michigan. Automatic membership for all current members with option to opt out. Draft and adopt bylaws. 1023 request for tax exempt status. Then transfer assets. May be up for more discussion later. Create new slack for c4 members. Develop protocols for figuring out what goes into c4 or c3. Any questions?

■ Sema: No
■ Adiron: No
■ Stephen: In entry for 1/28/19. +1 to vote yes, -1 to vote no, tilda to abstain.
■ Joe: could take 1 minute to discuss. Most important thing is going through and go over the bylaw. Nothing that should stop us from going to the next step. Some things that are unknown. Ultimately the plan is the one we had from the beginning. Now is an excellent time to do it.
■ Stephen: What issues do you think we'll have to deal with?
■ Joe: Board structure, significant differences between this. From a very high level, what do we want the value and structure to be. Don't need to reinvent the wheel on any of this stuff.
■ Stephen: The one thing, to create a new entity, it won't be able to have the exact same name. Can't be progressive coders network.
■ Joe: Could be a good idea to note all the next steps we need to go over. Issue with calling it progressive coders network, if coding keeps some people at bay. How to names value and mission reflect prog code.
■ Stephen: Easiest thing to do is to use a Roman numeral and adopt an assumed name. Use the nickname progcode as an assumed name. Don't see name issue as being a hurdle.
■ Joe: Is it difficult to change name in the future.
■ Stephen: Not at all, 15 dollar fee.
■ Joe: Most important thing is to not slow process down.

● **New Media Ventures 2019 Open Call** - Last year, ProgCode applied for a grant through the NMV Open Call. We were advised that our c4 status confused the grant reviewers, who otherwise looked favorably on our application. We have an opportunity to apply again this year, under a 501(c)(3) status.
    ○ Application deadline: February 11, 2019 at 11:59pm PT.
    ○ https://www.newmediaventures.org/opencalls/2019
    ○ Our 2018 application form worksheet.
    ○ 2019 Open Call Webinar

- Discussion:
  - Stephen: Any discussions?
  - Sema: Wanted to know because of legal and fundraising channel discussions, if their going to attend webinar? Is there any follow ups and videos about this particular grant. Who is qualified to attend and report back. There might have been changes in circumstances. Crucial to get paperwork filed.
  - Stephen: Webinar on 1/23. Planned on going but missed. Contact, but they gave link to recording. Linked above and in workgroup wg-fundraising. Probably shouldn't count on doing it exactly as last year. Worksheet we used last year is also above. I'll create new worksheet. Assuming it's the same as last time, they limit the number of characters. Hard to tell the prog code story in the amount of letters. Will duplicate and find character limits.
  - Sema: Do you know if perhaps linking in a video of what prog code is?
  - Stephen: Not sure but good question.
  - Sema: Access to tyt interview
  - Stephen: Jake got in contact, it was an oversight, will put it up and once up we'll add it.
  - Sema: Would be good to post on website, but because this particular grant is called "New Media Ventures", and maybe link to podcast as well.
  - Stephen: We got some new things to add that were not in place last year.
  - Sema: What is the process for becoming a 501c3 from beginning to end. How long
  - Stephen: In Michigan it takes a little longer to create the entity. 2 steps, 1) create the organization. We're doing it in Michigan so that I can act as an attorney without incurring legal fees. Usually takes about a week. 2) form 1023 takes about 90 days. C4 took 3.5 months.
  - Sema: That answers my question.
  - Joe:

January 21, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Establishing a 501(c)(3) entity - Discussion continued from <u>11-12-18</u>, <u>11-19-18</u>, <u>11-26-18</u>, <u>12-03-18</u>, <u>01-07-19</u>, and <u>01-14-19</u>.
    - Github issue <u>#250</u>
        - What assets will be required in a ProgCode 501(c)(3)?.
            - <u>Working document</u>
            - <u>Comparison of current c4 assets and suggested c3 assets</u>.
        - Discussion:
            - Stephen: Think more about what is needed by a c3. Suggesting making it as little work as possible for the community. Move as many assets to the c3 and as needed create new accounts for c4. Suggesting because everything were doing now as c4 can be done as c3. Added a couple things under column be. Zapier and Action Network to a couple of the roads. Outside of that, a lot of new things under column C.
            - Sema: I did it, what part?
            - Stephen: what did you in
            - Sema: These c4 assets can be transferred, also use website to educate public. Could also be transferable. All social media accounts and youtube. Thought it would be important to create a social media team to post and publish when people aren't available. Host digital conferences, like Democratizing Democracy, Financial and fundraising swag store to generate fundraising and visibility. Have table set up to give information. Does anyone have any more thoughts on that.
            - Pamela: All looks good.
            - Stephen: All of those things we've looked at so a good time to talk about it. None of those suggestions should be a problem. In B I just added IRS determination as asset but non-transferable.
            - Sema: Wanted to add another thing. I know in action network there's an option to build and email list. Could we generate and email list to get people signed up for updates. Hire someone to generate financial stability in Prog code.

- Pamela: Thing with outreach right now is with social media and such can't maintain slack constantly. Adding people brings and issue. Up until now we pointedly have not done a lot of emailing. Generates a lot of work, and helps us to fly under the radar in terms of, we've been working on building our operations and accessibility processes. There was a time when we were adding lots of new people every week, but then nobody was being onboarded and created a lot of stress and situations where people were at eachothers throats and drama. We're under the microscope from both left and right partners, we need to change that get our structure fleshed out. At this point, comfortable with level of outreach because don't have staff at the moment.
- Sema: flying under the radar doesn't help, defeats the purpose about what progcode is about. Hoping there aren't many bad actors in Prog code. Finally generating some good feedback. Need more participation.
- Pamela: Participation means encouraging 1600 to activate and engage. No one's saying not to amplify what is being done. Now have more joining than projects to engage them with. Who they need to help. Literally been weeks since had a project onboarding. Member one on one, no projects to sync them to. Problem we face more than a year and a half ago. If we can't work with what we have, adding more may not help. If we could figure that out. Podcast work is excellent. Mentorship program, internship program. Jobs board. Job hunters and employers. Those kinds of things would engage our membership.
- Sema: Progbot could help. From my understanding, carpoolvote still needs more volunteers. Ourvoice needs work.
- Stephen: A lot of dormant projects, gone through list. Had one person volunteer to do outreach to team leaders. See with some of the dormant ones, if they're interested in us doing more for volunteers. Might have gone nowhere. Need to find out, so we can get current base of members engaged. Great to do outreach to community, when they come in, to find out if they want to donate. Application for grant. More active projects than we have. Great idea to have a plan, for outreach. Try to find people who can serve in role of assistant to team leaders. Need to first have volunteers at staff level.

- Sema: Suggestion would be, possibly do survey with what needs to be done. Do newsletter. Sends something in channel, newsletter, medium article. Figure out what demand is to figure out what supply is.
- Stephen: Why not do a letter to team leaders. Can download them as csv, sort on different columns. Identify different letters. Send out general email. What can we do.
- Sema: If they don't see a demand for certain tech, what type of tech is needed. Might be things that are dormant. Still think we should do public outreach to generate funding. What we're doing in activism. Can work both ways.
- Stephen: Other wrinkle, Gotta be able to match skill sets. May know one or two programming languages that don't match active projects.
- Sema: Sat in progbot and other meetings. Tried to get a sense of what it's all about. New to this, haven't been, want to be as helpful as possible, and as resourceful. Sends other programmers to progcode. Can't code but can express language. Not flying under the radar.
- Pamela: Right now we have 1600 people in slack and nothing going on. Except for podcast and progbot. In prog code and nothing is going on. Nothing is going on in channel. If we continue to invite.If we do a concerted new member push. Words of mouth becomes negative if we don't engage. No play for them. Not for lack of trying. Looking for ways to engage. Share links. 94 projects. 2/3rds are old. At what point does word of mouth begin to reflect negatively.
- Stephen: Now passed electoral events, drained us last year. What can we do with current activity. Can be attracting other projects. What we've currently got. Some projects were left with us. What in that particular projects. No idea of what status is. Doing outreach first to team leaders.
- Sema: 1600 members, 230 active a month. Can do outreach simultaneously.Through other social mediums. What is needed within activist communities. Another thing we discussed, Corey was on in that meeting .Coming in as a team leader and tech creator. Once a project is gone, what does progcode do.
- Pamela: The big hole regarding projects, we don't have a tech person engaging for recruiting. PRoblem since september 2017. Only so much noncoding members can understand. Can sit and have team leads. Need tech lead who can understand needs. Know who is knowing what things.

- Sema: See if community members might be willing to engage. One person doesn't needed to do everything. Supplement that role.
- Pamela: Very easy to get help.
- Sema: Can try.
- Stephen: We've had some members, two or three have been helpful. Bouncing from channel to channel. Have limited time. Big drawback. Need money to get someone to commit time.Then process of generating revenue requires people to put in time. Requires to have projects.
- Sema: Getting someone is a project
- Stephen: Not for want of trying. Had some who volunteered time. This is kind of the way it is, plus a lot of people are burned from 2018 electoral season.
- Sema: Do we do outreach and newsletter. Or Just community.
- Stephen: Given our resources, what should we concentrate on.
- Sema: committing time.
- Pamela: I don't think anyone is opposed to it. Adiron, newsletter issue. No format. Emails that we can make. Have you ever looked at github issue?
- Sema: I have
- Pamela: Jobs boards, revenue streams.
- Sema: Progcode fundraising ideas for newsletter. Getting artists. Get some artists for bumper sticker. Putting their material for.
- Stephen: great idea for swag shop. Area for IRS. Selling things. Can be taxable. First need to get our books and records set up. Bifurcated our efforts.
- Pamela: One of the reasons we didn't go forward with swag shop is didn't have tech person. Guess we need to decide what is wisest use of money. Something about a job board. What would it cost to spin up for progcode. No structure or process for how it would work.
- Sema: Need to create more revenue. Wanted to ask, if swag store was issue, how was fundraising handled for netroots.
- Pamela: Some friends who are artists. As a gift they funded.
- Sema: Understanding that it was for netroots
- Pamela: Started as a meme. Attached it to gofundme. Was really popular, wish it was a t-shirt. Put it on their swagshop and went on t-shirt. No money was made from it.

- Sema: That was created as a gift, but went to represent progcode. Can something be created and sold at swag shop.
- Stephen: Could do something like that, setting up a swagshop is ongoing thing. Just a t-shirt with progcode. On regular basis could be seen as a for profit thing if selling regular. If a particular shirt was being sold for Fundraising. If did artwork that promoted certain concepts. If have the volunteers to do it, takes concentrated effort. Then requires swag.
- Sema: Someone in prog code, specifically sold at a conference we're attending is feasible. Must be mission aligned.
- Stephen: When get back to issue of fundraising. All great ideas, need to flesh out from a focus of fundraising.
- Sema: and creating assets for progcode.
- Stephen: If we're going to develop something, at this point, do we want to create a c3. My answer is yes for this reason. Making use of grant we have. Important to engage in activities at this point for raising funds. Include looking for grants, podcasts. Can only do so much with grant that we have. Best for that to be considered into a c3, more easily supplemented with grant or two. May need to pay someone to do some grant writing. More viable in a c3 than in a c4. Putting together paperwork for c3, I can do. Can lead community. $400 filing fee. Gets back to issue of shifting assets. Recommendation to create c3. Leanin on fundraising as well as bringing in more.
- Pamela: One of the easiest things was through the podcast. Hope that we could get 5 or six episodes in the can. Drive people to patrion. Not a dependable revenue stream. Would be more continual revenue. That would really cost us no money. A matter of time and editing. That's definitely doable.
- Stephen: Re: podcast, it's been hard finding people but now we're past election season. Probs best bet. Right now pulling $100/month. If we multiply by 10 still only 12000 at end of year. There are grants that would be helpful. Holdup has always been that we're a c4. Work as long as we don't do certain things. Been told if only you were a c3. Podcast seems to be most consistent staff related process. Should keep that ball rolling.
- Adiron: Use project lifeboat as a potential basis for a mentorship project.

January 14, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Establishing a 501(c)(3) entity - Discussion continued from <u>11-12-18</u>, <u>11-19-18</u>, <u>11-26-18</u>, <u>12-03-18</u>, and <u>01-07-19</u>.
  - Github issue <u>#250</u>
    - Develop a c3 purpose consistent with the ProgCode mission.
      - <u>Working document</u>
      - <u>Worksheet to Compare/Determine (C)(3) Statement of Purpose</u>
      - <u>Permissible Activities for 501(c) Organizations</u>, for comparison of c3 and c4 formations.
      - <u>Common Cause Mission Statement</u> - 501(c)(4) with a 501(c)(3) education fund
      - Allow for collaborations with other organizations, such as a mission-aligned <u>co-operative</u>

January 7, 2019

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Establishing a 501(c)(3) entity - Discussion continued from 11-12-18, 11-19-18, 11-26-18, and 12-03-18.
  - Github issue #250
    - Develop a c3 purpose consistent with the ProgCode mission.
      - Working document
      - Allow for collaborations with other organizations, such as a mission-aligned co-operative
      - Freemium
        - What would ProgCode provide to the public for a fee?
          - Podcast
          - Tech customization
          - Job postings for self-sustaining organizations
      - **Discussion:** Draft C3 working doc statement of purpose taken from ProgCode bylaws.

    - Membership
      - **Discussion:**
      - Stephen invite people to join and rebuild membership from the ground up
      - Pamela: are you talking about Slack?
      - Stephen: when I say membership I mean membership to the non-profit.

    - What assets can we transfer from c4 to c3, if anything?
      - Slack membership
      - Documentation

- Accounts
- Funds

■ What assets would we transfer from C4 to C3 and why is that a good idea?
  - **Discussion:**

December 31, 2018

No Meeting

December 24, 2018

No Meeting

December 17, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Partner Advocacy

● GitHub Issue #251, **Phone Your Rep**: In the process of helping Andy with the scrapers, Pamela discovered that ProgCode still hosts PYR on the community's Heroku account.
  ○ The community may be able to fix the bugs by recruiting volunteer contributors to diagnose and repair the issues to get PYR back up and running.
    ■ A look at the PYR Heroku repo shows some fatal errors related to the database.
    ■ When the app was functional, two 1X paid-tier dynos were disconnected, rendering the app non-functional. The monthly cost of the dynos was ~$75/mo.
      ● Could ProgCode launch a fundraising drive to raise an additional $75/mo to cover the cost of re-configuring the dynos to make PYR functional again?

- In the process of creating this Issue 251, PYR's tech lead, Matt, responded that he would like to jump back into PYR as a developer rather than tech lead. (Yay!)
- ***Github Issue 225****: QUESTION TO BE CONSIDERED AT A LATER TIME:*

    Use Case:
    A popular OS tech application has been built by members of the ProgCode community. The project's tech lead who has access permissions to all of the project's digital assets must step back from project leadership because of a change in life situation.

    The remaining volunteer contributors would like to continue maintaining the app's OS repository and functionality.

    QUESTION: *Does recruiting volunteers to maintain issues and fix bugs with the OS app infringe on ProgCode's core value and promise of project autonomy?*
    - Lifeboat Process
- Discussion:
    - Pamela: PYR is an app that was built in ProgCode in late 2016/early 2017. Rachel brought the concept of a Reps list in your mobile phone in #pitch-zone. Rachel is a non-coder. Matt Simon Borg agreed to be the tech leader. From ideation to launch took 45 days, which is the shortest time in ProgCode. It loads local numbers for Reps, as well as DC numbers. This is valuable for members in remote areas. After about a year, Matt had a change in life situation and stepped back from the project. Happened so suddenly that we didn't have time to have him transfer permissions on the repo to a successor. The PYR channel has about 100 members, which reflects how popular it was. After that, we received a 403 error that there was a problem with the app. ProgCode hosts the PYR app on its Heroku account. It requires a dyno, which cost about $75/month. We started Project Lifeboat earlier this year as a process to help open-source project leads when their ability to contribute is affected. It helps them transfer responsibility to ProgCode to keep the project running. Our first Lifeboat case was Carpool Vote. We decided we could use it for PYR. What are the implications of continuing on a project?

    - Stephen: Rapi was paying this for PYR until he left his staff position in ProgCode. The dyno remains dormant on our Heroku.

- Pamela: It's possible that we can configure the app in a way to avoid using the dyno or using it more efficiently. This matter is important to ProgCode because we offer member autonomy and project autonomy. No member should be concerned that ProgCode will hijack a project. So the first question is whether ProgCode's recruiting volunteers to maintain the app infringe on project autonomy. It's a hypothetical at this point, because Matt responded to this issue and is going to work with the community to revive PYR.
- Corey: As a developer, one of the primary drivers is the license. PYR has the MIT license. I'm wondering whether he intended to use that. If it's MIT, you put it out in the world for others to do as they may. The ethical question disappears when using the MIT license.
- Pamela: Never heard the perspective of looking to the license. We could ask developers what they would want ProgCode to do if life requires them to step back from their project. It would have all the info we'd need to do that.
- Stephen: Corey brought up two key issues:
    - License is the first thing to look at re: accessing the code. MIT is a good one, some are more restrictive and offer the app owner some restrictions/protections for sharing the application with others.
    - My own thought about the ProgCode autonomy pledge to members it that we should remain hands off from a team lead's repo. Modifications should not be made without the permission of the owner. Because these are OS projects, unless there's a limitation in the license there should be nothing (legally) which prevents a ProgCode member from forking it.
    - Ethical question as to whether we are subverting the authority of one of the members by doing that. We have a responsibility that if members have a project, we make every effort we can beyond legal allowances to contact the project owner. Beyond what the law requires team leads should have the comfort level that ProgCode would not take the project in a direction other than the team lead intended.
    - In the case of PYR, when Pamela tagged Matt and got his attention that was a fortunate thing.
    - Corey: I'm hearing this headed in the direction of the break glass in case of emergency form data, either you prefer it be left alone if I disappear as part of the onboarding. If after six months if I return then ProgCode can pick up maintenance of the repo.

- Stephen I think it's wise to offer the "in case of ER break glass" form and let the project leader limit the permissions however they want.
- Lisa: I assume we have project scope in each project.
- Pamela: Yes or no. Depends on the project leader. The variance between those use cases is infinite.
- Lisa: Two-fold: First the ethical question of giving the project lead the decision on calling all the shots regarding the project. I'm wondering whether there is a basic structure to put around projects should someone leave, but to accommodate a deadline, if one exists. Consider putting the website together for an event, and then the persons responsible disappeared unexpectedly. Would want to allow others to take their place, so that the deadline is met.
- Pamela: That's a great observation. We sometimes get projects that are 90% complete with a team, and we could scare them away by asking for permission to access their account. They might have other services attached to the project, and it can become complicated, so it's helpful to ask them what they'd like to do, as an option.
- Lisa: That way they can decline. It might be a personal account.
- Joyce: I run a voting org of volunteers for voting registration. We do a number of projects, such as getting the purged files from states. We have accounts where the projects reside. No one person owns the project. I'm curious about why someone would have ownership over an open-source project.
- Corey: They way things come about is messy.
- Joyce: Is it that you can't restrict access?
- Stephen: Re the public domain aspect of your question, a good parallel may be that words are the equivalent of OS code. When you put those words in a particular order you get a creative work.
- Joyce: I understand that but isn't it part of your process that you determine who the lead is and where they keep access to digital assets.
- Stephen: OS code is kept in a repository where much of the code resides. Who has access to that is dependent upon who the tech lead is. (In this case Matt Simon) Matt can make the repository public or private but for someone to be able to go in and change the information may or may not be allowed. He really has control over that. Even if he made it open and available to everyone because of our policies as a community about

autonomy (unless we've given our members reason to believe we'd encourage others to go in and copy the code, etc.) that would be contrary to the assurances we have given to the members of the community.

- Joyce: How do you weigh the trust issue against the effectiveness issue in terms of getting the project out and keeping it running.
- Stephen: It's not ProgCode's mission to get the project launched in any particular time.

Tools and Documentation

- Slack Alternative
  - Rob: Wondering where we are on the ongoing discussions of #slack-solutions and when a decision might be made on that
  - Stephen: The search for a Slack alternative has been an ongoing theme since 2017 when we passed our 10k Slack archive limit. Joe McLaughlin brought it back to life, created some new documents that won't be archived. We encourage everybody to check out the
    - Mattermost demo
    - Zulip demo
  - Will the new platform take care of everything we need it to?
    - Features
    - Meaningful testing as a community
    - Transferring 1.6k people to a new platform
    - Strong likelihood that only the people who tried it out will leave Slack and join the new platform
    - Right now not aware of a new timeline.
  - Rob: There was also a Rocketchat demo that I put up but there was a 14 day trial on that and it's probably expired by now.
  - Stephen: We've got a number of Staff emails we could use to set one up. Only have 4-5 users in Mattermost and fewer in Zulip.
  - Maybe if we can get more people involved we can set up another instance of Rocketchat.
  - Rob: I first became interested in the question and started researching alternative for another organization, Seattle People's Party. I was sold on Rocketchat until entering this

conversation here. I think I'm now leaning toward Mattermost because it threads like Slack.

- ○ Corey: I used Mattermost for a year and really liked it.
- ○ Pamela: John Evans has a team for Wobbly that uses Discord for the main chat. It does not thread. There is an add-on which is similar to Zulip called Discourse. They use Discord for quick discussions. They use the forum for longer discussions. They also use a Wiki to keep records, such as community votes. We'll get an introduction to that. I don't know whether we can invite others to it, but we have a Discord forum for our ProgCode members. John said we can set up a Discourse forum in about an hour.
- ○ Rob: There is a concern that Slack is a corporate entity which can access our conversations. Discord is similar. Also a concern that the Alt-Right uses Discord, but that shouldn't reflect on Discord. Discord did take down the Alt-Right orgs. Discord is not open-source. Rocketchat, Mattermost, and Zulip are open-source.
- ○ Pamela: I read that Slack might go public. What if the others do?
- ○

Operations

- ● ProgCode accounting
    - ○ Creation of books
    - ○ Accounting functions and tax return
- ● Stephen: ProgCode became an entity in March 2017 & got non-profit status in October (?) 2017. We've been discussing fundraising methods and future funding through a possible (C)(3) entity. One thing we haven't discussed yet is Tax and Revenue reporting. We're overdue for having books of account set up. Lisa, do you want to talk about this issue?
- ● Lisa: Stephen & I did talk a little bit. I did not necessarily understand how many transactions ProgCode was entering into. After talking to Stephen briefly I understand we're not talking about a large volume of transactions. So I would love to make a suggestion which may not be the most palpable but I have a potential solution. Based on the idea that ProgCode doesn't have an office that people can go to, putting books together and making them available, it's better to have a few ppl who have access to put in entries remotely. We're talking about an accountant doing that but someone who knows dual entry accounting. I don't have anybody in mind but would be happy to help set that up. I would be willing to donate the monthly expense to have it done. You can use a cloud-base (Quickbooks) that would let you set up a non-profit chart of accounts and if you have an accountant in ProgCode willing to enter in your AR (invoices you get ea. Month,) and any checks you're writing monthly now or in the future. I am an accountant

and would be happy to help get the 2018 tax return together (we should do 2017 if there were transactions then). Because you don't have a lot of transactions, once we get the books together we can put that tax return together. If you use cloud-based tax returns you could have multiple logins to access the books. You wouldn't have to have someone available to look at them with the accountant but you could do that remotely without a lot of hassle. I don't know how we do it on a CD on a hard drive on someone's computer. Those are my quick high level thoughts.

- Stephen: One of the things I anticipated is we would have it resident on a drive somewhere (we will put this up for a votes). My personal opinion is I'm always wary of having your financial information available on somebody else's servers. My understanding is some like QB have the ability to use a server and cloud based access. First step is to do what we have to do to satisfy the IRS.

- Lisa: Once you get the books together you create a cutoff, you accrue and then you have a ledger balance and total operating expenses so you can categorize it. The system will produce that with a push of a button.

- Joe: Finance is my worst subject. Can you go through what specifically is required for keeping books for all intents/purposes. I know you mentioned receipts (date, time, amounts, etc.) which we have so far put into spreadsheets. You mentioned the automated transactions. Even the first cloud-based ($50/mo for one user $80/mo for two users) is pretty expensive for ProgCode. What's the urgency of this situation for us?

- Lisa: I never really thought about doing it in spreadsheets and importing to QB, I've just never done it. I believe in this year any vendor you pay more than $600 to you have to give a 1099 per IRS requirements. After talking with Stephen there's probably nobody in that category. As far as urgency is concerned, you did have revenue this year thus you want to file but you may have a 3 year grace period. Not positive exactly how that works but from the standpoint from who you received that money from they may be looking for the filing.

- Stephen: I can answer that. The rules is if you have 3 successive years of not filing a return you lose your non-exempt status. That doesn't excuse you from filing a return if you have income. If you have under $10k (?) you can use a post-card form which is a 990N which says "we received less than $10k and we have nothing to report." However ProgCode takes very seriously the problems with dark money reporting. Though we are not required to disclose donors as a (c)(4) we have discussed we do intend to report transparently so that no one should be concerned there is outside influence corrupting our mission. A form 990N would not be appropriate for ProgCode. We did have some donors in the very last weeks of 2017. We would have to evaluate that and disclose it.

- Lisa: Wrinkled question: Do we have to inform donors that we will disclose them?

- Stephen: No.
- Lisa: I've done 990s before, they're not simple. They take a good bit of time, they ask for a lot of background. The sooner we get on it the better.
- Stephen: That would be using Turbo Tax or something similar to file but we use something else for tracking books.
- Lisa: It's not just a "Schedule C, Schedule D, what was your interest" it's not that simple.
- Stephen: The directors went through a lot of those questions and that will probably be the source of a lot of those answers. We would have that info available.
- Lisa: I'm hearing that we want to put a disk onto a hard drive with the program on it. So the question becomes who and where. And then if we have to share screens to walk through it (I would be willing to help out for sure) I would want to slog through what that would look like and how that would look. Not tonight but so there's a level of comfort.

December 10, 2018

No Meeting

December 3, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Establishing a 501(c)(3) entity - Discussion continued from 11-12-18, 11-19-18, and 11-26-18.
  - Github issue #250
  - Non-profit co-operative
    - Co-op principles
    - Rules for non-profit co-ops
    - Center for Cooperatives
    - Multi-stakeholder cooperatives
  - Freemium
    - Explanation
    - Description of process
  - Discussion:
    - Pamela: Co-op discussion isn't new. We've talked about a co-op option. Traditionally a c3 and c4 are the route to go and probably the fastest thing to do. Want to make sure we don't miss out on an opportunity for everyone in ProgCode to do work in a way that is sustainable. We owe it to ourselves to look into it before pulling the trigger on a c3. Ernest mentioned that a c3 still looks for big donations. Would be good to pursue something that would enable us to do this without relying on big dollar donations. Ernest's question started out the co-op discussion. It's always been a dream scenario. Would love to hear from others.
    - Joe: What relationship can we have between a c3 and a co-op? Can we have a separate entity like a c3 and be part of a co-op.

- Adiron: Done a fair amount of research on co-ops. Don't know whether IRS has a co-op designation. Comes down to bylaws. Some can be incorporated as for-profit. If a worker co-op, usually not-for-profit. Credit union is an example. ACE Hardware might be a co-op. Can have different entities functioning together under a co-op. Mondragon is a for-profit with a non-profit under an umbrella of the for-profit corporation. It's all a matter of how.
- Joe: Good to have a co-op expert. Within the co-op, can you have individuals, groups, or orgs each with a different legal structure.
- Adiron: Answer probably is "yes", depending on what is the most effective structure. How do we want ProgCode to function. Might want different entities, but not sure how you mean it.
- Joe: One of the biggest issues of 2016 election is sustainability. A lot of individuals came together and did amazing thing. Worked for a year and a half unpaid, but the way these tools were used changed the way elections work. That's our main goal. Lack of organization was part of the problem for sustainability. One thing we discussed was providing operational services. We might see a significant influx of people who want to institute those services. We've been working on it as our main focus. Upcoming voting season is a challenge for us to be as successful as possible. How can we help people be effective in that regard. Goal is to enable people to do this and become sustainable. Perhaps a coop structure could enable us to set up services. That has been ProgCode's key mission. The idea of exploring a cooperative model is worth exploring.
- Lisa: I prefer to read everything and learn what the rules are. Should decide what we want to do and then fit it into the model. Can do a lot of things.

- Slack Alternative - Discussion continued from 11-12-18, 11-19-18, and 11-26-18.
  - Mattermost demo
  - Zulip demo
  - Backupery for Slackr
  - Discussion:

November 26, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Establishing a 501(c)(3) entity - Discussion continued from [11-12-18](#) & [11-19-18](#).
  - Discussion:
  - Set up a reminder in #general-chit-chat with the link to the pilot initiative text, for Tuesday, Thursday, Saturday, Sunday, and Monday (12-03-18)
    - https://get.slack.help/hc/en-us/articles/208423427-Set-a-reminder

- Slack Alternative - Discussion continued from 11-12-18 & 11-19-18.
  - Mattermost
  - Zulip
  - Discussion:

November 19, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Establishing a 501(c)(3) entity - Discussion continued from [11-12-18](#).
  - E-mail to community members
    - Draft notice to members - Further revisions.
      - Consider whether to provide less detail in the e-mail and include a secondary source where members can read more.

- - - Secondary sources include Medium, Patreon, and ProgCode Slack.
    - ■ Use Action Network and update member list
  - ○ Discuss whether and how electoral activities are permissible in a 501(c)(3)
  - ○ Fiscal sponsorship
    - ■ What is fiscal sponsorship?
    - ■ Benefits/Limitations of using a fiscal sponsor
    - ■ Possible fiscal sponsors
  - ○ Discussion:
    - ■ Stephen: Re issues Joe Breslin raised in #legal;
      - ● Email to community members needs to go out. It's linked/pinned in the #legal channel. Two different versions of the notice. One is short, was basically the same notice we put in the #legal channel to begin with. One was more detailed and to my mind a little better laid out. One or the other should be emailed to members and get them involved in the discussion. We have a draft pilot initiative and Google text document people can contribute to. These things should have been done when we setup the C4 but we have better processes for contribution and transparency than we do now. To my mind the email is pretty important at this point. It's been on the agenda since 10/29. A lot of our members are cognizant of the discussion.
      - ● What electoral activities are permissible in a C3?
        - ○ Discussion/concern about what can and can't be done with a C3
      - ● Fiscal Sponsorship
    - ■ Joe Breslin: Re the email, could go into more detail than a blog post. There's been some back and forth about public v private. My general thought w/any email is to keep it extremely brief and then send them over somewhere else to learn more. If we go that route I'd keep it rather short and then tell them how to learn more about the purpose of the move.
    - ■ Pamela: Medium won't allow for a private post. If the concern is privacy, we could use Patreon, which allows for a blog post. Doesn't hurt to drive them there. Big question is, if we're okay with the long version being the blog post, does Joe B want to draft the short version?
    - ■ Joe B: I will.
    - ■ Joe M: Anything we write is findable. Might not want to obsess on that too much. If we file with the IRS, that would be public. Stephen and I have shared guides. Want to be careful about what we put in blog posts, because they could make their way into an audit later on. C3 can do non-partisan voter registration and

advocate on public issues. Cannot work with campaigns, partisan or non-partisan. C4 can do it to a limited extent. ProgCode's core mission for me has been to help orgs find tech to do good stuff. Don't know for a c4 entity that campaign training is something it wants to do. Real value of a c3 entity is to increase the funding possibilities. Also the possibility of shared services with a c4, which can benefit the c4. A lot of what ProgCode has been doing is what a c3 entity can do. A separate c3 entity frees up the c4 to do limited electoral work that it wants to do. Would have a separate board, with possible overlap. Want to be careful what we're writing about what a c4 can and will do. Plenty of guidance available on that. Can look for volunteer legal help, or just another pair of eyes. Folks at another org that will help to do that for free or cheap.

- Stephen: Main reason for creating a C3 is pretty much what Joe L. just touched on. We're acting as a C3 now. The reason we did that was originally we were told there were a number of offers to fund a C4. None of those offers came through. We ended up with a small staff doing the work day after day. C4 hasn't raised the money it should have to be able to fund what we're doing. I've looked at gov't and different foundation grants. None of them would have been given to a C4 who has the ability to do unlimited lobbying. All of the waivers we might show them that the community is not going to engage in lobbying doesn't mean much to funders. (i.e., Y-combinator which used to be open to C4s but now is only open to C3s.) From my limited viewpoint this is really supposed to only be a mechanism for the people who are doing this work to do some fundraising to qualify for grants and then hire some techs that we can't do right now on the less than $100 per month that we are taking in on Patreon. Joe L.'s right about the C3 not being able to engage in political activity. There is no C3 structure that can work with candidates. Only way to do that is to become a PAC or for-profit entity. Only other alternative is what Coders for Sanders was--an unincorporated/unassociated group of volunteers doing the work. Any member in ProgCode can do that separate from ProgCode. We had a great opportunity this year with Spoke to talk to MoveOn's attorneys to insure there would not be coordination going on. We have a number of people who were working on tech in the campaigns and we didn't have a problem with that. We could do the same in a C3. Everything we did in the C4 we could have done in a C3 format.

- Adiron: One thing I see as an advantage of a C3--sort of an idea that came to me, I've floated similar ideas over the past couple of years--with a C3 there might be a decent opportunity to have a focus on getting more grant money to develop

programmers in general and in alignment with our mission goals, developing programs for people who want to become programmers from an activist standpoint. Don't know if there is anybody out there now doing that right now.

- Stephen: That's really one of our biggest issues. A lot of the things we've done here could have qualified as education. We could do them as a C4--it's in our mission and our statement of purpose in the Articles of Incorporation, it's a C3--we just can't get grants for them. The big issue is to take the activities we're already engaged in and start making applications for grants and begin to fund activities and start paying some of our members who want to put in time either as an employee or contract basis.
- Pamela: A big divide in skill level in 2018 are members who are new to coding, right out of bootcamp and computer science college, and they're networking to get jobs. That would be a huge component for an educational organization. Grantwriting would be another skill we would want to acquire. Perhaps pay a grantwriter until we can learn to do it ourselves.
- Joe B.: Re potentially shifting the mission to allow people to participate in campaigns vs the C4, I wanted to see if anybody had any feedback or perspective on that one. Essentially for people who want to come in and support whatever the next Coders for Sanders is, or for a dozen different candidates. Shouldn't be limited to just one group but having a place where we don't need to be so strict on working w/campaigns. In my mind it makes sense to say we're changing the mission here and there could be a place for people to volunteer.
- Joe M: There was a good model in Spoke. Many folks in many campaigns who are in the Spoke channel. Anything that has the appearance of coordination with those campaigns, people who want to do that should be directed to someone outside of ProgCode. Those who helped the campaign get Spoke up and running discussed only how to set up Spoke. The issue of how you use it had to be taken offline. We've avoided coordination with campaigns, because it is legally problematic for ProgCode and the campaigns and parties involved. Can see another entity that is not a c3 or c4 where ProgCode members can be involved, but not this c4 or a c3 we might create. Might be a PAC. There are groups which do that. Can't do it in ProgCode. Technical functionality for Spoke or Carpool Vote can be discussed here. That's the real value of ProgCode.
- Pamela: Contributing to campaigns . . . working on Sanders 2016 got me into ProgCode. There is one candidate whose campaign I would do everything I can to help that candidate. I'd hate to miss out on that. I would hope we can contribute

outside of ProgCode. I think that worked in 2016 because there was one candidate. If we were to start a 527, there is a big scale of what people think is "progressive". If we started a new entity and began creating tech for different candidates in the same election, there could be a great deal of division. If we did another volunteer org like Coders For Sanders, I would be onboard for that.

- Sema: Agree with what Joe and Pamela said about helping candidates. I joined after my campaign was over because I couldn't ask for apps to be done for my campaign. I joined because I wanted to learn about the apps. The community decided that there wouldn't be campaign coordination. I will be running for office again, and I will be involved less and less in ProgCode. Have to be careful about how we proceed. I agree with Pamela about wanting to help Sanders if he runs again. I would never pass that up.

- Stephen: With respect to a volunteer group, anybody can personally start a volunteer group. ProgCode cannot do it because it could be seen as indirect campaign coordination. Sema, point of clarification, it wasn't the community who voted not to coordinate with campaigns it's an IRS & FEC restriction. We can't work with any particular candidate. We are allowed to endorse candidates and promoting candidates but we can't work with the candidate. Conversely, candidates can join ProgCode. We have both candidates and their campaigns in ProgCode. The issue comes from whether the candidate or campaign is trying to benefit their campaign while in ProgCode. That's one of the reasons we stopped allowing private channels. Joe L. can attest we carefully watch Spoke. That channel is for others to learn about the tools and put them to use. We have members who are not active here who are involved in other activities who work with a PAC and directly coordinate campaigns. But the directors have kept an eye on activity to make sure we never cross the threshold that would constitute campaign coordination under IRS or FEC.

- Joe L.: The real value of ProgCode for me has been, there were organizations using Spoke supporting different candidates. I didn't ask who that was, we didn't figure that out, but there was no lack of help for supporting campaigns. I was on one side, other members were on another, the other folks won in a primary. There's great benefit to the education they got from using Spoke.

- Sema: My concern is about changing the mission. Is that up to the community or up to the directors to change the direction of ProgCode?

- Stephen: that would be up to the community. The community could change its mind at any time. Main reason we didn't do it, there was a concern if the

community moved to support a candidate, those members who did not agree might feel that ProgCode does not reflect their values. As Joe has pointed out in the Chat, making a decision about expanding what the C4 would do that would be a major change process and would be similar to this process we are going about creating a C3. So the community could decide to endorse candidate through the change process.

- ○ Fiscal Sponsorship Discussion:
  - ■ Joe B. was interested in discussing this because Andrea brought it up and it seemed like the fastest way to get going.
  - ■ Stephen: Fiscal sponsorships work really well for something like Carpool Vote. if you have an unincorporated project for which you want to take donations, you don't want to go through all of the organizational steps like we're doing with the C3, you can go through a fiscal sponsor and if they're willing to take your project on, you do all the work to do the fundraising, they make decision about your expenditures. From ProgCode's standpoint, community could lose the ability to make decisions about how to spend that money, if the fiscal sponsor required that it control the funds. Some require it because the fiscal sponsor takes on the liability and responsibility for the actions of the project. Also, fiscal sponsors usually want you to have some money in place already because they want to get paid for their services. Tides Foundation requires that you have a minimum of $100k to be under a FS with them. Those are things to look at and consider. Re ability to fundraise, it will be the same for the C3 as it is for the C4. Once we file articles of incorporation for the C3, we can start fundraising right away. Best to wait until you have the application for non profit status in but you can still do it. When IRS approves the application for tax exempt status it's a retroactive approval. If we incorporate in February 14 2019 and the IRS approves your nonprofit application 6 months later, every donation we received since 02-14-19 is tax-exempt.
  - ■ Pamela: When Andrea said she would do a fiscal sponsorship, she said she could raise a couple hundred thousand in no time. You said if we form a c3, we could do the fundraising, but not have the decision making responsibility.
  - ■ Stephen: Andrea proposed that for Carpool Vote because it is a for-profit Delaware LLC which cannot fundraise and won't qualify for grants or donations. So, she offered to take it under her c3 as a project and seek donations for it.
  - ■ Sema: What Andrea was suggesting was that she could be the fiscal sponsorship while ProgCode was doing the work. They would do the fundraising.

- Stephen: You're right, Sema, That was the missing link I failed to touch on. ProgCode would not have qualified for some of the fundraising activities that might have been available from a voter protection standpoint. There would probably be a lot of voting rights foundations would have put up money and I think that's what Andrea was referring to. They wouldn't do that for ProgCode's C4 but they could do that if we started a C3.
- Joe M: Hopefully, the IRS will approve a c3 entity. Might not, or could take longer than we think. Fiscal sponsorships are as varied as there are orgs. Some are controlling, and some are not. Did work with an org that filed to be a c4 but has a foundation acting as a fiscal sponsor. Different ways to do it, but if ProgCode wants to do it, then create the c3 and then look at next steps. Another possibility is be a fiscal sponsor for another entity such as a c4. If it takes 3 to 6 months to be a c3, that could be a consideration.
- Pamela: One org that is super aligned with ProgCode is CommonCause, Robert Reich's org. Their mission is almost identical to ours. We could consider whether to use them as a fiscal sponsor.
- Stephen: Jumping back to the issue of the email notifying members. I think Patreon that Pamela suggested is a good idea. Tanya Schlusser went to the site and donated after that discussion. That may help. Some people may be willing to add a few pennies to the coffer. I would also in the email drive people back to the ProgCode #legal channel so the same message is there. Anyone who doesn't go to Patreon for whatever reason we would love to have them back in the Slack to engage in the conversation.
- Pamela: What is the plan for the e-mail? Is everyone okay with using the long version for Patreon and the #legal channel?
- Joe B.: Shared his screen, everybody on the call contributed ideas to the short version of the email which is at the bottom of the Google Doc referenced above and agreed it's good to send out.

- Slack Alternative - Discussion continued from 11-12-18.
  - Mattermost
    - Joe McLaughlin linked us to a ProgCode Demo for Mattermost.
    - ProgCode members interested in trying it out may sign up here.
  - Zulip
    - Barry Tribble set up a ProgCode Demo for Zulip.

- - ProgCode members interested in trying it out may request an invitation in the #slack-solution channel.
  - Discussion:
    - Joe M: Started a poll in #general-chit-chat for alternatives to Slack. Over the weekend, Barry Tribble and I looked into Zulip. Barry created a demo Zulip site instance for ProgCode. He sent invites to staff and to me. Looks like a good possibility. Open-source, with a paid version. We should qualify for the non-profit discount. Mattermost has a demo site (see above) which anyone can join. I haven't made time to set up a Mattermost instance for ProgCode. I haven't checked out Discord or Rocketchat, but we're on our way to evaluate alternatives. I understand Joe B's concern in the #legal channel about having two different platforms for two different entities. If we need two separate places for the c3 and c4, then we should use the same platform.
    - Joe B: My concern is legal separation. We could turn the c4 into a c3 mission where people interested in supporting campaigns such as Sanders campaign have a place to do it. The c4 could be in the existing space. People in the c3 might want to try the new platform for those activities.
    - Joe M: All great points. I would encourage everyone to dive in to the Zulip instance and check out the Mattermost instance. The hurdles of which to adopt are not insurmountable. They're all similar, with minor differences. The biggest reason to change is that we have 2 years of stuff on Slack we cannot access behind the paywall. We might want to access it affordably and easily.
    - Pamela: It all makes sense. Imagine some ways we could keep from losing members, as a result of changing the platform. We can send reminders in Slackbot that we're in another place. Only hesitation would be sending a joint link that could be shared and prevent us from vetting new members. Have to have a wall of between those vetted and unvetted, which is not conducive to ProgCode's methodology. If all the platforms are similar in accessibility. I'm curious about the new functions. We asked Slack about new functions they had coming down the line, and they said "none". So it makes sense to look at alternatives.
    - Joe M: All valid points. Functionality for user identification is similar across the platforms. To keep folks involved, running two platforms is not as helpful.
    - Sema: My suggestion would be set up the pros/cons each platform offers to better evaluate. As to Joe Breslin's question about using a different C3 for the new platform then integrating C3 & C4 on a different platform--if we can have someone figure that out and then present it however long that takes because we want to do

this right. It will take a lot of work to ask members if they want to transfer over to the new platform. How will we notify channel leads about the transfer? What's a seamless way to do it to make transition as easy as possible to whichever platform is voted on.

- Stephen: that's something I was going to touch on. For ppl who have not seen the discussion in #slack-solution or it might have been the #legal channel. Our policy of autonomy gives each person who opens a channel total control of that channel. In the past the staff has refrained from closing down channels without permission because it was seen as disrespectful of the autonomy of the member who opened up the channel. It's not much of a stretch to say that moving a channel from one platform to another could be also seen as violating autonomy.
  - How to notify people & get permission to move to new platform
- Stephen: Assuming we do a C3, one consideration would be to make all members of the C4 automatically members of the C3 giving people the opportunity to opt out. Argument for that since ProgCode's C4 is currently operating as a C3 (not lobbying, endorsing, campaigning). That could then give us some options as to how to treat the channels and remain in contact with all of the members. We could automatically have the C4 turn over the existing Slack to the C3 entity meaning nobody has to move and all the channels remain the same. Other thing would be to give everyone invites to the new Slack, leave the current Slack as it is and let people migrate over to the C3 as they want. Lots of things we can consider as we move forward to the C3 discussion. In all of it we have to be mindful that our members have a say as to what gets moved and how.
- Sema: With what Joe said about moving the C3 onto a different platform, in order to keep the C3/C4 separate (not sure how the structure for the C3 is going to be) but would be good to have a new board or keep the same one and what kind of diversity is going to be on the new board.
- Stephen: All of that will have to be considered. Easiest thing is to go to C3 because
- Pamela: STill need to discuss board of the c3. Do we want to create a list of task for the Slack alternative?
- Joe B: Should come back to this after the c3 c4 discussion.
- Joe M: Started a spreadsheet in the #slack-solution channel. Will put a link to the Zulip demo. In this, we can add a worksheet for next-steps.
- Joe B: Don't know whether anyone heard from Jason Lee (@jylee), but he was passionate about this topic. He would appreciate a notice about it.

- Pamela: I agree that in terms of decision-making, we should decide the purpose of the new entity and the business to go on there, and then decide whether there will be a split in members. Makes sense to have the plan in place, and then get the tools to enable it.
-

November 12, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Begin discussion about creating a ProgCode 501(c)(3) affiliate - The organizing of ProgCode in late-2016/early-2017 included discussions about eventually creating a 501(c)(3) entity through which much of the tech development, education, and public outreach can operate. This could improve the ability of operations to qualify for grants and other sources of funding.
  - 501(c)(3) orgs may engage in these activities:
    - Engage in limited lobbying, including ballot-measure advocacy;
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    - Prepare candidate questionnaires (with certain restrictions);
    - Canvass the public on issues;
    - Sponsor candidate debates (with certain restrictions);
    - Advocate in connection with party platform issues;
    - Rent mailing lists and facilities at fair market value to other organizations, legislators, and candidates (with certain restrictions); and

- Conduct nonpartisan get-out-the-vote activities, voter registration, and education drives.
  - By contrast, a 501(c)(4) may engage in these activities:
    - Engage in all of the lobbying and advocacy activities permitted for a 501(c)(3), without limit;
    - Endorse candidates and publicize its endorsements;
    - Publicly-distribute voter guides and other communications that may support or oppose candidates (with certain restrictions);
    - Permit candidates to address its members;
    - Send its mailing lists and provide facilities to selected candidates at fair market value; and
    - Establish and pay for the administrative and fundraising costs of a connected political organization.
  - Founding community members considered relationships between the ProgCode community and our network partners.
  - Process:
    - Pass a resolution authorizing certain individuals to establish a 501(c)(3)
    - Incorporate a non-profit organization which will operate in accordance with the Internal Revenue Code 501(c)(3) (see above list of permissible activities)
    - Draft bylaws and select a board of directors.
      - Board may be the same persons as with the 501(c)(4), if the c4 does not engage in political activity. However, the board meetings for each entity must be held separately, and books and records (including accounting) must be separate.
    - Submit an application for tax-exempt status.
      - The process is outlined generally on the IRS website.
      - Form 1023
        - Form 1023-EZ
          - Projected revenue must not exceed $50,000 in each of the first three years of operation.

        - Standard Form 1023
          - Instructions
    - Additional information
      - Treatise on non-profit organizations

- - Harvard 2017 report re open source projects and non-profit status alternatives
    - Change process

- Discussion:
  - Stephen: Joe brought this up a couple of months ago, we brought it up again a couple of weeks ago. As a community we make the decision to become a 501(c)(4). Most activities fit into a 501(c)(3) but because the work we were doing could be used by electoral campaigns, there was a concern that ProgCode could have a bit of a target on its back and could be challenged because some of the work could be considered to be of a political nature. The community made the decision that ProgCode would start out as a C4 and then possibly create a C3 after doing fundraising to make the C4 sustainable. Possibly a PAC and possibly even a for-profit organization. Recently as we found inability to qualify for grants the idea of going back to a C3 formation has come up. Joe brought it up a number of months ago and a couple of others have brought it up. Basically the limitations qualifying for grants for a C4 is the organization has the ability to lobby and most orgs have their own prohibitions on lobbying. ProgCode does not lobby, original membership decided ProgCode would not lobby, endorse or work on electoral campaigns. Last year we could have applied for a grant with Y-Combinator ($250k). This year Y-Combinator said no more C4s. Pamela mentioned our New Media Ventures grant application, that NMV had some hesitation about our C4 entity.
  - Stephen: I made a suggestion to move all of the activities we do as a C4 into a C3 and allow all members to become members or opt out if they want to. So the agenda item lays out the process for that. I'm happy to go through it if anybody wants but now that I've given a little history I'd rather open up the floor to anyone who wants to make comments, questions, suggestions and we can get into how to do it a bit more.
  - Esha: I think there's no downside to creating a C3 except for annoying paperwork. There's no downside because we're (Stephen & Esha) are both lawyers.
  - Joe: We're having the same discussion at CiviCRM. I've been advocating for C3 for both orgs for the same reasons. Both orgs are missing out on some funding and support from orgs that are out there. ProgCode and CiviCRM clearly engage in educational activities for free for public benefit. Indefinitely we have a C4 entity as Esha said, it's very common to have a C4 & C3 entity. I've worked for a bunch of

them over the last 30-40 years. It's my experience those entities have a related entity that might be for profit. It's legal for a C3 to receive support for shared services between a C3/C4 that are provided for a for-profit entity (bookkeeping, HR, etc.). I was a ____ for a service entity that was a C3 and C4 as well. The advantages are tremendous. The disadvantages are there (going through the steps, doing the work up front with multiple entities & multiple boards which can be overlapping in part) You'd want to have a CPA for doing your filings and daily accounting, making sure things are on the up and up. Can be a little more tricky. More work but the potential benefit for fundraising is far outweighed by the additional dollar cost and time cost, whether paid or volunteer.

- Sema: What's the deadline (to file the 501(c)(3) entity) so that ProgCode can apply for grants
- Stephen: There are some windows we're facing now from some of the orgs that we've targeted in the past. Both NMV and Y-combinator… if I remember correctly I believe NMV has an annual application and then a special one. The window for the Y-Combinator grant is closing in March. The one concern we should have is this: if we incorporate… first let me explain. The process is you create the entity under state law. We create a C3 then make application to IRS for tax exempt status. If IRS grants it, it's retroactive to the date that it was originally filed. If we incorporate in 2018 it's possible we would be passed over for some grants because we would be seen as too fresh an entity. It may not look favorable to the evaluators. It would be helpful if we could at least create the entity in 2018 but it's not fatal. If you're asking about deadlines it's really just a strategic thing. If we are going to be conclusive and get notice out to everybody and engage in discussion in the legal channel to get all voices heard if possible.
- Sema: you want to ideally get this done before the year is over so that it seems you have been engaged in business for more than a year.
- Stephen: The one year thing can help but it's not necessarily fatal.
- Sema: What would make the process easy to answer everybody's questions going forward. I don't know. From what I see the C4 took months to figure out. We are not that far away from January 1st.
- Pamela: Good questions. We have guidelines. They should be included in the document. It's on the ProgCode Github Functions board. This would be considered a "Major Change" as described in the document. Look at "Major Changes" which includes a 10-step process for proposing a major change. We have to notify the community. There is a typo in the middle of Item 3. Not clear

what the wording was supposed to be. Joe Breslin created it, so we can ask him whether he can fix it. Once the e-mail to the community, we can seek consent to proceed. (See the Wiki for details Pamela explained in the discussion). Notice is important now that we have over 1500 members across so many time zones. Major changes are designed to take some time. Don't think it's possible to do this in 30 days.

- Sema: I know that process. Has a Github issue been created.
- Stephen: As the change process suggests, everything starts w/a proposal. When this was first put on the agenda 10/29 we set up a meeting at 7pm ET because Joe Breslin was not going to be able to make the 8pm ET Ops meeting. Joe wanted to give some input and understand what would be discussed. Joe, Pamela & I set up the 7pm meeting. We are the co-directors of ProgCode and we thought it was important to put Joe's views on the record. The meeting was not recorded. Andrea Miller signed on to talk about Carpool Vote at 8pm and that discussion took the remainder of time for the community ops meeting. Because most of what Andrea talked about was strategic information related to Carpool Vote. One of the things we discussed was that we would need an GitHub issue. I drafted one. The Change Proposal requires that it goes to the community and it may not end up how it looks in the beginning but that's the process. We did that for Project Lifeboat, sent out notice to members and included a link to the GitHub issue. I prepared a GitHub issue and due to the nature of the concern raised, I copied everything from that and put it in a separate document. If you go to the GitHub issue 250 there's a bunch of stuff in there. We can put it in there through my proposing it as we did in project lifeboat or we can have everybody work on it in the channel. I'm fine either way but we have to start with a pilot initiative to get the process going.
- Sema: So this obviously started before the election and Stephen put it together, right? So it's only fitting that you continue putting it together unless anyone objects to it. It's a good thing to have the community involved but you already put the plan in why not go forward with it.
- Stephen: My intention was I would put it up and we could make changes with it. I have no issue with having community input. Either way is fine. Whatever anybody wants to do I am happy to accomodate.

- Sema: I'm in to proceed to help this move forward I have limited experience with creating my own C3.

- Pamela: Haven't seen anyone object to creating a c3 entity. Objection is that it wasn't created as required in the Change Process. That should have been in the original team announcement. Has to be posted the Friday before the meeting. No mention of the vote. Not in compliance with the Change Process. Don't know what the entity would look like. Not just talking about the people in this meeting. Rushing the vote that quickly was a fatal error. Rules exist for a reason. We can't expedite it faster than the process.
- Joe: I understand the goal Stephen articulated, but it might not be realistic. What's the best form to use? Where should we do it? Other opportunities for fundraising, so it's best to reach consensus. Regardless of the time it takes, benefits are worth going through the process.
- Sema: The pre-meeting, it sounds like the process wasn't followed from the time the meeting began. We should remind each other of the rules. Let's be helpful toward each other to benefit ProgCode. It should have been recorded.
- Pamela: No one but Stephen knew he was going to post the notice. There was no discussion about what the Github looked like. I was alarmed because it looked like the entire community was left out of the process.
- Sema: It would have been helpful to record the meeting between the three directors.
- Pamela: We don't have to record the meeting to have the directors on the same page. You can create a Github proposal to change that. Because we're in different time zones, we can't always communicate. Joe was in his car while we were talking in that meeting. It was informal. No decisions are made by the Directors. All instructions come from the bottom up. Law requires us to have directors.
- Esha: The law requires a minimum board of directors. You can require in the bylaws that members vote before directors can meet.
- Stephen: The GitHub issue that I created was not published, was not intended to be published, it was a draft. I tagged the 5 staff members, and then I went to have dinner. Because GH doesn't allow you to save documents and because I put time into it, I saved it. It was not my intention to publish it to the community without first talking to the other directors. During the meeting I said I would be happy to prepare the GitHub issue. As I recall I had permission from both Stephen and Pamela to create it. I hadn't had a chance to look at the change process until I took off to dinner and while I was in dinner it had been shared.

- - - Pamela: Sharing the screen. 11-10-18 Stephen told the channel that he would create it and share it in the channel. He didn't share it. Didn't know that Stephen was at dinner. Hour lapsed and didn't see it, so I posted it.
    - Sema: Again, should be friendly with each other and communicate with each other to avoid confusion. Good idea to indicate that something is in draft mode. Also, having discussions without recording them is not being transparent. Understand that having meetings between the directors is necessary.
    - Joe: All valid. Stuff happens. How do we keep moving this forward?
  -
-
- Move from Slack to an open-source 'Slackalike' like mattermost.org (Joe McLaughlin)
  - See https://github.com/ProgressiveCoders/functions/issues/203 and https://github.com/ProgressiveCoders/functions/issues/238
  - I'd add links to past discussion on Slack - but I can't because it's disappeared behind Slack's paywall ;)
  - Discussion:
    - Joe: Other groups also using Slack. A number of project I'm in use the free version of Slack and we hit the 10K message limit. On ProgCode, we've been active for a couple of years, and a lot of valuable conversations have been archived and are behind the paywall. It's frustrating, because recent discussions are not searchable. We should look at OSS alternatives to Slack, like Mattermost, Zulip, Rocketchat, and others. They give access to all of your messages. Mattermost & Zulip allow you to merge current messages into them. Arguments against it are valid. One is that some use Slack for a lot of projects. Also thousands of users we might lose if we change. The alternatives are similar to Slack's functionality. I suggest that we evaluate the alternatives and consider the pluses and minuses. We've discussed asking Slack for a discount.
    - Esha: We have to be careful about retaining our history. We could face litigation and be unable to have proof.
    - Joe: Slack still has access, so litigation could require them to provide the archive. Still discoverable.
    - Esha: I would rather a platform where I can erase messages.
    - Joe: ProgCode would have complete control over messages in Mattermost hosted and saved on Heroku. Even if we deleted the messages, Heroku might be able to obtain them.

- Pamela: Good points. We've discussed migrating up from free Slack, and no one brought up the data retention matter. It dovetails into what we're discussing about a 501(c)(3). We should keep it in mind. Don't know how it will affect the existing Slack.
- Sema: at this moment I wouldn't have any concerns. ProgCode has had all of these channels for a long time, how would we shift those over. What would the process be, would it be months of work and who would initiate that?
- Stephen: Joe do you have any idea what would be entailed in moving over to one of the other platforms?
  - I'm involved in CiviCRM and we were on Slack 2 years ago. We got off Slack after a few months because of the paywall. Sema, to your question about channels and past discussions, that can all be recreated. Export from slack and upload to mattermost or whatever else is used. Setup can be pretty quick (over a matter of days) to get a Mattermost instance running on Heroku for example. I don't have experience with Zulip or Rocketchat. There is a cost. If you host one of the platforms on Heroku, having a server is a monthly ongoing cost but much, much less than paid Slack at $5/user/month. At the very most one could run one of these platforms on Heroku for ballpark $100/mo. No per user cost because it's open source and you can have as many users as you want. You're just scaling up.
- Stephen: ProgCode is paying $7/mo for absolute minimum use of Heroku. Don't know whether the traffic we have on ProgCode now would cause that to jump significantly. $100/mo we might be able to fundraise for that. Is it something we can start now and give people a chance to play around with it and see if they like it? It might help with decisionmaking. Sometimes people just need to get into to see it's not that tough.
  - Joe: Yeah there is. The time and cost at setting that up is not that much. I started to do it for Working Families. The answer is yes. Chat.civicrm.org is running mattermost. Joe and Rapi and other folks have been over there in a channel discussing the possibility. If you go to Mattermost.org they have a running instance for discussion and people trying it out. You can have a demo or lab for people trying it out. Might be easier with Zulip and Rocketchat.
  - Stephen: I want to raise something w/respect to the discount. We raised it in one ops meeting but never made a big announcement about it. Pamela & I met w/some people from Slack management and managed to get a

proposal for discounted rate of $4.5k per year minimum. If we went over 250 users it would be much more than that. There was another discussion that took place and a suggestion that we could start archiving the discussions yourself. Keep everything in Slack (status quo) and

- Pamela: Archiving is a tool that allows you to keep the past history, but not private conversations. Whoever gets the token to do the archiving can transfer his/her/their own messages. Civic-CRM might be better.
- Esha: What about Discord? Heroku is very expensive. Research Digital Ocean, which might be cheaper.
- Joe: I've used Discord. Certainly worth looking at. Heroku can be cheap. Working Families runs a staging Spoke in Heroku for testing things. There are free Heroku, too. Digital Ocean is a worthy platform. There are others, too. They all are cheaper than a paid Slack.
- Sema: Joe, can we create some of the conversations?
- Joe: Not recreating it. All of our Slack conversations are in a database at Slack. We'd request it and export it out to Mattermost/Zulip/Rocketchat/Discord and then add to it going forward. It would be helpful having a separate archive to search, but more useful to have it in the platform itself.
- Sema: Is there a cost to transfer everything over?
- Joe: Don't believe that Slack would charge. Mattermost is our own instance.
- Sema: Slack charges a fee per user per month to access your records. Don't know whether they would waive that.
- Joe: Recall that Civic-CRM weren't charged, but we should look at it. If Slack Admins request their archive, I believe that they will allow it.
- Pamela: The workarounds we've used is pinning URLs to the channel with short descriptions. You can still access the link searching in the channel details. We can pin documents to the channels. The community voted to create a Github project management board for the proposals so that we have a permanent record of history. It's been a challenge to get those unfamiliar with Slack to pin things to channels or discussions. GoogleDocs can be pinned, but they are not safe because links can be shared. Currently can't afford $100/month for Heroku, but we could consider it in the future

- Joe: I just posted in the WF Slack to see if there's a charge. I'll ask Dillon who did an export back in May. I want to look at it. If there are a couple of other folks who want to be recruited to look at it. It would be helpful if there's a committee put together to look at options. Whatever help in recruiting folks to that would be helpful. On the demo site, it could be much less than $100/mo. I just put it out there as a number. I'll put together a mattermost demo and will pay for it because it won't be that much. I'll attempt to get it set up simultaneously and when it's up and running at a demo people could take a look at it. If it's easy/quick to do turnkey Rocketchat or Zulip I'll look at that.
- Stephen: that would be really helpful. I think it's a good approach. It's a difficult decision process we've gone through a lot of discussion because there is a lot of frustration. Pamela mentioned putting it up for consent to proceed. You could do that if you want, you don't have to do that if you want to put it in testing mode now because some people may not know to proceed or not. However if the expense is going to be too great for you and you want to see if this is something we want to consider.
- Joe: Where these things increase cost potential is when you have a bunch of people using it. If you want to go from a free dyno to a hobby dyno. And I'll ask around. I'll go back and ping the person on CiviCRM to run its own mattermost.
- Stephen: Esha, Sema, I'm sorry I think I jumped in front of you.
- Sema: I think it's Esha's turn
- Esha: Two suggestions: 1) have a committee get together to evaluate 2) we should probably talk about fundraising. It seems kind of low for the amount of potential there is.
- Stephen: please join the fundraising channel. I jumped in front of Sema again but she can probably say the same thing.
- Sema: I was going to say the same thing. We need more fundraising to make the great work of progcode sustainable. I was going to ask about transferring over to Mattermost, how many people would be needed?
- Joe: I'll need some help from Civic-CRM. If we want to do it, there is enough tech savvy among our members, that we won't have to pay anyone to help set this up. We have to figure out the fixed monthly costs, but probably won't have to pay anyone.

- Sema: I know it's difficult to get people to help on the operations side. Sounds like you'll need a few hours a week from people
- Joe: Agreed. Some in the Spoke channel have the ability. We could recruit from there.
- Pamela: #wg-fundraising and #slack-solution are good channels to join. Sema and Esha, you should join them.

October 29, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

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        - Form 1023-EZ
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        - Standard Form 1023
          - Instructions
    - Additional information

- Treatise on non-profit organizations

  ○ Discussion:

October 22, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Campaigns and Events

- CarpoolVote - Initial revisions of the CarpoolVote tech are close to completion.
    ○ Once the tech is available, volunteers will be needed to coordinate with operator organizations.
        ■ Vet organizations to ensure mission-alignment, non-partisan status, and authenticate purpose.
        ■ Assign operator identification, login, and passwords.
        ■ Assist with any questions relative to operating the tech.
            - This could require volunteers to become acquainted with basic operation of the tech.
            - Operator manual.
    ○ Jon Kelly identified the following updates which provide the necessary functionality to run CarpoolVote in time for Election Day:
        ■ Created Operator Page for outside organizations to coordinate ride activity between riders and volunteer drivers.
        ■ Added City, State to Operator Page tables
        ■ Will refine Matches table to hide some internal system info, which is not relevant to operator use.

- - - Automatic handling of Seat Count when seats remain after a match is confirmed. This involves some work on the backend and some minor changes to the front-end to get a little more info from the driver.
    - Map
      - The original map will remain on the home page.
      - Possible that some form of map will be added to the Operator Page to show more private information such as names or addresses.
    - .csv upload feature for operators
      - Some of the orgs which are interested in using CV keep data regarding riders and drivers in spreadsheet format. NGP-VAN is one source
      - Arash Aghevli added a tool to the repo, and Jon Kelly is working to add this to the Operator page.
    - Note that an Operator Manual will be required. Andrea Miller has offered to draft a manual, once the basic features have been completed.
  - Promotion?
  - Discussion:

October 15, 2018 - no meeting

October 8, 2018 - no meeting

October 1, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- [Issue #249](#) - Vote for consent to implement the standard change to purchase a renewable Airtable Plus account for access by ProgCode staff for the benefit of and use by the ProgCode community.
  - Considerations:
    - ProgCode uses a free Airtable account for a Project List, Channel List, and other record-keeping. It can be integrated into Slack, and ProgCode has made use of this feature.
    - A free Airtable account allows for unlimited bases and a maximum of **1200 records** per base. We have exceeded this limit in two of the bases which are vital to Operations.
    - The lowest level paid account (i.e., Plus account) allows for an unlimited number of bases (like the free plan) and up to **5000 records** per base, which will provide sufficient record capacity for the immediate future. Now that fundraising has improved, ProgCode can afford the annual fee of $120.00 ($10/month for 12 months).
  - Discussion:
    - ProgCode's workspace uses 1300+ records for one table (Members) on the base and 1500+ records for a second table (Registration Forms) so not sure whether 5k records would be sufficient.
      - Factors to consider:
        - ProgBot - can we delete old records when ProgBot launches?
        - Can we create a single user (admin@progcode.org) and password, delete all other users so that we only have on "user" of ProgCode's Airtable workspace, which would limit the fee to $10 per month.
          - Same thing for the Podcast team, except instead of using (admin@progcode.org, we'd use contact@democratizingdemocracy.com plus a password)
- Accounting for ProgCode - Continued discussion about the accounting needs of ProgCode, particularly about setting up and maintaining a set of books and regarding the first tax return.
  - Matters unique to non-profits
    - Donations

- - - ■ Grants
      - ■ Accounting software
    - ○ Discussion:
      - ■ Lisa: Not a CPA. Have familiarity with finance and accounting. Have been talking with Stephen and Pamela about ProgCode, need to establish a balance sheet for the org. If you're going to venture into grants or any kind of fundraising, you'll need a balance statement. You have assets. Custodians of code, even though it is open source, and it has value. Have to figure out how to value the code itself. Would like to get into researching how to value source code. Definitely have value here. Need accounting software to put it together. Create a chart of accounts.
      - ■ Pamela: I just checked online and [Quickbooks Pro for Small Business is set up for Non-profits as well](#).
      - ■ David: You just need a bookkeeper. Donations are contributions to the corporation. Need a treasurer to have oversight of the books. Look for someone with bookkeeping skills.
      - ■ Lisa: Bookkeeper keeps the records. Treasurer does not have to be the one who does it. Even though a non-profit,

- ● CarpoolVote/Action - Sasjkia is talking with potential sponsors about the possibility of funding the completion of the CarpoolVote/Action tech revisions in time for the 2018 midterms, as well as funding long-term maintenance of the project.
  - ○ In addition to completion of the tech, other needs could include:
    - ■ Operator training instructions
    - ■ Outreach to voter access organizations
    - ■ Promotion (possibly performed by the sponsor)
  - ○ Discussion:
    - ■

September 24, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

● UPDATE: Motion to purchase a paid Zoom account for ProgCode was passed. Stephen looked at it online and they are asking for the name of a person. He is going to contact them and see if they can bypass the name of an individual.

Operations

● Accounting for ProgCode - Discuss the accounting needs of ProgCode, particularly about setting up and maintaining a set of books and regarding the first tax return.
   ○ Matters unique to non-profits
      ■ Donations
      ■ Grants
      ■ Accounting software
● Stephen spoke with new member Lisa Theobald who asked about ProgCode's accounting status (or lack thereof). We need to talk about accounting software and other issues which may adversely affect our tax exempt status.
● Pamela: Mentioned before that I have a copy of QuickBooks Pro which I can install. We've never had money before, but we do now. We can use my copy of QuickBooksPro. If we're going to use someone outside of ProgCode, we should discuss it. There's a risk that someone who volunteers to maintain the books leaves and that we'll have to fill the role. Perhaps someone in the ProgCode community has knowledge about the accounting requirements.
● Stephen: Grateful for the ability to use Pamela's software. Most programs are online and require cloud record-keeping, which is risky. We might want to consider moving our website and other activity from Heroku to a host with secure dedicated storage.It would be helpful to know what record-keeping is required, how often we need to report, and how our tax return should be prepared, so we can assess whether we can do it ourselves. Want our first returns to be done correctly so that we don't raise eyebrows about our activity or our c4 status. Most of our revenue comes from small-dollar donations. We should be able to download a .csv from Patreon and from Crowdpac and then upload that data into the accounting program to report donations.

- Pamela: Let's ask Lisa whether she can meet with the community and discuss her ideas about what we should do. We can solicit other volunteers from the community through #ask-the-team and #team-announcements.
- Stephen: Agreed. We can use that information to create a pilot initiative for later discussion and a community vote.

- Paid Airtable Account for the Podcast
    - Pamela: We talked at the last Podcast meeting about purchasing a paid Airtable account for use by the Podcast team but didn't have opportunity to create a GitHub issue requesting a vote for consent to implement purchasing a paid account.
    - Stephen: I meant to duplicate the standard change issue for the paid Zoom account and create one for Airtable but didn't get around to it.
    - Pamela: Since we didn't give notice of it to the community, we probably can't vote on it tonight but we can schedule it for next Monday.

September 17, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Meeting Notes:

Operations

- Issue #248 - Vote for consent to implement the standard change to purchase a renewable Pro Plan Zoom account for access by ProgCode staff for the benefit of and use by the ProgCode community.
    - Considerations:
        - ProgCode uses Zoom as its preferred videoconferencing tech
        - It is a necessity for meetings, onboarding sessions, the Virtual Conference, and, most recently, the first ProgCode podcast.

-
  - ■ ProgCode has relied on the use of individuals' personal paid Zoom accounts, which has worked well but leaves the community exposed to the possibility of lack of access.
  - ■ This proposed solution would require a minor annual expenditure (currently $149.90) for a Zoom Pro Plan, which could be accessed by ProgCode staff and used to host all video conferencing needs.
  - ○ Discussion:
    - ■ Stephen: Will go over philosophy behind buying a pro Zoom account. We are a virtual community, and most of our meetings use zoom because of ease of use and great video and audio performance. Since the beginning relying on paid accounts of members. In the past other members allowed the community to use their paid accounts. We are averaging $80 in recurring donations as well as a grant from MoveOn. A Pro Plan allows us to have up to 100 people on one zoom call for an unlimited amount of time. A free account only allows 2 people. It is important to have a zoom account for lengthy meeting. When subscribe, can pay monthly or $149 annually. Can always terminate if we want. Use it for virtual conference and all of our meetings. Proposal is to purchase an account, give access to the staff. Move everything from current account to Prog Code account. Meetings get new identifiers. Then everything is exclusively prog code and staff will be able to access account as needed. Recently opened up a pilot initiative on how to start a zoom meeting. Went through an expenditure analysis. It is aligned with our four point analysis. Would be funded by small dollar donations. Plan at this point is, after discussion we take a vote, consent to implement, then we'd notify community, post video of meeting so others can vote. Wait until thursday night or friday morning. If no strong objections, proceed to purchase account. I would continue to make account available to the staff to be able to host concurrent meetings.

      One thing about the pricing. Could have gone with the business account. Would have been too expensive. In the future it may make more sense to buy more individual pro accounts.
    - ■ Sema: No Objections
    - ■ Adiron: No objections.
    - ■ Stephen: If there are any objections let us know before Friday and we can table this for next monday.

- Pamela (09.18.2018): No objection, just an additional consideration regarding this item in the **Plan** to implement:

  "Reassign all recurring ProgCode meetings and schedule all future ProgCode meetings to the ProgCode Zoom account, to the extent necessary or convenient to Staff."

  Once the new account is purchased, we will need to do an inventory of each static/recurring message link and every reference to static/recurring links in documentation on Airtable (registration form, calendar), ProgCode website, Google Docs (i.e., Ops-agenda), Toolkit, Welcome DMs, Welcome Emails, Slack Channel Topics, etc.

September 10, 2018 - no meeting

September 3, 2018

Meeting Notes:

Operations

- Issue #247 Vote for Consent to Implement Standard Change: Onboard Jake Varghese as a new ProgCode Operations Team volunteer staff member for purposes of partner outreach and promotions.
  - Jake Varghese has been a ProgCode Super-Volunteer this year. Some of Jake's many contributions include
    - working diligently since December 2017 with Susanna and Robert to develop ProgBot
    - editing the 13 hour Virtual Conference recording into 13 individual videos, for each presentation

- - participating in weekly Podcast planning sessions and editing podcast videos.
- Last week, Jake expressed an interest in doing outreach and PR on behalf of ProgCode and the podcast. Accordingly, Pamela has created the above GitHub issue proposing that Jake be onboarded as a ProgCode volunteer staff member and receive a progcode.org email address which will enable him to do "official" ProgCode outreach and PR work.
  - Discussion:
    - Pamela: Discussed this with Jake as an alternative to his drafting e-mails for another staffer to send or using a non-ProgCode e-mail for outreach. Minor increase in ProgCode budget of $5/month. Because it is a budgetary change, must follow the 4-prong test. Meets all 4 criteria, as set forth in Issue #247. Plan is community discussion tonight at this meeting and then consent to implement. Then notify community of the vote and then wait 72-hour waiting period. If passed, would create a jake@progcode.org e-mail address. Would also create an outreach template.
    - Stephen: Want to reiterate what Pamela said about Jake's amazing contributions this year. Doesn't think we'd have been able to finish the Democratizing Democracy Virtual Conference. Very grateful.
    - Jake: Google Apps has a non-profit version which gives NP's 100 addresses.
      - Stephen: Yeah, it's strictly limited to c3s and we don't qualify as a c4.

Operations Tools and Documentation

- Issue #232 UPDATE (Discussion only, no vote): Add All ProgCode Members to ProgBot Anonymized Member/Skills Directory (once ProgBot is live) with an Opt-Out option. (This is a reversal of the present registration form which asks members to Opt-In to ProgBot, so it will require a vote of the community.)
  - Discussion:
    - Pamela: Previously granted consent to continue #232. We said then that we would begin to discuss that change after the virtual conference. Never got back to it. Don't have to vote, because have consent to proceed. Want to discuss over the next couple of weeks. Topic came up at the last Progbot meeting when Susanna asked about opt-in/opt-out.
    - Jake: Not a big deal to add "opt-out" box.
    - Pamela: From a tech standpoint, not a big deal. From a community standpoint, it requires a vote. Discussion will be in the #discussion channel.

Strategic Partnerships

- <u>Issue 242</u> UPDATE (Discussion only, no vote): OSDI Request for Pamela to serve as OSDI's VP of Liaisons
    - Discussion:
        - Pamela: Created #242, which was brought up for vote. OSDI asked Pamela to be OSDI's VP of Liaisons, which was Jacob Legrone's previous position. 4 days ago, Pamela updated the Issue. Vote for nominated officers was deemed final on 08.31.2018.

Strategic/Digital Communications

- <u>Issue 245</u> Advertising ProgCode Staff Positions on the ProgCode website.
    - Proposed by John Evans
    - Staff proposed adjourning discussion and vote to a meeting where John and Adiron can attend.
- <u>Issue 241</u> UPDATE (Discussion only, no vote): Discuss Pros & Cons of Joining Civil Publishing Platform.
    - Discussion:
        - Pamela: Created to discuss joining CIVIL. Came about when David Moore suggested during the podcast interview that ProgCode join CIVIL as one of the founding orgs. He mentioned that developers could create "smart contracts" using Ethereum and receive a portion of the funds in return for their work. We voted to continue research and discussion about what it would mean to become a member of the CIVIL community. It's a cryptocurrency buy-in which gives a number of tokens, depending upon the exchange rate at the time. A recent Medium article (in the Issue) now explains the buy-in, which is astronomical. They are launching their token sale next month. Minimum $1000 for the level (Contributor level) David mentioned for ProgCode to start a newsroom. They are building in a conflicts-resolution system which allows you to challenge bad-actors. Then it goes up to a higher level for Benefactors. Interested in hearing feedback.
        - Stephen: At the time of the Medium post which Stephen linked to the bottom of this issue, Civil was still in the process of determining how to implement a conflicts resolution process using votes/challenges/appeals, etc. Nothing in the article shows whether newsrooms which are voted out will get back their contribution. After seeing the contribution buy-in levels, to be spending that much money to

participate in something else which really isn't open source (it's really closed source and proprietary). Not saying I wouldn't support it we need to get more information on it. If we're interested I'd like to see a conference where we discuss with a representative of civil.

- Jake: I look at this as unnecessary. Patreon is simpler and easier to understand. If we are thinking about doing this for our own funding, I'd rather stick to Patreon for now.
- Stephen: Jake raised the point, using cryptocurrency means that someone is making money off of each transaction because they are converting their cryptocurrency. Ethereum would have a relationship with the people who run Civil.
- Pamela: They are still open source I'm not sure why you think it's proprietary.
    - Stephen: it's pay to access, exclusive.
- Pamela: If we put a note on the Issue that there was concerned at a meeting that this is not mission-aligned and leave open the issue for anyone else to investigate, then others can proceed if they want to.
- Stephen: Is there a window that David is allowing for ProgCode?
- Pamela: He was just letting us know that there was an opportunity to buy-in. The sale begins on 09.18.2018. The only thing about this that appealed to me is that ProgCode developers who are building things such as Progbot could receive some compensation for the work they're doing if other CIVIL participants find value in it. The details we've learned subsequently says that it's completely out of alignment with ProgCode's values and mission.
- Sema: Does Civil have a verification process to keep corporate influence out, similar to what ProgCode does?
- Pamela: David Moore explained that there is a process to challenge someone who is coming in who is not mission-aligned. To participate in that, you have to stake at least $1000. The others could stake higher amounts and have a louder voice.
- Sema: That was my concern, too. Seemed like a good idea at the beginning, but now a bit shady.
- Pamela: Newsrooms on CIVIL, like Sludge, are doing good work. I will update the Issue and then indicate that it's tabled and why. If someone feels passionately about it, they can pick it up.

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August 27, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

- The August 27, 2018, meeting was not held due to low attendance.

August 20, 2018

Meeting Notes

Announcements

- New [Operations Task Management Board](#), please share your feedback.

Operations

- Fundraising
  - [Issue 212](#): ProgCode Sustainability Plan
    - [ProgCode Sustainability Plan Document](#)
    - Stephen: Sustainability Plan was started in 2017, re-upped in 2018 when we:
      - Applied for NMV Grant; and
      - Kicked off the Patreon & Crowdpac prior to March 2018 Democratizing Democracy virtual conference
    - We haven't got a fundraising plan for promoting those fundraising efforts.
    - Adiron: Fundraising via grants for C4 is much more difficult than grants for C3.
    - Are there other things we can do on top of the podcast that are like grants
    - Pamela: Sustainability Plan was written in 2017 by somebody, not sure who, but it was not a collaborative effort. At the end of 2017 we went back to it as a reference when filling out the New Media Ventures grant application. Joe, Pamela, & Stephen were the only donors to Patreon at that time, we had $18 in subscriptions

that first week to show NMV. NMV was concerned why, if ProgCode operates as a c3, it filed as a c4. We revisited the Sustainability Plan again when planning and promoting the virtual conference. We received about $600 in donations ahead of the virtual conference as a direct result of vc promotions. Most money ProgCode has raised to day and it shows that we can fundraise for an event. This week the news cycle reported that Georgia recently proposed closing 75% of the polls in Randolph County. It's been an hot issue on Twitter. We posted 3 Twitter posts for donations to ProgCode related to Carpool Action and the poll closings.

- Pamela: cross-posting. If we do a podcast and post notice on Twitter, Facebook, Medium, etc., we can do it with a single post and paste it on each. Agree with SS about doing podcasts and seek donations. Might re-do the Patreon page. Most start with $5/month donations. At that time, we had no content. Now we do. As to per project fundraising, we tried to do that for CarpoolAction, but no one ran with it. Have received some inquiries by mail about donating to CarpoolAction. There is a section on the site donations@carpoolvote.com. When someone writes there, Sasjkia forwards it to us, we respond, and the donor gets back to us. If we change that to our Patreon, it would save time and allow us to promote the project on the CarpoolVote site. We could target a project and get around that hurdle we're facing regarding c4s.
- Adiron: Could we have a per project fundraising strategy and a general fundraising strategy for ProgCode? Maybe get funds to hire a programmer to hire a developer to work on projects.
- Pamela: It's a good way to distribute to the projects. One for podcasts, one for other projects, etc.. But would be good to have a uniform approach to them. When we decide to write the introduction to the podcast, we could that as a template across projects.
- Adiron: So, like a "style guide" for fundraising. This could be a way for non-programmers (activists) to plug in.
- Pamela: No one is assigned to fundraising. For NMV, we set up the application form and made it available for all to give input. Recently put Ann Lewis's Survival Guide and works of other ProgCode members on the ProgCode Medium account. We can share the posts in Slack, though ActionNetwork, Twitter, Facebook, etc.. Getting some small donations from doing that. But we're not consistent enough. Would be great if we can get people to put in a bit of time each day.
-
  - Podcast/Content Patreon

- - ■ [ProgCode Podcasts](#)
    - ■ Schematic for tying funding to content
      - ● Stephen: Like Sirota's intro & extro pointing to Patreon.
    - ■ Patreon - revisit the Award Tiers & Language
  - ○ Grant research and writing
    - ■ [Grants](#)
    - ■ Research to writing pipeline?
      - ● If people want to toss ideas into that and then run with it to do more sleuthing and developing could lead to a process
  - ○ [Fundraising platforms](#)
  - ○ Social media outreach
    - ■ New $1/mo Patreon subscription generated by 3 tweets yesterday took all of 10 minutes
  - ○ Fundraising on Action Network
  - ○ Per project fundraising
    - ■ Carpool Vote - Donate button goes to donate@carpoolvote.com, gets forwarded to admin@progcode.org & then email response pointing potential donor to Crowdpac or Patreon.
    - ■ Changing the donate button process on the Carpool Vote website may result in lower barrier and more contributions.
  - ○ Merch site

August 13, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

- ● The MoveOn grant money has been received!
  - ○ It has been deposited in the ProgCode credit union account.
  - ○ Stephen: MoveOn generously offered ProgCode a grant. The community voted to accept it, Pamela executed the Grant Agreement on behalf of ProgCode and we received a $10k grant last week and it has been deposited into the ProgCode credit union savings account. How it gets spent will be a decision of the community. It's to be used to "support

the general purpose of the organization". We are grateful to MoveOn and everyone there for supporting us.

Tools and Documentation

● Slack - Pamela and Stephen met with Duncan Carvey of Slack on 08-09-18 to discuss rates for a paid Slack account, following Slack's Deepti Rohatgi accepting ProgCode into the non-profit program.

- ○ 200 average users per month will cost $4500 for the year.
- ○ That represent an 85% discount under the non-profit plan.
- ○ Only actual benefit will be access to archived Slack messages.
- ○ Discussion
  - ■ Stephen: The community has been talking about Slack alternatives and asking about accessing archived messages. One alternative was asking Slack to consider giving ProgCode the non-profit discount (85%). ProgCode applied w/Tech Soup and was declined because Slack only gives the np discount to c(3) orgs. Malous called in some favors and got Stephen and Pamela a meeting with Deepti at Slack and a subsequent meeting with Duncan Carvey who handles education & non-profits. Upgrading to a Standard Paid Slack would be a greater cost than
  - ■ Pamela: Even if upgraded to standard paid Slack, would only get our archived messages. Pro Plan would provide controls that are contrary to ProgCode's transparency policies. So, not much of a benefit to going on a paid plan.

Operations

- ● Issue 243: Pamela would like to notify the community about a paid job opportunity she is pursuing with with Magnify Progress.
  - ○ MP seeks someone to post content across their social media pages
  - ○ Pamela needs a part-time job
  - ○ Pamela seeks a community vote for consent to continue exploring the possibility of accepting the job if there are no objections by the community.
  - ○ Discussion:
    - ■ Pamela: Malous indicated that Magnify Progress worked with a tech incubator, was approved for a grant, and formed a for-profit to accept the grant. Might offer a job to me to work on the MP project. Uncertain at the present time whether it would happen or for how much. Don't usually require anyone to seek approval from the community before accepting work, but I am a co-director and want to know whether the community has any concern about my taking a position with

MP. Our goal is to remove the influence of money in politics, and I want to ask whether anyone has a concern about my taking a position. Problem is that MP needs someone to post social media and I need a job. Will it appear to the community that I am favoring MP? Rapi did this once before when he was offered a position with Civic Hall, because he wanted to make sure that his position in leadership didn't suggest actual or perceived bias for MP. Seeking consent

Strategic Partnerships

● Issue 242: A request was made by the OSDI Executive Board on 7/29 that Pamela join OSDI's governance board as a voting member. The request was discussed at the 7/30 Ops meeting but no vote was requested and no decision made. On 8/9, Stephen and Pamela received another email asking that whoever is made the governance board member would ideally take the leadership position of "VP of Liaisons". These positions were previously held by Rapi Castillo and Jacob Legrone, respectively.

○ Seeking with community vote for consent to implement the community's decision and respond to OSDI by accepting or declining the offer with **the caveat that Pamela or whomever is the ProgCode governance board member/VP of Liaisons will abstain from any partisan or electoral votes.**

○ Josh: We allow customer affiliations, customers raising their hand in support of the board. We haven't had any candidates yet but one of OSDI's affiliated customers is Washington Democrats. Why do you ask?

○ Stephen: ProgCode is a non-partisan organization not participating in electoral work, partisan work or lobbying activities.

○ Josh: Main function of governance board is to vote on motions. Main day to day decisions are made by executive board. Jacob was the VP of Liaisons between ProgCode and OSDI. Answering questions about who is the point of contact, you may want to show up at the next meeting or check out GitHub, etc. Every other week governance board meeting where VP of Liaisons may have a question or to on the agenda. OSDI does have hopes the DNC will join us at some point.

○ Stephen: I noticed under Section 11 "Participation Taxonomy Constitution" under 11.2.1 includes democratic political campaigns, bipartisan political organizations whose primary business is political outreach, etc. Sounds like it's indirectly related to electoral politics.

○ Josh: Do you want to share your screen so we can look together? Stephen: Sure. Can you see that okay? Stephen points to Section 11

- ○ Josh: This is really talking about what kinds of customers OSDI would serve. I.e., we would not work with Nation Builder. This is outside the scheme of political fundraising, we don't get involved in campaigns, we don't help with races. There are members of OSDI who may do that.
  - ○ Stephen: Are you providing services to campaigns?
  - ○ Josh: No, the members of OSDI are doing that.
  - ○ Stephen: So that would be indirect coordination.
  - ○ Josh: ProgCode exists to help progressives, right? You're there because you want to help them by building software. Are you doing indirect coordination as well?
  - ○ Stephen: If we build software which can be used by a campaign (not particular to an electoral campaign or party) if we do it in conjunction with a campaign it would be indirect coordination.
  - ○ Josh: Hustle or MoveOn might build software for or might join a campaign but what happens in OSDI is the technical specification creation. We don't do any organizing, cooperating w/campaign or build software, we just build a document for progressives in general.
  - ○ Stephen: Got it, that's good. Really removes a layer of concern.
  - ○ Pamela: One of the problems is that the community never knew that there was any governance or leadership role that ProgCode played. Tonight we'll discuss this issue. How would we handle a vote where I'm unsure about a grey area, how does the community want it handled? Would I come back to the community and ask how the community wants it handled?
  - ○ Adiron: Boils down to making the best decision you can at the time. If you run into a problem, then perhaps you could come up with a process for dealing with it the next time.
  - ○ Sema: No issues. I was concerned about what happens when one person steps down from the position and how they're replaced, but Josh answered that already.
  - ○ Pamela: When Rapi stepped down, we didn't know he was on the board of OSDI. If I leave, does ProgCode come to OSDI and ask to replace me?
  - ○ Josh: You weren't paying attention that Rapi was on the board. If you leave ProgCode, you would let OSDI know. If you're going to another org that would qualify, we could consider letting you remain on the Governance Board for the new org. ProgCode as governance member could put up a new person to take over your position.
- ● Motion for consent to continue developing an internal ProgCode process for determining a) who is the OSDI representative and b) when does the OSDI representative consult with the

community on votes and c) how does the OSDI representative consult with the community on votes?

Strategic / Digital Communications

- <u>Issue 241</u>: Potential member and community benefits and any implications of joining the CIVIL cooperative community, initially as publishers of The Progressive Coder blog (moving away from Medium) but also as an addition to Patreon allowing small dollar subscriptions and micro-tips to creators of written, video or
- podcast content and even open source tech in the future.
    - Seeking community vote on consent to continue exploring the expectations, limitations, benefits and implications.
    - Discussion:
        - Pamela: This came out of my interview with David Moore about the CIVIL platform. It's a protocol or set of ethical rules set out in their Constitution. Also a network of websites. On that network are open source news rooms. It uses Blockchain (Kim Dryden shared a video about it). They use it to verify that every change to a publication is seen by the public so that they know what changes were made. During the 2016 campaign, there were favorable Sanders articles which later were changed to unfavorable. The articles were shared without people know that they were changed. Each newsroom can charge a subscription rate for access to their platform. David said that they want to add open source coders doing what ProgCode is doing. CIVIL also is a co-operative where each member has a vote on who can join. CIVIL got a grant which helped with the original cash outlay the initial news platforms would have had to pay. In September, there will be an issuance of tokens, and ProgCode can buy into the organization. After they launch the sale of CVL tokens, there will be a second fleet of members, which should include open source coders. Then there will be a second issuance of tokens which is how everyone else will participate. How does ProgCode and its members benefit. ProgCode would have an account where our publications would be published. We sell subscriptions. But a member could receive "microchips" from subscribers to continue publishing content which subscribers like. If someone wanted ProgCode to create tech for them to use, Ethereum allows for "smart contracts" for that exchange. Would pay for it in cryptocurrency (Ethereum). What we don't know:

- What is the initial amount of tokens required to be purchased to participate in the Second Fleet of newsroom publishers?
- What are the Pros and Cons of moving away from Medium and using Civil in addition to Patreon to raise small dollar contributions?
- Adiron: Civil is lesser known; people have a fear of the unknown. No statistics on that. If they're playing in blockchain of some kind I'm not sure of the ins and outs of that. Might make things a little more confusing because the unfamiliarity of the tech might be intimidating.
- Stephen: I like the idea of getting in on the ground floor and that we're being offered that opportunity, even if ProgCode had to put up some money I think it's something worth considering to be able to get involved in something like this. A little skeptical that any cryptocurrency has had issues. Not easy to buy into it by design, part of the safety aspect. Whether and how ProgCode and the community can benefit from it.
- Sema: I've come into contact w/a few people using cryptocurrency. It always takes a little capital to come in and make an initial investment. Someone creates a public key, and a private key. I've looked at it as a way to destabilize the petro dollar which is a good thing. That's totally up to y'all and what y'all decide and whether ProgCode can afford to invest.
- Stephen: This is consent to continue? Pamela yes, and a notice to the community that the opportunity is out there.

Meeting Notes

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July 30, 2018

Meeting Notes

Announcements

- OSDI Governance Board
  - Pamela: On 7.29.2018, OSDI emailed me an invite to join the OSDI Governance Board in place of Rapi for purposes of voting on items submitted for consent within the OSDI

extended community. Apparently Rapi held this position at some point when ProgCode and OSDI partnered and it remained open when Rapi stepped down from ProgCode leadership in September 2017.

- I had been included in an unofficial capacity in some email discussions under the OSDI Diversity & Inclusion group for a few months. OSDI's D&I group will vote in 2 weeks on the future role of one of OSDI's founding members. The vote springs from subject-matter which falls under OSDI's D&I discussions. I pointed out following the last D&I call that if they were counting on me to vote in the next meeting, I was not sure whether anyone at ProgCode was asked to become a voting member since Rapi's departure. I believe my inquiry about why I was being included in a governance board vote is what prompted OSDI to check their records and ask me to participate in Governance Board decisions in time for the upcoming meeting & vote.
- Discussion:
    - ■

Evangelism

- Pamela seeks a vote for consent to implement allowing her to moderate the Progressive Tech Caucus with two other tech organizations which also submitted a caucus proposal. (GitHub Issue 239). Other moderators are:
    - Ana Jamborcic & Noah Levinson of Social Roots
    - Dan Ryan of Ragtag
    - Discussion
        - Pamela: Already knew about Shaka's panel. Netroots asked whether we want to host a caucus. We submitted a proposal. Ours was one of 4 related to tech. Ours related to reducing the effect of money in politics through the use of OSS. Netroots merged us with Ragtag and Social Roots, under the category of progressive tech. Want to share best practices on organizing communities for tech. We did community vote to approve participating in the panel, so wanted to seek consent for this caucus, too. Dan Ryan of Ragtag worked with Obama Campaign and Ragtag works with Dem orgs.
        - Stephen: Don't see a conflict for appearing with Ragtag or other partisan groups in a function. We're still promoting OSS.
        - Joe: Agrees.
        - Adiron: Agree. Don't know how you could have a panel on political tech that doesn't have a partisan aspect to it.

- ■ Sema: Would be a good opportunity to push progressive tech on other groups.

- ● Stephen seeks a vote for consent to implement payment for the balance of the Netroots Nation 2018 evangelism costs.
  - ○ Pamela was invited to speak on the Open Source Tech FTW panel moderated by Shaka Lee. The conference is 8/1-8/4. The community already approved and paid Pamela's $140 speaker fee. **(Thank you ProgCode community!)**
  - ○ Pamela launched a GoFundMe to crowdsource $1000 in travel expenses ($566.10 airfare + $449 hotel = $1015.10).
  - ○ As of 07-29-18 $870 has been raised, leaving uncovered travel expense of $145. Pamela has already purchased round trip plane tickets totalling $566.10 after tax. Donors are still giving to the GoFundMe account.
  - ○ Credit union balance as of 7.29.2018 is $375.07
    - ■ Stephen: Pamela launched a GFM to cover NN18 travel expenses. The community voted to pay her $140 speaker fee and paid it at the beginning of the month. Credit union balance is $375.07 as of 7-29-2018. Wants to take a vote on covering whatever's not covered by the GFM. Currently the GFM has raised $870. If no more donations are raised the amount to left to contribute would be $130.
    - ■ Pamela: Appreciate this vote, but wary of spending $130, even with our current balance. Family members will cover whatever I cannot.
    - ■ Joe: Concern that we should be mindful of the current expenses of ProgCode. Support the idea of covering the remaining expenses. We'll get a great benefit from your attendance.
    - ■ Sema: My belief is you're going to promote ProgCode. We have to invest a bit of money to get something back. Agree with this expense.
    - ■ Adiron: Agree. If you're going on behalf of ProgCode, we should cover the cost of you to attend. You're our representative.
    - ■ Pamela: Okay with voting yes, if with the understanding that I won't take it if I don't need it.
    - ■ Stephen: re: the Moveon grant, that will be our big cushion. I feel if you have any unanticipated expenses we may want to consider reimbursement of extra expenses. This is an expensive event.

Strategic & Digital Communications

- Podcast: Proposal to designate one of three existing GitHub project boards to be exclusively used for planning the podcast
    - Existing ProgCode Projects Boards which are not being used: https://github.com/ProgressiveCoders/projects/projects
    - Discussion:
        - Adiron: Want to set a regular date for meeting on the Podcast discussion. Would like to maintain the momentum.
        - Joe: Like doing a regular meeting.
        - Adiron: Thinking doing it during the day, Monday or Friday.
        - Joe: 10 - 3 range on Mondays and Fridays work best.
        - Pamela: Daytime works best for me. Could do on the Ops meeting, if done early enough. Downside is there is a lot more effort behind the scenes on Monday between PJ & SS. That's the only downside.
        - Joe: How about 1pm on Fridays?
        - All agreed 1pm ET on Fridays will work best.
    -
    - Vote to continue re-purposing either of these project boards which are not currently in use:
        - ProgCode Community Opportunities projects board
        - ProgCode Active Projects (Sorted By Status)
        - Discussion:
            - Pamela: Created the Community Opportunities board by accident, trying to join two categories on the Projects List. The other was created by Dave Mahler. Could repurpose Dave's and keep the cards that are in place to keep track of the Podcast activities. We could use the Community Opportunities board for onboarding activities. It could be used for members to join in on operations activities.
            - Joe: Thinking that Kanban view and is it the most effective format for what we want to do. It's good for project status. Will these be repeatable things? Would a prioritized list be better?
            - Adiron: Two potential boards. Could we split them into ProgCode "operations programs" and ProgCode "operations projects"?
            - Joe: Would you use Kanban format for both?

- Adiron: If have other programs that continue to run, it would be a good format to view progress.
- Pamela: What types of projects did you envision?
- Adiron: Might consider anything that the Operations Team sees itself putting itself into, such as outreach, administering a jobs program, and other activities that are ongoing.
- Joe: Team announcements would be a good example. Also have an actual functions board.
- Adiron: Have a lot of spare boards. Maybe consider whether we should use one board to track the progress of the podcasts and then consider using others in a more coherent way by experimentation.
- Pamela: Now that Joe showed us 4 hubs that we haven't be using, there are more possibilities.

- Website Revamp:
  - Dan Lamoureaux submitted a pull request implementing the changes from the #website-revamp meeting on 7-13-2018. Check out the new layout & updated text! https://progcode.org **THANK YOU Dan!**
  - Discussion
    - Pamela: Dan set up the revamp items. Fixed the glaring problems about scope, legal limits, etc. Big thanks and shout out to Dan for his help. Adiron added Twitter feed. Huge value add to letting the public who we are.
  - Oren did mock-ups of a new website color scheme based on the ProgCode style guide colors.
    - One is a version of the bright logo colors which he mentioned was a little bit hard on the eyes. Pamela recalled in a comment to GitHub Issue 20 that Tino had originally chosen pastel versions of the colors because they followed accessibility design recommendations.

    - Oren's second version is of the pastel pallet complies with the 4 tests for accessibility design for people who are visually impaired.
    - Vote to Implement the pastel pallet.
    - **Thank you Oren!!**
    - Discussion:
      - Pamela: Oren though that the colors were hard on the eyes. He took the colors on the palate and put a softer pastel version. Then did a test for accessibility design for visually impaired. He added Stephen's idea for a

- ●

○ We sent out the app project email inviting projects to send us their logo & URL for inclusion on ProgCode's feature projects and ProgCode member Sam Wang himself has asked that the Princeton Gerrymandering Project be included on the site! This is a huge boon for ProgCode's social capital in the tech activism space!

July 23, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

General Network Strategy

- Idea for an 'Introspection Week' (or a better name)
  - ProgCode is in kind of a strange position. We are a global institution, with lots of highly educated and skilled people involved, that is getting things done but it feels like there's a lot of unrealised potential.
  - It's important to recognise that ProgCode is *a new kind of thing*. It's an experiment, a vital experiment, but an experiment nonetheless. There are analogues of what ProgCode is, like a political party, or a trade guild etc, but none of them capture the essence of it, because this hasn't been done before.
  - If we're treating ProgCode as new, then the community needs to talk to itself, and given that it's a global community, that needs to be on a fairly long timescale. So 'Introspection Week' is a bit of misnomer, because I see it as that start of a conversation rather than the entirety of one.
  - I'm imagining introspection week is trailed for a month prior to starting, then when it's up and running, everyone in ProgCode is given a chance to submit their vision, concerns, questions, hopes, dreams, fears etc. I don't exactly know how that process would go, maybe a series of large conference calls, perhaps some people break into small groups to produce a suggestion paper, maybe the operations team sends a message to everyone individually, I don't know. My inclination is "ALL OF THE ABOVE", as in, the method you use to present your idea is up to you as much as your idea is. If someone wants to make an 8-bit game to represent their idea, I don't want to get in their way.

- One aspect of introspection week could be, do you want to move away from slack? Today I was introduced to a service called We Collective that sounds like it meets our needs.
  -
- How to get more Operations Team members?
  - I've been trying to recruit people to the operations team but I'm not sure it's working. I think that this is part of ProgCode's unrealised potential, that the staff members only have 24 hours per day and they need some of that to sleep. I think with maybe 3 'apprentice' operations team members the daily operations would get easier and new things become possible *hint hint introspection week*
  - With the site being redesigned, there's the opportunity to put a "Help Wanted" sign in the window, which can be linked to and shared across various social media sites. If a quarter of the active progcode users shared it, I think there's a big reach there. And I think we're smart enough to realise that having more operations staff is in our interests.
  - Alternately, maybe some of the operations tasks can be shared amongst non "staff members". I guess that's the idea behind ProgBot, to automate a lot of that stuff to make it easier to hand back to the community.

Culture

- Exclusive ProgCode Swag from Stirling Art.
- Andre Roberge and James Stirling of Stirling Art created a unique graphic for the Netroots Nation 2018 fundraiser to cover Pamela's attendance expenses. They have set up the graphic to be placed on t-shirts and posters, exclusively for purchase by ProgCode members, using a password.
- Discussion:

Tools and Documentation

- ProgCode Website Revamp and Update - This is part of the ongoing updating of the website. In anticipation of the increased website activity as a result of the upcoming Netroots Nation event, some immediate corrections and adjustments are necessary. Some current text on the site does not accurately reflect the ProgCode mission as a 501(c)(4) entity, and only one of two donation sites are listed, among other issues.
- [Suggested revisions](#).
- [ProgCode Website Revamp Meeting of 07-21-18](#).

- [Slide Show by Dan Lamoureaux incorporating some of the proposed changes](#)
- Discussion:
  - Pamela: on 07-21-18, met to discuss website revamp. See the table for the proposed changes. Need to vote on whether to implement the changes proposed in "Website Revamp Projects & Text Copy List" table above. [Pamela discussed the various entries in the list on the video of this meeting].

Meeting Notes

General Network Strategy

- Idea for an 'Introspection Week' (or a better name)
  - ProgCode is in kind of a strange position. We are a global institution, with lots of highly educated and skilled people involved, that is getting things done but it feels like there's a lot of unrealised potential.
    - Coders For Sanders was (mostly) nat'l, with one clear goal.
    - ProgCode has a broader focus, and is global
  - It's important to recognise that ProgCode is *a new kind of thing*. It's an experiment, a vital experiment, but an experiment nonetheless. There are analogues of what ProgCode is, like a political party, or a trade guild etc, but none of them capture the essence of it, because this hasn't been done before.
  - If we're treating ProgCode as new, then the community needs to talk to itself, and given that it's a global community, that needs to be on a fairly long timescale. So 'Introspection Week' is a bit of misnomer, because I see it as that start of a conversation rather than the entirety of one.
    - New people join, haven't participated in the same formative experiences and conversations get renewed all the time. Hard to do voluntary solution on a short-term scale.
  - I'm imagining introspection week is trailed for a month prior to starting, then when it's up and running, everyone in ProgCode is given a chance to submit their vision, concerns, questions, hopes, dreams, fears etc. I don't exactly know how that process would go, maybe a series of large conference calls, perhaps some people break into small groups to produce a suggestion paper, maybe the operations team sends a message to everyone individually, I don't know. My inclination is "ALL OF THE ABOVE", as in, the method you use to present your idea is up to you as much as your idea is. If someone wants to make an 8-bit game to represent their idea, I don't want to get in their way.

- - - If I.W. will be in October, we start announcing it in September.
  - One aspect of Introspection Week could be, do you want to move away from slack? Today I was introduced to a service called We Collective that sounds like it meets our needs.
    - In that conversation, you would recurring questions, i.e.,:
    - the Slack question
    - (c)(3)/(c)(4) question
  - Only constraint would be at least one month from now and one week in length.
    - Two weeks after Introspection Week, answers/feedback might be still rolling in
  - Stephen: Smiled when I saw your notes in the agenda b/c it's something that has been coming up a lot. It's an election year and we're re-addressing some of the questions we addressed late 2016/early 2017 (Stephen explained the difference between a 501(c)(3) and 501(c)(4) to John who isn't familiar with those U.S. IRS non-profit designations). At the time that decision was made there was a somewhat short window because we needed to file for entity status. Also, only had about 300 members making the decision. Now have 1400+.
  - It's time for us to sit back and take our time to discuss what people want ProgCode to be and maybe discuss how they can make that happen.
  - John: There's a video about the Cynefin Decision-Making Framework: https://www.youtube.com/watch?v=N7oz366X0-8
    - Fundamentally ProgCode is more of a complex situation than a complicated one.
    - Yes it would be better if more people felt more empowered to participate in operations, but I can't say really why.
    - In a complex situation you have to do a series of small experiments. This is why Inspection Week is, in my mind, one of those experiments. There's a deterministic aspect to it. Complex system actors w/in a system can change the rules themselves (like ProgCode).
  - Pamela: Understand introspection week. After that, assume we would continue it periodically.
  - John: Didn't consider that, but it's a good idea. Might consider a trigger, such as half of the current most active members weren't around when the last introspection week took place, do another.
  - Pamela: If had a document which gives the high-level things in ProgCode, new members would know what the community is doing currently. This is a great idea because 400 people made the decision. Didn't have a process for recording permanently how the decisions were made. Allowing them to have a part in the decision about what we're

doing makes them stakeholders, rather than just members. They are stakeholders, but we haven't functioned that way.

- John: Also consider how to get more Operations Team members. There are some who identify with being on the Ops Team. From my perspective as a Team Leader, I would like to see a bigger Ops team, because it means I would get more volunteers on my project. Would be more enjoyable than having a larger community. Nothing to say we couldn't do both, but don't know which is easiest.
- Pamela: There were times we had 10 staff members. People chose what tasks they wanted to lead. That person would reach out to others to see what they could contribute. Tech team, outreach, evangelism, etc.. People's lives changed and they had less time to put in ProgCode. We haven't been able to replace them. We are spread too thin and don't do as good a job as should be done. As a result, we don't have as active a project list as we did.
- John: People will drop off, and new members will replace them. ProgCode has helped with Wobbly. ProgCode provides programmers. As people join Wobbly, I can send them back to ProgCode, as I did with Justin and Katy.
- Pamela: Maybe we should ask, "What do you want ProgCode to be?" or "What is your vision of the future for ProgCode?"
- John: Next steps:
  - Help wanted page on ProgCode website, and John will share on social media and in his discussions with other groups.
  - "ProgCode Could Be": I could write it up a bit more. Happy to be part of the team that runs it, but can't do it alone. Need a list of people who are willing to help. It could be a good starter activity for new members.

July 16, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Operations

- Rescheduling the 07-23-18 Community Operations Meeting

○   John Evans (@King Mob) has requested that the **Monday 07.23.18** Community Ops meeting be held at **5pm ET | 10pm BT**, rather than the regular time of **8pm ET | 1am BT**, so that he can attend and make some suggestions from the UK.

○   Discussion: Should we move the ops meeting for 7/23/18 to 5pm ET rather than 8pm ET?

■   Stephen: ProgCode community set the Ops meetings at 8pm ET to accommodate people on US East and West coasts

■   Although the 72-hour participation period allows for members on other continents to vote and comment, there is a gap for people interested in being part of active discussion.

■   Sema and Adiron have no objection, though Adiron expressed concern about making this permanent without a more formal action.

■   Stephen: Suggested at least once a month holding an active meeting that accommodates our international members. May want to set up a pilot initiative to implement a change to allow for one community ops meeting per month that will accommodate UK and EU.

●   ProgCode Tax Return for 2017/2018.

○   Less than $50K in total revenue for the accounting period

○   Form 990N

■   Stephen: Any concerns? We are now tax exempt. Form 990, if revenue is < 50,000 no need to provide details on what was made. Allowed to file form 990N. Will keep a record of it as corporate document. Any questions concerns comment now or in next 72 hours. If it isn't filed 3 years in a row, tax exempt status can be lost.

●   **Pamela (July 18th, after the July 16th meeting)**: I definitely agree ProgCode should file a 2017/2018 non-profit corp tax return. But I would vote that we file a 990-EZ instead of a 990N for the following reasons:

○   ProgCode's mission is a tacit acknowledgement that money in government causes corruption. It's good praxis to stay true to ProgCode's mission and the core value of transparency by filing a 990-EZ for a few reasons:

■   It's good practice and it will keep us cognizant of the need to keep good records in the coming year.

■   US laws set forth minimum standards for transparency, disclosure and legal compliance. We acknowledge our government is broken. In the past, the community has expressed a desire to lead for change by example and to exceed bare minimum expectation of laws which have the potential to breed abuse in a broken system

■   501(c)4 orgs in particular are under intense scrutiny (especially by ProgCode's target population of progressive activists) because of their unique potential as a vehicle for bad actors to hide big dark money contributions. ProgCode has been an unofficial entity for a couple of years. We're on the radar of establishment groups, right and left, who might see us as threatening the status quo. Providing clear

itemization of income and expenditures would keep us ahead of potential accusations that ProgCode is tainted by partisan associations and dark money contributions.

■ If people and organizations see that ProgCode operates on a shoestring budget, they may be inspired:
● to start their own progressive organization
● to join us to and learn our processes as a roadmap
● to suggest future small dollar revenue streams or give monthly to grow and sustain the ProgCode community
■ ProgCode's income and expenses to date are so minor that it shouldn't be that complicated to prepare a 990-EZ
■ Why not?

■ Questions:
● What's the filing fee for 990N versus 990-EZ
● What is the filing deadline
● Is ProgCode set up on a fiscal or calendar year
■ Stephen: I agree completely with each of Pamela's comments.
● Podcast: Next meeting
○ Adiron: Would like to keep the momentum going for the ProgCode podcasts, now that we've made some initial headway. Another meeting would be good.
○ Stephen: Would you like to propose something?
○ Adiron: Maybe schedule something in the next week or so. Leave enough time so that everyone has notice.
○ Stephen: We can set up a meeting scheduling poll in the #podcast channel, and we can mention it in #team-announcements.

July 9, 2018

Add your name and agenda item w/link to ProgCode GitHub Functions Issue (if any).

Meeting Notes

General Network Strategy

● Emily Claire & Joe McLaughlin suggested posting a monthly community ask for donations to Patreon or Crowdpac.

○ Pamela: Emily joined and brought a lot of new ideas. Wants to increase engagement, particularly with student groups. Well-connected to under-represented communities. Hoped to attend, but isn't available.

● Emily suggested requesting $1 from each member per year to go toward paying for Slack or a Slack Replacement

○ Emily asked if the community has ever considered using Discord instead of Slack

■ John Evans said his dev team loves using Discord, that it's free and that the biggest difference he's noticed between it and Slack is you can't thread up comments.

■ Joe reminded us that Mattermost is self-hosted and essentially free.

○ Discussion

■ Pamela: Common question regarding a Slack alternative, due to archiving of messages under the free subscription. Joe M. recommended Mattermost. John Evans suggested Discord because he's using it with Wobbly. Can't thread conversations in Discord. Emily suggested asking contributions from the community so that we can pay for communications means for the community. Joe M and John E. suggested that we make a monthly ask of the community members to donate to help sustain the community. Now up to $83/mo on Patreon, due to generous community members.

Evangelism

● NN18 - Keynote speakers have been announced and they are very establishment

○ Pamela met with Shaka this morning to discuss and plan ProgCode's content contribution.

○ There will be Q&A session to answer questions from attendees about current OS projects they can contribute to. We may want to begin updating current digital communications assets listed in Strategic Communications, below.

○ Discussion

■ Pamela: Speakers are establishment politicians, like Kamala Harris and Corey Booker. Probably won't attend those events, unless to protest. Will make sure to attend seminars and events that are mission-aligned with ProgCode's mission to share with the community. Did not meet with Shaka this morning, but will follow-up with him. Wants ProgCode to discuss what it's like coding in open source.

Probably will increase traffic to our website, so good to discuss updating the website (tonight's website audit). Now that Adiron and Dan are working on the site, we might contact network partners to ask if they want to be on our site and then ask to be on theirs.

Partner Advocacy

● Now that we have website developers, we may want to consider asking aligned project leads in the community if they would like to be listed as Network Partners and in return, list ProgCode on their websites as a Network Partner.

Documentation

● Robert Diamond has volunteered to help us update ProgCode's Wiki

Operations

● Transfer of the Carpool Vote project and accompanying assets to ProgCode - Seeking Consent to Implement

○ Project Leader Sasjkia Otto requested in November 2017 that the Carpool Vote tech and its assets be transferred to Progressive Coders Network for management and maintenance, to afford continued public access to the project.

○ An analysis was completed in accordance with the Project Lifeboat process.

■ <u>Standard Change - Proposed Transfer of Carpool Vote to ProgCode #237</u>

■ <u>Project Lifeboat, Issue #225</u> was adopted

○ This is a Standard Change under the ProgCode <u>Change Process</u>

○ Discussion:

■ Stephen: discussed the transfer of potential liability (which could occur in the event of an accident, etc.), from Saskjia's LLC to the operator organization.

Onboarding

● Set date/time for **Work Hour to edit Onboarding Documents**

○ Welcome Email - Reword so New Member Onboarding is mandatory (barring rapid response situations)

○ Welcome DM - Reword to reflect the understanding that member has already attended mandatory New Member Onboarding

○ **Onboarding Docs Work Hour**

Date:
    Time:

Strategic Partnerships

●   Emily Claire has started #outreach & #college-outreach for developing strategic partnerships. She has a wealth of ideas and contact people to speak with. Her strategy includes reaching out to schools, professors, and people in under-served communities to improve ProgCode's diversity!
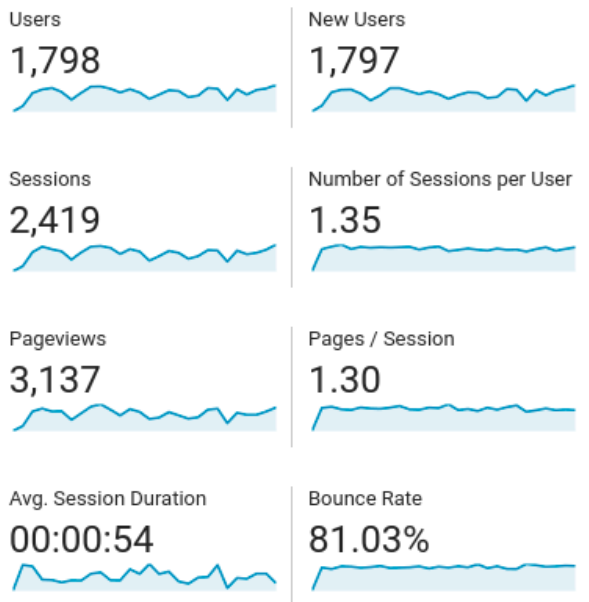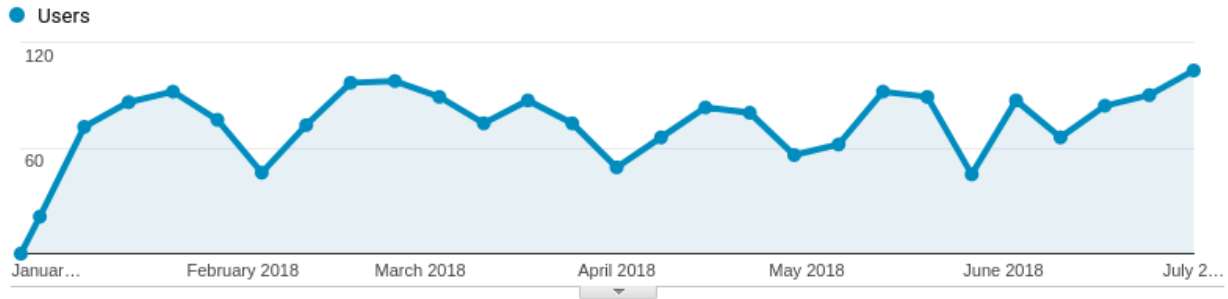
Strategic Communications

●   Live Website Audit!

○   Suggested Edits:

■   Add 501(c)(4) non-profit, issues based advocacy org (specify that we no longer do electoral campaign work

●   Stephen has drafted this language w/community input pursuant to Issue #229.

●   Add New Network Partners

●   Update problematic/confusing language

○   which conflicts w/legal status and community votes re non-partisanship, electoral campaigns

○   Focus:

■   Culture

■   Values

■   Community

●   Update these assets before NN18:

○   GitHub Project List

○   Airtable Project Lists

○   Toolkit - fix broken links

○   GitHub Wiki

■   Update the Change Process to make it more descriptive/reflective of current practices

■   Update the Onboarding section with Project Onboarding best practices (Pamela is currently writing this for a Medium post, it can be duped over to GitHub.)

●   Discussion:

○   Mission:

■   Pamela: We should update our mission description. It's changed a bit since this current text was written. We'll have to discuss as a community what it should say. What's under "The Plan" is close. Move it to the far left, and all three will read like the mission.

- ■ Stephen, Adiron, Dan: Agreed.
- ○ One Page site:
- ■ Stephen: Concerned that the site appears to be the top part and doesn't indicate that there is more info below. The only indication is the scroll bar on the left side. Could we indicate that there is more info below?
- ■ Dan: Could be due to the resolution used.
- ■ Adiron: Could remedy with an indicator.

- ○ Join Us
- ■ Pamela: There are two Join Us buttons on the first section of the website. Perhaps have them at the top bar, and then move the second set down at the end. People won't be ready to join or donate until they see who we are and what we're doing. Do like having it up top front and center, because they know about ProgCode from other sources.
- ■ Adiron: Could add "Read More" to let viewers know that there is more to read.
- ○ Main Page Appearance
- ■ Stephen: make the text in two pink and two blue buttons bolder.
- ■ Joe: Add bumpers above and below the opening text "Building Tools To Empower The Grassroots."
- ○ Google Analytics reports

<u>Overview</u>

Since we installed tracking around Jan 1, 2018, we have seen about 1,800 distinct users, who have visited us about 3,100 times total (that's about 1.3 pageviews per user session). We have experienced

moderately steady traffic.

Users

1,798

New Users

1,797

Sessions

2,419

Number of Sessions per User

1.35

Pageviews

3,137

Pages / Session

1.30

Avg. Session Duration

00:00:54

Bounce Rate

81.03%

New Visitor   Returning Visitor

13.4%

86.6%

○
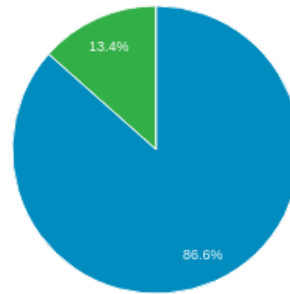
- ○ **Acquisition**

Most people have "directly" typed "progcode.org" into their URL bar to find us, meaning we are mostly spread offline/word-of-mouth. Second most common arrival to the site has been people searching (i.e. Google) and finding us, followed by social media and "referrals" (links from other websites).

	Acquisition		
	Users ↓	New Users ↓	Sessions ↓
	1,820	1,819	2,450
1 ■ Direct	738		
2 ■ Organic Search	677		
3 ■ Social	280		
4 ■ Referral	166		
5 ■ Email	4		

○

Top Channels

- ■ Direct
- ■ Organic Search
- ■ Social
- ■ Referral
- ■ Email

39.6%
36.3%
15%
8.9%
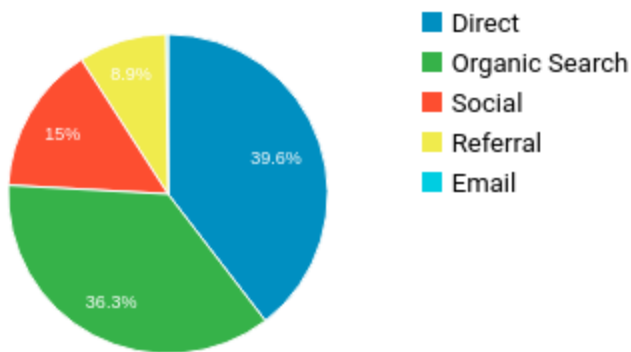
Pages Visited

It appears we only truly have one "page" on progcode.org: the home page. I think the other results showing up in this table are erroneous: This "/contribute" page and this "/campaigns" page. It could boost our search rankings and visit duration significantly to remove these duplicate pages, and flush out our sitemap some.

Page ?		Pageviews ? ↓
		3,187 % of Total: 100.00% (3,187)
1. /		2,971 (93.22%)
2. /campaigns/380083/progressive-coders-network-is-democratizing-democracy		151 (4.74%)
3. /contribute/380083?amount=50&recurring=1		9 (0.28%)
4. /contribute/380083		6 (0.19%)
5. /contribute/380083?amount=27		6 (0.19%)
6. /campaigns/380083/progressive-coders-network-is-democratizing-democracy?preview=true		4 (0.13%)
7. /?link_id=16&can_id=ae8eddfd9e7f4b0d1ca90bf7625ccbe3&source=email-progcode-call-to-action&email_referrer=email_318252&email_subject=progcode-call-to-action		3 (0.09%)
8. /contribute/thank-you/5a99e8305f3db26e372ec0fc		3 (0.09%)
9. /user/campaigns/380083/preview?inframe=1		3 (0.09%)
10. /?link_id=16&can_id=c392571b33834c0ee61909643977e360&source=email-progcode-call-to-action&email_referrer=email_318252&email_subject=progcode-call-to-action		2 (0.06%)

Device

Our visitors skew heavily desktop (almost 75%).

| Device Category ?	Acquisition	
	Users ? ↓	
	1,820 % of Total: 100.00% (1,820)	
1. desktop	1,346 (73.92%)	
2. mobile	428 (23.50%)	
3. tablet	47 (2.58%)	

Geography

Our visitors are mostly US-based (70%), with UK a distant 2nd place representing 5% of our traffic and a long tail of other countries with a handful of visits. Here are the top 10:

Country	Acquisition
	Users ↓
	1,820 % of Total: 100.00% (1,820)
1. 🇺🇸 United States	**1,287** (70.60%)
2. 🇬🇧 United Kingdom	97 (5.32%)
3. 🇦🇿 Azerbaijan	77 (4.22%)
4. 🇮🇳 India	50 (2.74%)
5. 🇨🇦 Canada	45 (2.47%)
6. 🇩🇪 Germany	21 (1.15%)
7. 🇧🇷 Brazil	15 (0.82%)
8. 🇦🇺 Australia	12 (0.66%)
9. 🇷🇺 Russia	11 (0.60%)
10. 🇮🇹 Italy	10 (0.55%)

Within the US, New York State and California represent about 38% of our visitors (though they only

make up about 18% of the US population).
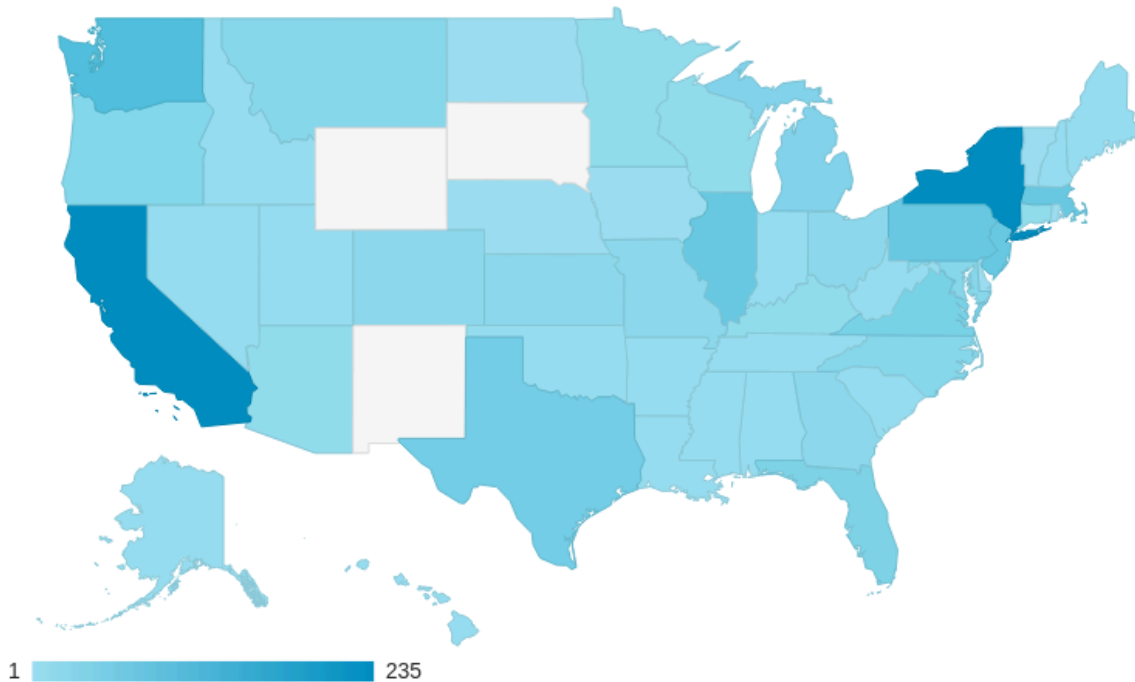
- ○　　Network Partners
- ■　　Network Partner Logos
- ●　　Pamela: Most of the newer network partners have square logos, while these are rectangle. Can we make them all square?
- ●　　Joe: should be able to frame them.
- ●　　**ACTION ITEM**: Pamela will reach out to:
- ○　　Get list of Network Partners
- ○　　Get logos for each partner
- ○　　Get description from each partner
- ○　　Get GitHub link from each partner
- ○　　Get Slack join link (if any) from each partner
- ●　　Stephen: We need to develop a process for determining which orgs are listed as Network Partners.
- ○　　**ACTION ITEM:** Stephen will create a GitHub Issue
- ■　　Display
- ●　　Adiron: Could do a carousel or random display.

New Agenda Items

July 2, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Evangelism

- #NN18
  ○ Pamela paid the $140 speaker fee from ProgCode's credit union, so we are officially signed up to attend (there was an additional $7.99 fee charged by Eventbrite so the total was actually $147.99);
  ○ The panel date and time [has been set](#):
  ■ **Session Type(s):** Panel
  ■ **Starts:** Thursday, Aug. 2 9:00 AM
  ■ **Ends:** Thursday, Aug. 2 10:15 AM
  ■ **Room:** 219
  ○ Pamela has a 1:1 meeting with Shaka 7/9 to discuss and plan ProgCode's content contribution. Will update the community with any legwork to be done ahead of the conference. (i.e., we will be answering questions from attendees about current OS projects which need contributors. We may want to make sure ProgCode's Website, GitHub Project List & Airtable Project Lists are up to date and no broken links in the Toolkit.)

Onboarding

- New member onboardings
  ○ Suggestion was made by John Evans to Pamela and discussed during the [04.30.18 Community Ops meeting](#) that new members be required to attend a group or 1:1 onboarding session before receiving an invitation to the ProgCode Slack. This has not been implemented.
  ■ See John's suggestions in the [04.30.18 notes](#) below.
  ■ Believes onboarding should be mandatory because it's essential to new member's becoming involved in the community
  ■ Previously had new member onboarding required, but unsure how it was administered previously. Currently suggests it is a good idea. Most people sign up, many do not attend.

●   To implement, must change welcome email to highlight processes: "We have new onboarding orientation, once you attend we'll send you Slack incite"

■   Help minimize repetitive statements/behavior (e.g., people who email questions which would have been addressed in an onboarding, like doing electoral campaigns)

■   Need to update new member email and onboarding message

○   Implementation would be through the [standard change process](#).

Strategic Communications

●   Adiron is looking into podcasts; his sister just started a podcast so he's been getting lots of advice and discussion from the ProgCode #podcast channel.

○   Jake Varghese (@jake3030) gave some feedback in terms of recommending video along with the podcast recording

■   Brings up the question of access to ProgCode's YouTube account

○   Stephen @stephen gave some feedback

○   What are best practices in terms of audio editing and how best to implement.

●   Joe has some thoughts about the process

●   Adiron:

○   Topical podcasts, range of possibilities in terms of format

○   Don't see why we couldn't experiment w/format to see what people like

●   Joe:

○   Format critical

■   How format is broken up using content for different channels

■   Here's something for #podcast channel (30 seconds)

■   Here's something for #operations (30 seconds)

●   Adiron: Some of the feedback was re: not limiting the podcast to just explanation of different projects, but also bringing in progressive organizers and organizations to address what's going on in the broader progressive movement

●   Joe: General thought has been let's just jump into it and record one. Keep it internal to ProgCode and figure out how to go.

○   There are a ton of really interesting, amazing people working on interesting things.

○   Keep it short and focused initially, don't over-engineer it. If your hardware was purchased in the past X years they should be able to not make people's ears bleed. As we progress we can upgrade tech as needed.

●   Don't need to necessarily spend months planning it.

● Adiron: In terms of initial podcast, maybe a good idea to interview the ops team on the basis of "if you want institutional knowledge about the organization and the people who have been here from the beginning."

● Joe: Very reasonable. Also something where we can build with purpose as part of the onboarding process, explaining ProgCode in 15-20 minute segment re: culture, values, high level things like we mentioned above re: Welcome emails/Welcome DMs we don't need to go crazy.

● Adiron: Would we want to record this in a hangout format which would then be transferred to YouTube and then stripped to Audio format only for the podcast.

● Joe: Yeah, I think that's the gist. Initially we wouldn't need to spend a lot of time doing video and

● Pamela: In a group for Progress Memetics, another group who create memes/videos/podcasts, branching out and serious about the work they are doing. Collective doing websites/blogs/coding for various progressive efforts. Most have very basic technology, use editing software to combine various formats (e.g., panel, interviews). Could start with Zoom conference, allow people who don't want to be on camera, pull out just the sound. Video gets more traction on social media, especially if you're interviewing popular people. We have a variety of sound engineers on Prog Code who could help edit. Where we're headed with just starting by covering history of ProgCode, culture, values, legal limitations. Could do internally with something rough, could refine it as people provide new ideas, get other experts involved.

● Adiron: Don't want to go outside the scope, don't want to limit, but does it make sense to say any members are welcome to start a podcast and we'd be willing to help. That way we could start our own podcast while contributing to others. Could see how Institute of Memetics is an environment to come up with productive ideas. We could open it to have ProgCode's podcast while others can start their own podcast.

● Joe: I think that's a great idea and in line w/everything ProgCode endeavours to be. At the core, is learning what equipment and software and angles and lighting. Real basic stuff that takes a long time to figure out. Basic format: here's a document. Here's a podcast. Just walk people through it and you get something w/a lot of value. Always been very into the behind the scenes stuff. Our podcast could be about grassroots organizing, deep dive into how to make a podcast. Make it easier for other ppl to consume and find useful.

● Pamela: Like the idea of open learning, allowing people to see us make mistakes, laugh about it, learn. Very in line with how we do things, we're very open, take feedback and criticism to fine tune how we do things. Like the idea of letting people see behind the scenes. Like Adiron's suggestion to ask the community if they would like to do a podcast, could include format or setup. With 1,400 members, could create a large amount of content. A number of community members with rich backgrounds with technology and how they began developing (e.g., Miracle Messages for homeless). Could inspire ideas in others, either collaborative or to do the same thing. Could do a team announcement saying we're

recording. If people want to talk about what they're working on (e.g., John Evans about waterfall/agile, philosopher who thinks outside the box> Malous, working on map of child detention centers)

● Adiron: One advantage of have multiple podcasts is that podcasts and podcast-like online content is that you can create enough of a network interviewing one-another you can build exposure and familiarize people with one another niche

● Joe: I've noticed that as well w/a number of podcasts, youtube series where they appear in one or another. Also offers the benefit of having their brand or application which has a large following of their own. Can help grow the network and community. We can work with the community and find out what to call it and benefit from a shared name while still having independence. The collaborative opportunities are really big. Ton of different sort of content from training to news to activism, you name it.

○ Adiron: Programming tutorials

● Joe: Yeah! Having cyclonic environment of all this different energy, ppl talking about different type of work that they've been doing for many years encourages a lot of people to get involved.

○ Adiron: Good idea. We wouldn't have to try to hard to keep things separate. It says in the name, we're the progcode "Network". We're a network.

● Pamela: Love the idea of not being formulaic. One week could feature someone in the network, could be working on something outside of ProgCode but pertinent to the mission. Following weeks could be about programming, migrant, voting irregularities, etc.). Varied and exciting content would keep people interested. Keeps people on their toes, learning about new things.

● Aidron: Also something we could connect to our Patreon account

● Pamela: Like taping some of the episodes for the same purpose, especially if it is a tutorial. Good way to say thank you for people who are patrons. People on Patreon now currently giving but not receiving. Would be great to have content to give back as well as to give back. Also to people who may or may not be in the Slack.

● Talk about next steps? Do we want to schedule time to interview operations team? Panel? 1:1?

● Adiron: Yes. Good questions. Help to think what we'd like to coder in first ProgCode meeting. If we want to use as intro to ProgCode in general as well as the goals for the podcast

● Pamela: Yes. History also important. Should couple history with where we are now. History fascinating/exciting, but very focused on electoral campaign. If we talk about where we are now vs. the history it is misleading. For example, right now website saying something about electoral campaigns but we can't discuss that. Would be great to discuss this, also useful as something that explains our history and legal standing.

● Democratizing Democracy: An Open Source Podcast. Start w/podcast and focus on that is important initially but eventually we'll have additional assets. Encouraging other groups who are doing something similar if that's a route we go down.

● Pamela: Good idea. Like the name. Another thing: If we have one show/segment that becomes popular, no reason we couldn't break it off with the person make the schedule/agenda for the podcast.

● Joe: Important to encourage the community to produce content that they're working on. We can help them promote it and give them instantaneous reward for the work that they're doing.

● Pamela: Love the aspect of being able to give something back (e.g., Malous from Democratizing Democracy, was linked in with dozens of progressive organizations who are sending her actions for the app, connected with multiple people, went to conferences/events). Just a 30 minute broadcast can have an enormous investment for people.

● Adiron: WIll have a lot of benefit, if only to humanize us to general public. When activist hears ProgCode, people don't realize that even though people are welcome people don't appreciate how people. Will make it more accessible

● Pamela: Love the name but it's slightly limiting because people think we're all coders. Many not coders, have important skills. Could possibly grow operations team. Could talk about it for hours. Good to firm up plan for next steps. Don't need to set the date now, could work on it in Slack in the podcast channel. Could pitch to community as member benefit. Not just something we're looking at as source of revenue, could have immediate benefit to community to amplify work they're doing. Could also be used for recruiting/beta testing, looking for non-tech volunteers for news stories to do research. So many ways to provide immediate actual benefit. If we pitch it that way in team announcements could have a lot more interest. Could reach out to people interested in working on the podcast. Could start making list of session topics. Could ask people if they're willing to do it and when

● Adiron: Starting list and planning the first podcast would be good for people to discuss

● Pamela: Slack documents editable by anyone in the channel. Could create running list/start categories

● Joe: All excellent ideas. What if Thurs/Friday we say "hey let's have a working session" and figure out whatever tech we have to figure out to do this. We can call it a podcast, doesn't have to be released. Here's the first alpha, first version. We'll record a new beta in a week or two when we can. Something where we can just get started right away. Here's what we're doing. Use screen share in Zoom to show the documents. Just getting started and doing something is a good way to help ppl understand how to get involved. Challenge w/a lot of things starting at a real high level is getting ppl to understand where they can pitch.

● Adiron: Iterate

● Pamela: Agreed. Have decent next step strategy.

● Joe: What if we say between 1-4pm ET Thursday, July 5th.

○ Adiron: that should work for me

○ Pamela: that works for me

○ Joe: **Let's say 90 minutes 1-2:30pm ET on Thurs., July 5th**

June 25, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

General Network Strategy

● [Collective Agency](#) (formerly Resistance Media Collective) - Discuss possible network relationship with Collective Agency.

○ From its website

■ **Who We Are**: Collective Agency brings together media professionals who want to use their love of video, photography, graphics, animation, music, social media and more to amplify the efforts of resistance groups across the country.To date, CA has created dozens of projects for activist movements and our work has impacted millions of viewers from all over the world.

■ **Who You Are**: A progressive social good organization, political campaign or movement that 1) has a specific project that you're looking for help to complete or 2) is interested in joining our growing network of action organizations committed to supporting progressive social issues in a united effort as a media distribution partner.

○ Discussion:

■ Stephen: will contact Kathryn Jones about the org.

Evangelism

● Vote on Netroots Nation 2018. Pamela asked to speak on Panel sponsored by Shaka Lee "Open Source Tech #FTW" takes place over three days the first week in August. Speaker attendance fee is reduced to $140 if paid prior to June 30, 2018. $190 if paid after June 30, 2018.

○ Standard Change - Budget Request Process [GitHub Issue #236](#)

■ Stephen: As of 06-18-18, at 9:30pm ET, the ProgCode account balance is $537.27

■ Pamela: Motion for consent to implement the request to spend $140 for the Netroots Speaker attendance fee for Pamela John, to participate in the panel discussion on Shaka Lee's "Open Source Tech #FTW" topic before the June 30, 2018 deadline.

Operations

● CarpoolVote Discussion - The proposed [process for Project Lifeboat](#) was implemented by community vote at the 06.19.18 Community Operations meeting. In accordance with the process, the CarpoolVote team will be contacted to determine their expectations regarding continued access to the project and their access needs, should the community approve the transfer of the project assets to ProgCode. Any process steps applicable to CarpoolVote may be discussed.

Strategic Partnerships

● MoveOn Projects - There has been an outpouring of tech volunteers to MoveOn, as a result of MoveOn's "Families Belong Together" project. MoveOn is unable to offer tech work to the volunteers and has generously asked whether they may be directed to existing ProgCode projects. Ann will share the CarpoolVote repo and ProgCode registration information with the volunteers.
○ Discuss other projects which might benefit from this opportunity.

June 18, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Evangelism

● Netroots Nation 2018 - Shaka Lee's panel proposal was approved!!
● Description:

Open Source Tech #FTW
The panel will consist of developers and organizers involved in open source progressive tech projects. We'll focus on the decision to use open source tech, how it's developed and why it's important. This panel will also give space to attendees to ask questions about open source in general, about specific open source projects, and how open source tech helps the political tech ecosystem.

Moderator: Shaka Lee
Panelists: Rapi Castillo, Schuyler Duveen & Pamela John
● Panel takes place over three days the first week in August. Speaker attendance fee is reduced to $140 if paid prior to June 30, 2018. $190 if paid after June 30, 2018.

- ○ Standard Change - Budget Request Process [GitHub Issue #236](#)
- ■ Stephen: As of 06-18-18, at 9:30pm ET, the ProgCode account balance is $537.27
- ■ Pamela: As of now it seems as though cost of hotel is included. Will update as I learn more. 6.19.2018 is the Zoom conference w/the panelists to discuss the presentation.
- ■ Pamela: As of now cost of round trip airfare is ~$600. That cost will probably get more expensive as time passes between now and purchase of the tickets.

Operations

- ● Project Lifeboat process - Seeking Consent to Implement
- ○ On December 4, 2017, the community voted to grant its consent to proceed with "Project Lifeboat", a process for developing a plan for ProgCode to assist with maintaining a project if and/or when the project team lead requires assistance. Project Lifeboat was outlined in Pilot Initiative Issue #225, https://github.com/ProgressiveCoders/functions/issues/225.
- ○ With the community's consent to proceed, a Lifeboat Process for the transfer of OS projects to ProgCode for management of those projects was proposed. Notice of the proposed process and the following link were posted in #project-leads, #general-chit-chat, and #team-announcements channels on 05-22-18, together with notice that Consent to Implement would be sought: https://docs.google.com/document/d/1SQX36NO2tVwgiJdwAF0EHAh6TaMiQq6ZnHQIkhXhGGk/edit?usp=sharing

Meeting Notes

- ● Joe: We should update the Standard Change Process language because I do not think it is strong enough to enforce existing community votes re: funding expense requests.
- ● Stephen: With regard to updating the This brings up a new issue. If a funding request is large, how do we determine whether an expense request constitutes a standard or major change from the standpoint of the existing Change Request.
- ○ The following considerations will always be subjective in relation to our bank balance:
- ■ Differentiate between one time expense or long-term obligation
- ■ Can we afford it?

June 4, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Operations

● MoveOn has graciously offered to ProgCode a grant in the amount of $10,000, to be used to "Support the general purpose of the organization." The terms of the [Grant Agreement](#) will be discussed.

Meeting Notes

Operations

● MoveOn has graciously offered to ProgCode a grant in the amount of $10,000, to be used to "Support the general purpose of the organization." The terms of the Grant Agreement will be discussed.

○ Consent to proceed with notice to the community in #team-announcements with a link to tonight's Meeting Notes & Agenda plus Zoom conference

○ Call to action for Members to discuss questions re the grant in #operations

○ Create a GitHub Function/Standard Change Process in accordance w/community discussions re: donations received 5 figures + from a non-profit 501(c)(4) entity (Funding Use Cases Document https://docs.google.com/spreadsheets/d/16YkBS2sxCBCPfCxSzibFaEk5xvm_oNoB70FXll_4XVs/edit#gid=681319652; and https://github.com/ProgressiveCoders/functions/issues/81; and https://github.com/ProgressiveCoders/functions/issues/198)

○ If no objection received by Thursday June 7th at midnight ET, the Grant Agreement can be signed and submitted to MoveOn.org

○ Funds to be received 2 weeks after submission per the Grant Agreement

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May 21, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Onboarding

- Discussion regarding Operation Lifeboat, outlined in [Issue #225](.).
  - Operation Lifeboat was approved by the community during the [12-04-17 Community Operations meeting](.); however, an onboarding process must be created and adopted through the change process.
  - A [draft process outline](.) has been created for discussion.
-

Strategic Partnerships

- Pamela spoke with Alex and Sylvain of the [Happy Dev Coop](.) in France. They learned about ProgCode through the Open Coop invitation and email thread. Happy Dev is a 300 member for-profit tech coop organized on a sociocratic model. Each organization which is a part of the coop (they call them cells) contributes 5% of its income to Happy Dev each year.
  - They understand our "revenue" is just $60/mo recurring donations at this point, but are still interested in knowing whether ProgCode would like to become a cell organization under the Happy Dev coop, contributing to the organization through
    - a pool of product users/beta testers and bug locators, and
    - dev assistance.

Meeting Notes

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○   They understand our "revenue" is just $60/mo recurring donations at this point, but are still interested in knowing whether ProgCode would like to become a cell organization under the Happy Dev coop, contributing to the organization through

■   a pool of product users/beta testers and bug locators, and

■   dev assistance.

○   Pamela: Alex & Sylvain created a chat app which they would like to have ProgCode members test. They have a cell within the Co-op. They suggested that ProgCode become a member cell within the co-op. ProgCode members could assist with some of the co-op tech. Pro-OSS org. PJ explained our 501(c)(4) status. They were in Silicon Valley last week and were concerned about hierarchy and extreme capitalism design. They were excited that we work on a sociocratic-type model and that we are non-profit. Unconcerned about our current low-funding. Wanted to know whether we could organize as an LLC co-op. PJ told them that we would discuss the offer. She invited them to join ProgCode. Co-op bylaws are set up as an LLC. Each has one share and there are no dividends. No one member has a controlling interest. Purpose is to organize as a team to provide each member what it needs.

○   Joe: Where are they all located?

○   Pamela: Don't know whether they're all in France. Told them that ProgCode always has been a world-wide org, even as Coders For Sanders. The only mention of Happy Dev online is in France, but don't know whether that is the only location.

○   Joe: Do you know how they operate within the different cells?

○   Pamela: Said that most of the cells operate out of Slack, with RocketChat as a backup. They like RocketChat because it can be downloaded to a single server. Each cell designates one or two members to participate in the org.

○   Joe: So they follow the sociocratic model.

○   Pamela: Definitely an LLC. Purpose is to create a dev environment where each earns a living off of the tech they create. Don't believe they have a social good purpose or are a political org. Sounded like most if not all of the tools are to facilitate the good of the co-op and other co-ops. They are part of the Cloud Commons. Have a broader vision than just the Happy Dev ecosystem. Definitely lean OSS, but unsure whether they're all OSS. The jobs board they're creating is OSS. Intent is for the jobs board to be used by the cells. A smaller cell might have greater need from the more successful cells. Important for all of them to help each other achieve their goals. Didn't get into whether they are looking for volunteers. They are willing to hire contractors.

○   Joe: ProgCode members might be able to earn more money in the free market, but perhaps we can find a way to pay them for work done for the co-op.

○   Pamela: They liked the idea of the #pitch-zone for ideas to be shared in the community and then come to fruition through collaboration. If they join and create a Happy Dev channel, we can

discuss whether the alignment is right, whether our legal situation will work in the org, and whether the community is interested. Could be a good way for some of our members to earn some cash.

May 14, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

- Open Co-op 2018 Update
  - Pamela has been asked to participate in online discussions with the coops who are participating in the [making of the CommonsCloud](#) - a co-owned alternative to cloud services like Google Drive, containing open source suite of apps (i.e., email, docs, spreadsheets and calendars) for the cooperative economy on Loomio

Operations

- Suggested discussion: ProgCode has considered creating a tech-team program through which members of the community could combine skill-sets with progressive activism. Campaigns (electoral and non) often lack the means of setting up tech. ProgCode members who would like to assist organizations with education and implementation of OSS tech could participate in informal tech teams. When outside organizations seek assistance, those members could be provided an opportunity to engage. This could include both paying and volunteer positions.

- Update on MoveOn sustainability grant.

Onboarding

- Discussions were held at the 4/27 & 5/7 Ops Meeting re reducing number of New Member Onboardings from 3 to 2 per week, as follows:
  - Thur New Member Onboarding slot to be removed from Calendly
  - Tue New Member Onboarding starts at **6:30pm PT | 9:30pm ET**
  - Wed New Member Onboarding starts at **4pm PT | 7pm ET**
- Following are associated action items:

- ○ Update Welcome Email
- ○ Update Airtable Calendar w/new onboarding times
- ● Do we want to make New Member Onboarding mandatory again? If yes, following are associate action items:
- ○ Existing [ProgCode Onboarding Wiki](#) would need to be revised
- ○ Existing Welcome Email needs updating
- ○ Existing Welcome DM needs updating

Strategic Communications

- ● Status Report on Updating Community Guidelines (cont'd from 4/27 & 5/7 Ops Mtgs)
- ○ [Progressive Coders Network GitBook Account](#)
- ■ Login & PW provided to Ops Team
- ■ Edit "About The Network" as a group ([Preston's GitBook](#))

Meeting Notes

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- ● Suggested discussion: ProgCode has considered creating a tech-team program through which members of the community could combine skill-sets with progressive activism. Campaigns (electoral and non) often lack the means of setting up tech. ProgCode members who would like to assist organizations with education and implementation of OSS tech could participate in informal tech teams. When outside organizations seek assistance, those members could be provided an opportunity to engage. This could include both paying and volunteer positions.
- ○ Tech Teams - Coders for Sanders was a volunteer tech team. During discussion of entity forms there was a lot of concern about ProgCode 501(c)4 inability to get involved in electoral campaigns without creating a PAC. Of course, ProgCode members are still free to be involved in electoral

campaigns outside of ProgCode. ProgCode would serve as an educational organization for people who would work on all types of campaigns.

○ Stephen previously spoke w/Nina Turner at a meeting in Detroit and mentioned ProgCode could be a tech team to provide tech plus backup assistance. Last week Stephen talked w/Nina again when she was a guest speaker at a DSA dinner. Nina asked him a bit more about helping campaigns with websites. Stephen explained ProgCode shares the same limitations in that regard as OR given that our org is also a 501(c)(4).

○ Stephen has since been thinking about it. How do we identify people in the community to help train other people and implement tools for use with campaigns (electoral and issues based). Incidental benefit would not interfere with ProgCode's mission/tax & entity status.

■ Reached out to Schuyler Duveen & Joe McLaughlin

○ Joe: Question re avoiding campaign coordination. With regard to the other group, does it look like ProgCode becomes a funnel for the other project working w/electoral campaigns. Can we legally be involved in both? Do we need to stay completely separate? If the topic of electoral campaigns comes up during a ProgCode 501(c)(4) meeting do we have to stop the conversation, move over to the other entity, etc.?

○ Stephen: We would track people who are interested in doing electoral work OUTSIDE of ProgCode Slack. We would be simply be referring people to an outside entity. We already post job listings which are related to electoral or partisan politics. There's no IRS requirement that everyone refrain from electoral partisan politics in or outside ProgCode but just while they are in ProgCode. ProgCode is focused on building tech. We have our rules in place re non-partisan, non-electoral work. As long as we are true to that we should be fine but it will require a measure of scrutiny.

■ Joe: Any ideas how this other community would work?

■ Stephen: We wouldn't need to create another community. We'd just be developing a list of technicians who are skilled with a certain kind of tech to refer to other campaigns.

○ i.e., If the Green Party wanted to use Carpool Vote for outreach, as long as the technicians are doing work outside of the ProgCode community then we are complying with laws and internal votes

○ Also a possibility if we wanted to create a separate community. If ProgCode wanted to create a formal separate community, choices would be a PAC or 527 or a for-profit. PAC would probably be the easiest. We don't have to do it but if the community felt it should be a separate organization we could do that. Directors of ProgCode could sit on the Board of the PAC as long as the ProgCode Directors didn't have a controlling vote in the outcome of any decision related to the PAC. ProgCode wouldn't be taking directives from electoral campaigns and bringing them back into the 501(c)4 community to suggest ideas.

● Joe: Really important b/c we know over the next months campaign interest is going to be high. I would assume a mechanism through ProgBot where any group could register to input.

- Stephen: If a campaign wanted to seek techs here, they could essentially post an ad.
- Pamela: Does that mean the ads are for paid technicians or volunteers?
- Stephen: That's another question to explore. Maybe set up a series of protocols. Where there's a screening process. If it's a funded campaign they can post if it's going to be a paid position.
- Pamela: Seems like it would be a double standard to allow an Electoral Campaign to ask for volunteers from within the community when we have not been allowing tech teams doing electoral work to recruit volunteer assistance.
- Stephen: Electoral Campaigns are non-profits and allowed to use volunteers. If a NP is paying certain people and looking for volunteers they the Dept of Labor could step in and require those people are being paid. Generally someone who is aligned with a cause is allowed to volunteer their time.
- Pamela: I understand that but I'm concerned about creation of double standard re partisan and electoral campaign work which has been prohibited by the community through consensus vote and subsequent statements that ProgCode would not engage in partisan electoral campaign work which have been carried over and incorporated into ProgCode's legal filings.
- Stephen: We have to look at each project case by case. I don't think there's anything defacto wrong w/posting an opportunity. If a campaign came to us and asked for contact information of volunteers would be another story.
- Pamela: There's a difference between volunteer opportunities where ProgCode actively recruits volunteers, promotes project efforts in Slack and outside of Slack vs. job board posts. Re paid job posts, ProgCode does not engage in any activity.
- Stephen: We would need to set up a Protocol: if campaign wants something we won't do a search of member skills. Would only facilitate the use of the tech, development and implementation of it.
- Joe: Agree w/Pamela's assessment that's generally the way we've handled campaign/partisan work in the past. It's good to know we have some more flexibility. I look at ProgBot as a front end where people can opt in to receiving notifications through Slack or email or a variety of different ways where we are also posting jobs opportunities to a jobs board on the front end. But also see it as a good place we can send people to another place. Even though we can "legally" engage in lobbying, partisanship & electoral activities, the community voted not to do it and we've been bound by those restrictions and legal requirements. Could even see this as being a mass community tool (we already have processes for registration, onboarding, engagement opportunities). Maybe we could take a look at a data agreement. We also talked about who we would want to accept donations from previously in the legal channel. We could dig that document up and use that again as well.
- Stephen: Gets back to the same thing: is it mission-aligned. If not we are duty bound to say no.

- Joe: Some people's personal values will be aligned on some issues and not aligned on other issues.
- Stephen: My main focus is being ability to identify teams of people specific to a certain type of tech. We have members who joined who wanted to be active b/c they were in "soul killing jobs" and they wanted to be able to use their skills for good.
- Joe: Funny thing is your original point makes absolute sense. With that point you unpacked a lot of really important conversation we need to be very explicit and outline in the guidelines.
- Stephen: RIAB gets back to the community discussions about what we were going to do as a community. Were you going to have tutorials, instructions, means of implementation, etc.
- Pamela: One of the reasons it was determined that ProgCode teams engaged in electoral activity prior to becoming a 501(c)(4) had to leave the community was because of concerns with the possibility of campaign coordination via DM or private channels. In fact the concern was so great that a decision was made by the community to restrict the creation of private channels to ProgCode staff to prevent direct or indirect campaign coordination in spaces which could not be moderated.
- Pamela: My second point of concern is practically, ProgCode staff are not able to facilitate any new program right now due to overwhelming workload. RIAB is a concept only--project is so big we haven't been able to get it off the ground. We still can't update our website or community guidelines with 501(c)(4) notice and disclaimer. Would hate to make a promise to OR that we can help out but then we fall on our face and reputation suffers because we don't have the manpower or organizing ability to create a new process.
- Joe: OR is probably wondering how did Coders for Sanders happen the first time and how can we connect back up with them?
- Stephen: No commitment was made to Nina apart from it's something that *could* be done if the stars were aligned. More of let's see how everything lands to see if RIAB can be a template providing the means for partisan electoral campaigns to plug in to members of ProgCode for volunteer tech assistance on particular campaigns. If so, can we do it in a manner that we comply with community decisions and remain in IRS compliance. If it seems like it's going to be too much work that's fine. If there's no objection to doing some legwork and looking around.
- Pamela: I would love for ProgCode to be able to be the source of tech support for progressive grassroots campaigns. That was our origin story. That's a point of pride. But I think if that happens it should be very separate from activities that take place in ProgCode's 501(c)(4) Slack.
- Joe: I like the idea of keeping work within the ProgCode 501(c)(4) Slack pure and creating a completely separate entity but only if we have the bandwidth and personnel to operate that entity efficiently. Back to OR's CTO, has there been any communication with him since the discussion with Nina?
- Stephen: No conversations with OR CTO.

- Pamela: I spoke with OR's CTO about a year ago to offer community assistance for non-electoral actions (i.e., Petitions, legislative efforts, issues-based advocacy campaigns). I would like to take the discussion to the community to revisit the question of working on behalf of grassroots electoral campaigns. Possibly set up a Zoom conference with community members & organizers who have input about potential organizational models and processes. If there's interest, potentially those members at the Zoom conf would be interested in organizing that effort.
- Stephen: The first community vote was re the decision to become a 501(c)(4); second community vote was the decision not to engage in lobbying, partisanship or electoral campaigns. A separate org would have to be self-financed and organized separately.
- Joe: If this is something to explore with Nina, this is something where we would want to act quickly. Definitely worth it. I want to offer my support there.

- Update on MoveOn sustainability grant
  - At the end of 2017 MoveOn CTO Ann Lewis submitted ProgCode's name as a potential 2018 MoveOn.org grant recipient. There was no formal/public applications process to go through, but Pamela spoke with Rahna Epting on the phone. Rahna requested a copy of ProgCode's one-pager to provide to the grant board. Pamela mailed the one-pager toward the end of January and Rahna notified Pamela by telephone that ProgCode is one of the organizations MoveOn has decided to provide a "2018 Core Sustainability Grant". We are not sure when grant funds should be expected or how much the grant will be.
  - Stephen prepared a May 14, 2018, email letter to Rahna Epting per her request enclosing ProgCode corporate details, identification numbers and a W-9. An automated email response was then received notifying ProgCode that Rahna is out of town until 5/21.
  - **Next Steps:**
    - Create a GitHub Issue for the MoveOn Sustainability Grant
    - We should expect to receive a grant contract and some indication of the grant amount sometime after 5/21.
    - We will notify the community of the grant contract & notice discussion for the first available Ops meeting following receipt of the grant contract.
- Seek community input on the grant contract & consent to implement executing the contract
- Seek community input on how the grant funds should be used (in accordance with the contract)

Onboarding
- Discussions were held at the 4/27 & 5/7 Ops Meeting re reducing number of New Member Onboardings from 3 to 2 per week, as follows:

- ○ Thur New Member Onboarding slot to be removed from Calendly
- ○ Tue New Member Onboarding starts at **6:30pm PT | 9:30pm ET**
- ○ Wed New Member Onboarding starts at **4pm PT | 7pm ET**
- ○ Calendly has already been updated
- ● **Following are associated action items:**
- ○ Create GitHub Issue for Standard Change to Onboarding Wiki
- ○ Update Welcome Email to include reference to a 15 minute "pre-onboarding" (or something like that--name to be determined) and the ability for registrants outside the US to schedule a New Member Onboarding at a time more convenient for international members
- ○ Update Airtable Calendar w/new onboarding times
- ● Do we want to make New Member Onboarding mandatory again? **If yes, following are associated action items:**
- ○ Existing ProgCode Onboarding Wiki would need to be revised
- ○ Existing Welcome Email needs updating
- ○ Existing Welcome DM needs updating

Strategic Communications

- ● Status Report on Updating Community Guidelines (cont'd from 4/27 & 5/7 Ops Mtgs)
- ○ Progressive Coders Network GitBook Account
- ■ Login & PW provided to Ops Team
- ■ Edit "About The Network" as a group (Preston's GitBook)

May 7, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

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○   ProgCode member would participate in a panel discussion on the [making of the CommonsCloud](#) - a co-owned alternative to cloud services like Google Drive, containing open source suite of apps (i.e., email, docs, spreadsheets and calendars) for the cooperative economy

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●   We used to host a periodic **App Partner Roundtable** where Team Leads presented a 10-15 minute project summary and discussed recruiting needs and pain points. They were exciting & useful but got dropped when Rapi got busy traveling/evangelizing and the Ops team focus shifted to organizational/procedural/structural questions as we prepared to file corporate docs and start scaling. @joemcl_osdi DM'd Pamela last week asking if we could start the App Partner Roundtable back up again.

○   Good way to consolidate project status updates/recruiting/new member engagement and give teams the opportunity to touch base with staff; possibly cut down on the need for vol staff to attend every project planning & update call.

○   Meetings would ideally be recorded and shared with $5/mo patrons as a "sneak peek" then posted a few weeks later on the ProgCode YouTube channel and promoted via social media as well.

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■   Discussion

●   Pamela: ProgCode is at the top of the list of organizations that they want to attend, if they can get a sponsor to pay for travel and lodging. They have been working on the CommonsCloud since 2014, so it is becoming closer to being a reality. Will update the community once we know.

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- Discussion
  - Pamela: Found that we can have only two people edit the Gitbook at a time, but it's a good way to keep the documents. We would have to copy/paste what is in Preston's copy (much more up-to-date than the other documents we have), and then we can delete or modify what we need and add the 501(c)(4) information.
  - Joe B.: Overall, I think the biggest and most important thing is that it will be easier for people to go through. Still need something that people can get through in 3 to 5 minutes to learn about ProgCode. The Gitbook could be an important part of the onboarding process.
  - Pamela: Might be good to have an abstract of the contents and put it at the beginning.
  - Joe B.: We could do videos about it as part of the podcasts. Would be a good source of digestible content.
  - Pamela: Could share it on YouTube and Patreon.

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  - Meetings would ideally be recorded and shared with $5/mo patrons as a "sneak peek" then posted a few weeks later on the ProgCode YouTube channel and promoted via social media as well.
  - Discussion:

- Pamela: We did this over a year ago, giving 10-15 minutes to app leaders to explain their projects. Helped people know what projects were available for volunteers. We could record the discussions and consider sharing them on Patreon for a donors of a certain level.
- Joe M.: I was more active in ProgCode a year ago. ProgCode has grown and is an important resource. I always tried to participate in the Roundtables because I learned a lot about the apps and found things in which to be involved. Maybe make it available not only to Patreon donors but also to the public. Would love to talk about Carlos's Mr-Clean project. Could dovetail with another project I found online, Littlesis.org. It's good for drawing connections between the oligarchs and corporate titans. Has an integration with opensecrets.org. Very powerful thing. Propose that Carlos put up his project in a Roundtable meeting. Ziggy who just joined the group could talk about littlesis.org. They are looking to build their community. They are non-partisan. https://littlesis.org/
Spoke is another useful app that should be on the list, as is CCRM. Have ideas for other projects for the Roundtable. I would help to publicize it. There are other folks who are not part of ProgCode who would be interested in participating in the Roundtable and would possibly join ProgCode.
- Pamela: Don't know why we wouldn't want to bring it back. It would be up to the team lead as to whether or not they would want to present. We had one time that three telephony apps were on the list, and they found that there was space for collaboration.
- Joe M.: We used to do them weekly. We could pic a date and time and see the level of interest. Then try it again in two weeks and see whether it takes off.
- Joe B.: It's a good community activity. Very excited and I would support it.
- Pamela: Do we need to vote on this?
- Stephen: It's not requiring a commitment of resources, and there is no "change" involved, so a vote really isn't necessary.
- Joe M.: Could ask the team leads whether they would be willing to present their projects and then schedule them for successive dates. Perhaps we could try to get Carlos's project on the schedule for either this Thursday or the next. Could contact Ziggy about littlesis.org. Could also ping Sky & Shaka about presenting Spoke. We could start at 9pm ET.
- Andrea: Will this be open to the public or to a limited public? I sit at several tables with progressive organizations. There would be interest in some of these projects, if people knew that they were out there.
- Stephen: Some app leaders will want publicity because it will help them get support and users of their project. Others might not feel ready to let the public at-large know about their project. Consistent with our culture of autonomy, we could ask project leaders whether they would like to allow persons outside of ProgCode to participate in the Roundtable, and then schedule some meetings as "open" and other for ProgCode members only.

April 30, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

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Partner Advocacy

●   Ana Jamborcic (SocialRoots.io) is being considered for a grant from Harmony Labs in NYC + 4 month incubator & coop support. Ana DM'd to ask if the community would permit SocialRoots.io to list ProgCode as a reference as an org which has previously worked with SocialRoots.io

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Onboarding

●   Consider reducing weekly New Member Onboarding sessions from 3 per week to 2:
○   Eliminate Thursday (which usually only has 1-2 people attend)
○   Push back Tuesday from 5:15 pm PT/8:15pm ET to 6:15pm PT/9:15pm ET (a bit friendlier for West Coast members)
○   Keep the Wed am onboarding which is more convenient for East Coast & European members as is

●   John Evans @King Mob is a student of cooperative procedures & processes. In a 4-30-2018 1:1 video call he made some great observations:
○   "Registration form looks like a job application" consider calling it Introduction Form
○   New Member Onboarding is the most important element of relationship building
■   Consider adding a question during the Zoom call "How did you imagine contributing to ProgCode?" open ended, doesn't put pigeon hole people based on past experiences, opens up creative ideas/possibilities
■   Consider starting with New Member Onboarding before sending registration form or Slack invitation (we used to do this but moved away from it at some point without discussing why we moved away from it); or,
■   Consider mentioning the Onboarding meeting at the top of the form rather than upon submission of the registration form;

- ○ Website "Join Us On Slack" button:
- ■ Consider "Join our Community" (non-coders don't know what Slack is); or
- ■ Consider two Join buttons:
- ● One for Coders with a coder-focused reg form
- ● One for Non-Coders with a non-coder focused reg form
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- ● Erica & Joe update

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○   Pamela: Didn't think there would be a problem, but told Ana that she would bring it to the community for a vote. Seeking consent to implement.

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○   Pamela:

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  - Keep the Wed am onboarding which is more convenient for East Coast & European members as is
    - Pamela: This would limit the number of weekly meetings but increase the attendance at the remaining meetings. Could have larger groups attending the onboardings.
    - Erica: Whatever creates less work for you, I defer.
    - Pamela: Maybe we shouldn't vote on this until we have Joe present to discuss it.
    - Erica: Would you consider two a month?
    - Pamela: That could result in onboardings that take too long. We usually have 15 or so member in the cohort channels for each month.
- John Evans @King Mob is a student of cooperative procedures & processes. In a 4-30-2018 1:1 video call he made some great observations:
  - "Registration form looks like a job application" consider calling it Information Form
  - New Member Onboarding is the most important element of relationship building
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- ○ Pamela: Had great conversation with John Evans (@KingMob). Has great ideas he's implemented with other orgs he works with that could benefit ProgCode. Some of our publications which mention ProgCode. Not getting many "left" thinkers, but more mainstream thinkers. Discussed how to bring in more people to challenge the status quo. He would like to bring in more people who are not knowledgeable in tech, but would like to be. One of his non-coder friends said that the registration form feels like a job application. John suggested calling it an "information form". He felt as though new member onboarding is valuable and most important outreach. It lowered barriers for him by becoming familiar with our values and culture. Should change the registration form which doesn't mention onboarding until the form is submitted. Thought it would be good to mention it in the form.
- ■ In the beginning, we allowed people to opt out of the onboardings. On November 8, 2016, that changed. We voted then to make onboarding calls mandatory, if someone wanted to join. We did that for a while and it worked well because it taught them the culture of ProgCode. It was a low-level commitment. We got busy and got away from it, and we went back to allowing onboardings to be optional. John suggested that we put that front-and-center and get back to requiring it.
- ■ John also suggested that we ask how people feel that they can contribute to ProgCode. It can be open-ended without pigeonholing them.
- ■ He also suggested that the website explain what Slack is. A friend of his registered and was unfamiliar with Slack. He suggested two forms - one for coders and one for non-coders. Non-coders might be frustrated if they don't know how to get involved. Have a shadow-apprentice program for people who are having a difficult time getting involved. They could shadow a staff-member to see what they do.
- ○ Erica: Many of these things are what I thought the newsletter could address. It's nice to hear another perspective about the subject. It's more feedback that there are things we do well, and things where we need development. Do not like the idea of two "join" buttons. A bifurcated form is good, where, depending on the answer of coder or non-coder, you go in a different direction on the form. There should be a common, mutual feeling.
- ○ Pamela: Currently, Airtable Registration form would not allow us to bifurcate. We might be able to do bifurcated registration forms via ProgBot.

Strategic Partnerships

● Malous Kossarian made a community request in #operations to add ProgCode as a partner on the Magnify Progress website

○ Malous: would like to add ProgCode as a partner on Magnify Progress website. I really benefited from the community with respect to the project. The goal was to make it a grassroots tool which is aligned with ProgCode's mission.

○ Pamela: We were glad to have Magnify Progress in the Democratizing Democracy program.

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Strategic Communications

● Erica & Joe update

○ Erica: On the ProgCode Communications document. https://docs.google.com/spreadsheets/d/142dnBSVoVOzxX6JGwfkUyVVcTzznjPlb1AEIMjmv55s/edit#gid=1808496926. Will connect with Joe about a podcast. Will work on the newsletter. Also will review the slide deck. Ready to invite people to the #pcn-comms channel to discuss this further.

■ Go to newsletter tab: Don't want newsletter to serve ProgCode user or member. Should be to the informal ProgCode member who is not often in the Slack and to the public. Since Slack is a core piece of communication to active members, would like to use the newsletter for others outside of the Slack.

● Will have a feature that is related to ProgCode along with ProgCode's reason to be interested in that topic.

● Will include interview of others outside of ProgCode

- Community Call-Out - will take requests outside of the Slack.
- Might pull from different channels to bring attention to what's going on for people outside of the community.
- ID three things we think that the community should be aware of.
- Should be a place for "ProgCode At-Large".
- 150 words at most. Directional signs for people to connect with the ProgCode community.
  - Pamela: How would this be sent?
  - Erica: Will be sent by e-mail. Would post a link to the Slack and to all other forms of outreach. See the October/November entry. This is due to the political activity at that time. Suggest that we have additional newsletters on those dates to keep people informed. Would create a template in our e-mail service (Action Network) in which to create the newsletter. That should make it easy for whomever wants to volunteer to do the newsletter.
  - Pamela: Medium has worked great so far. https://medium.com/progressive-coders-network/this-week-progcode-65e6fe298c85
  - Malous: LIke the idea of having the newsletter be a digest for the channels. Each time more members join, the larger channels become more difficult to navigate. You have to redistribute your time. Having a digest to direct you to the channels is a great idea.
  - Erica: One question we've tried to answer is how to use our limited time best. Newsletter is a great way to let the community and the public know what is going on without taking a lot of time to generate. Have some thoughts on how a channel digest could look, so I will look into that.
  - Malous: It's easy to get sidetracked because of the the conversations in the channels. Knowing what is going on in particular channels helps to side-step that activity.
  - Pamela: I like the concept.

April 23, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Operations

- Stephen - Continuation of 04-16-18 discussion regarding the ProgCode Community Guidelines amendment to address 501(c)(4) Status [#229](#)
  - This initiative passed following the [01-08-18](#) meeting, but implementation was delayed pending a review of all guidelines.
  - Current member and project onboarding activities require immediate implementation of #229, to ensure proper notification to registrants before joining the community. Community permission was granted on #229, so this agenda item was added for open discussion before implementation.
  - The amendment should include the community's decision to be non-partisan & not engage in lobbying or electoral politics, both of which were conditions of selecting the 501(c)(4) entity form.
  - Last week, it was agreed that we would review the current guidelines and revise them for consistency with Issue #229.

Strategic Communications

- Joe & Erica - Podcast discussion.

Meeting Notes

Operations

- Stephen - Continuation of 04-16-18 discussion regarding the ProgCode Community Guidelines amendment to address 501(c)(4) Status [#229](#)
  - This initiative passed following the [01-08-18](#) meeting, but implementation was delayed pending a review of all guidelines.
  - Current member and project onboarding activities require immediate implementation of #229, to ensure proper notification to registrants before joining the community. Community permission was granted on #229, so this agenda item was added for open discussion before implementation.
  - The amendment should include the community's decision to be non-partisan & not engage in lobbying or electoral politics, both of which were conditions of selecting the 501(c)(4) entity form.
  - Last week, it was agreed that we would review the current guidelines and revise them for consistency with Issue #229.
-

April 16, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Operations

● Stephen - Discussion regarding the ProgCode Community Guidelines amendment to address 501(c)(4) Status [#229](#)

○ This initiative passed following the [01-08-18](#) meeting, but implementation was delayed pending a review of all guidelines.

○ Current member and project onboarding activities require immediate implementation of #229, to ensure proper notification to registrants before joining the community. Community permission was granted on #229, so this agenda item was added for open discussion before implementation.

○ The amendment should include the community's decision to be non-partisan & not engage in lobbying or electoral politics, both of which were conditions of selecting the 501(c)(4) entity form.

Meeting Notes

●

April 2, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Evangelism

- NetrootsNation - [Shaka Lee/MoveOn proposed panel - Open Source Tech #FTW](#)
- Request for approval for Pamela John to attend and participate in the panel on behalf of ProgCode (assuming the proposed panel receives enough votes and is approved)
- Event is scheduled for August 2 - 4, 2018.
- The panel will consist of developers and organizers involved in open source progressive tech projects. The panel will focus on the decision to use open source tech, how it's developed and why it's important. This panel will also give space to attendees to ask questions about open source in general, about specific open source projects (i.e. Spoke, other projects) and how it helps the general political tech ecosystem.
- In the meantime, please upvote!!!!!
- Democracy Labs Workshops - presentation opportunities
- NYC at Microsoft - [Innovations In Digital Campaigning](#) - 04-24-18
- DC at Amazon - [Innovations in Digital Campaigning](#) - 05-02-18
- DC at DWT - [Campaign Security, Cyberattacks & Data Breaches](#) - 05-03-18

Meeting Notes

Evangelism

- NetrootsNation - [Shaka Lee/MoveOn proposed panel - Open Source Tech #FTW](#)
- Request for approval for Pamela John to attend and participate in the panel on behalf of ProgCode (assuming the proposed panel receives enough votes and is approved). Covers open source in tech.
  - Pamela: Proposed panel right now. Shaka proposed for NetRoots annual conference with her as the moderator, Rapi/Schuyler/Pamela

- [Session here](#)
  - Three takeaways:
- Takeaway 1: What is Open Source Tech - and why it's different.
- Takeaway 2: Current open source progressive projects and their ecosystem
- Takeaway 3: Future of open source tech in the progressive movement
  - Event is scheduled for August 2 - 4, 2018.
  - The panel will consist of developers and organizers involved in open source progressive tech projects. The panel will focus on the decision to use open source tech, how it's developed and why it's important. This panel will also give space to attendees to ask questions about open source in general, about specific open source projects (i.e. Spoke, other projects) and how it helps the general political tech ecosystem.
  - In the meantime, please upvote!!!!!
    - Can vote one per day, ends tomorrow
  - Ann Lewis also running a panel
- Democracy Labs Workshops - presentation opportunities
  - NYC at Microsoft - Innovations In Digital Campaigning - 04-24-18
    - About 10 minutes
  - DC at Amazon - Innovations in Digital Campaigning - 05-02-18
    - About 30 minutes
  - DC at DWT - Campaign Security, Cyberattacks & Data Breaches - 05-03-18
    - About 30 minutes

March 19, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

- No news on NMV Grant

Actions

- Left over from March 12th Ops Meeting
- ○ Outreach & thank-yous to DD presenters
- ■ Draft email directly in AN for best result. C&P from Google Docs results in awkward formatting which can't be deleted after the paste
- ■ Include video link to indiv presentations
- ■ Include Presenter Survey - https://airtable.com/shru0RKBKmhH00850
- Add an ask for a leader quote in that survey
- Add an ask about including logo for partners

Partner Advocacy

- Carpool Vote: results of call
- ○ Project Lifeboat Initiated - Sasjkia sent login/password document via email
- ○ Put in issues on GitHub (6 pages of post-its)
- ProgBot: results of call
- ○ Onboarded PM & Devs
- ○ Added devs where they needed permissions
- ■ RMD's ProgBot Heroku instance
- ■ ProgCode Slack admin
- ■ ProgBot GitHub
- WW / Yes on I-1600: need to organize planning call
- ○ Pamela: Calculator is finished. Doing name-check. New web dev volunteer. Lost their graphics person. Lost campaign manager. Waiting for organizing call.
- ■ Need someone familiar with Wordpress and its CRM with Nationbuilder. We've sent out a call-to-action on Action Network and Medium, along with other projects.
- ■ No response yet from volunteers about the WW Wordpress issue.

- ●   RIAB: need to organize planning call
- ○   Pamela: Included in the Call-to-action. Violet Olds volunteered as PM. Scheduling an organizing meeting.
- ●   Women's March / Women's March global:
- ○   Request for web template for chapter orgs
- ○   Request for logo generator
- ■   Garrett Shorr is building this
- ●   Pamela: Garrett already built a meme-generator for avatars, so he's creating a logo generator using the same tech. Will enable them to use the fonts and colors that Women's March already uses. More difficult to use if creating a Women's March in a country that uses a different alphabet, but will work on adding this functionality.
- ○   Request for a new interactive platform which allows users to start chapters, create events
- ■   Tech team from Brazil will be working on the interactive platform, and Jackson will help onboard the members to ProgCode when that happens.

- ●   March for Our Lives: need more help with graphics ahead of 3/24 march
- ○   Pamela: Had a rapid-response request. Needed to update their website. Kim Dryden is working on graphics for the gun violence stats we researched.
- ●   Maps For Change: need to organize planning call
- ○   Pamela: There is a lot of interest. We need to schedule a conference.

Tools and Documentation

- ●   ProgCode website issues in GitHub
- ○   Calendar link is broken on the website. Needs Airtable embed code.
- ■   @mela25 volunteered to repair this
- ●   Added her to ProgCode's progcode-org instance on Heroku as a contributor
- ●   Added Robert Diamond as a contributor as
- ■   Would be good to link it to the website feed. Right now connected only through the Toolkit.
- ○   Podcast info
- ○   Twitter feed
- ○   Partner Logos
- ○   Leader quotes

Operations

● Proposed we resume discussion/implementation of some of the open issues which received community consent to continue but were put on hold pending Virtual Conference.

○ [List of Open Operations Git-Issues](#).

Member Services

● Content Development for Patreon Awards as a member service is a current pain point

Strategic Communications

● Weekly content calendar

○ Existing PCN Content Calendar - https://docs.google.com/spreadsheets/d/1N7Ab-292rs8wm44QgetbsqwlpgKlnKZ0QVuRkjtJacc/edit#gid=1891694129

■ Needs additional new entries for:

● Patreon

● Crowdpac

● One pager (fundraising) w/milestone dates for ProgBot & podcast

○ Real Time conversations (Twitter & Instagram) involve trust and rapid response

● Erica has an editorial calendar for Debug that she can dupe & scrub for ProgCode

○ Commits to Monday 3/26 to draft it up and bring it to the next Ops meeting of 4/2

New Agenda Items

● Stephen: Are we interested in applying for the Y Combination grant. It's due 3/24:

○ Draft application: https://docs.google.com/document/d/1neRfFAN77wPWF9hNnKKn_8C2v8Q8eB5vTaZt4-3Zedw/edit

○ We need to create a one minute founders vid http://www.ycombinator.com/video/

■ The video should contain nothing except the founders talking.

■ No screenshots or postproduction wizardry please; we don't want this to turn into a video making contest.

■ If you're going to spend time making something cool, put it into your demo/product.

■ Erica: key to founders' hearts is the concept of disruption. Name drop like crazy.

■ Sanders, MoveOn, Women's March, March for Our Lives, etc.

- Deepak Puri hosting a panel or volunteer opportunities & volunteer activists at Indivisible SF "Rock the Congress" on Saturday 3/24
  - Erica reached out, happy to reach out to him. If I cc ProgCode, I can't imagine he wouldn't offer you a place.
  - ProgCode would be up there with Ragtag and other orgs
  - Opportunity: tap into campuses
  - Here's an example of 2-3 projects that could use your help
  - Onboarding, ProgBot
  - Erica could go if:
    - she gets 15-20 minutes of time from Joe to talk about ProgCode's culture
    -

Meeting Notes

Announcements

- No news on NMV Grant

Actions

- Left over from March 12th Ops Meeting
  - Outreach & thank-yous to DD presenters
    - Draft email directly in AN for best result. C&P from Google Docs results in awkward formatting which can't be deleted after the paste
    - Include video link to indiv presentations
    - Include Presenter Survey
  -

General Network Strategy

-

Evangelism

-

Member Services

-

Culture

-

Partner Advocacy

- Carpool Vote: results of call
- ProgBot: results of call
- WW / Yes on I-1600: need to organize planning call
- RIAB: need to organize planning call
- Women's March / Women's March global:
- March for Our Lives: need more help with graphics ahead of 3/24 march
- Maps For Change: need to organize planning call

Tools and Documentation

-

Operations

- Proposed we resume discussion/implementation of some of the open issues which received community consent to continue but were put on hold pending Virtual Conference.
  - List of Open Operations Git-Issues.

Onboarding

-

Strategic Partnerships

-

Member Services

- Content Development for Patreon Awards as a member service is a current pain point
-

March 12, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

● ProgCode received notice from New Media Ventures on that the community's grant application has made it past the initial review period.

Dear Open Call Applicants,

Congratulations! You have made it past the first stage of our screening process. Here's what to expect:

Shortlist Announcement (mid March)
The NMV team, along with an investment committee of external experts, is currently conducting a more in-depth evaluation of your application, after which you will receive a message informing you whether or not you have moved onto the next in the process, a first round interview.

First Round Interview (March 19-30)
We will interview the CEO / Executive Director or one of the founders of the team to learn more about your application (over video). Please hold these dates available for interviews as much as possible.

Finalist Announcement (early April)
After first round interviews, you will receive a message informing you whether or not you have have been selected as a finalist, and will be asked to provide more information about your work at this time (e.g., financials, references).

Final Diligence (complete by end of April): *We will ask for additional information to complete our diligence, which may include another interview with your core team (over video) to help us make our final decisions.*

Good luck! Thank you again for your inspiring work, and for taking the time to apply to the Open Call. We will make final funding decisions in early May.

Best,

The NMV Team

Actions

●

General Network Strategy

●   Democratizing Democracy Post-Mortem.
○   Critique & discussion
■   Best practices & lessons learned
■   Feedback from community
■   Feedback from presenters
○   Coordination of YouTube video session and DD website
■   https://www.youtube.com/channel/UCa9vEp_yEaEyTnRW_ytyUyw/videos
■   https://democratizingdemocracy.com/
○   Social media promotion of videos
■   At DD website
■   At YouTube
■   At Crowdpac & Patreon
■   At progcode.org
○   Outreach & thank-yous to DD presenters
○   Branding of DD?
●   Discussion regarding Summer '18 Democratizing Democracy

Evangelism

●   Email Invite from Oliver at https://2018.Open.Coop to attend the Open 2018: Platform Cooperative Retreat "COLLABORATIVE TECHNOLOGY FOR THE COOPERATIVE ECONOMY" on 26 - 27 July, Conway Hall, London. https://youtu.be/HdULgZyNwjo
○   Cost: "Early bird: Individual / Small Organisation For organisations with fewer than 10 employees and less than £1m in turnover: £92.00   per presenter, not including travel"
○   Benefit: "Bringing together 400 attendees from the private sector, existing and aspiring co-operatives, open source and technology developers as well as researchers, press and academia, OPEN 2018 provides a chance to learn, discuss and develop valuable relationships within the co-operative economy. With practical guidance on starting-up, hands on workshops about developing decentralised organisations and advice on governance and ownership structures to develop more

inclusive and participatory organisations OPEN 2018 will provide valuable lessons for projects and organisations of all sizes."

Member Services

● Content Development for Patreon Awards as a member service is a current pain point

Culture

●

Partner Advocacy

● Magnify Progress: Malous Kossarian has been introduced to Andrea Miller of People Demand Action & Virginia NAACP as a result of the virtual conference. Andrea has in turn introduced Malous & the Magnify Progress App to dozens of progressive organizations.
● Whole Washington: Marc Aaron has completed Whole Washington's "Healthcare Cost Savings Estimator!" http://yeson1600.org/estimator
○ Per Erin Georgen: WW will onboard new tech volunteer Jen Nye & outreach volunteer Sara So to the Slack.
○ WW would like us to write a Medium Piece informing the public of the Healthcare Cost Savings Estimator.
○ WW would like to schedule a tech/tech support call with volunteers to help them brainstorm solutions for
■ WordPress web dev issues
■ NationBuilder reporting issues (counties are still manually reporting donations for every congressional district in the state)
● Carpool Vote: Would like to set up a recruiting call and planning session to update the site and ramp up for 2018.

Tools and Documentation

● ProgBot Planning Call scheduled for 3.18.2018 at 2pm PT / 5pm ET

Operations

● Proposed we resume discussion/implementation of some of the open issues which received community consent to continue but were put on hold pending Virtual Conference.

○ [List of Open Operations Git-Issues](#).

Meeting Notes

Announcements

● ProgCode received notice from New Media Ventures on 02-27-18 that the community's grant application has made it past the initial review period.

Dear Open Call Applicants,

Congratulations! You have made it past the first stage of our screening process. Here's what to expect:

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The NMV team, along with an investment committee of external experts, is currently conducting a more in-depth evaluation of your application, after which you will receive a message informing you whether or not you have moved onto the next in the process, a first round interview.

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Final Diligence (complete by end of April)*: We will ask for additional information to complete our diligence, which may include another interview with your core team (over video) to help us make our final decisions.*

Good luck! Thank you again for your inspiring work, and for taking the time to apply to the Open Call. We will make final funding decisions in early May.

Best,
The NMV Team

General Network Strategy

- Democratizing Democracy Post-Mortem.
- Erica: The first thing is praise! Jazz hands!
  - Given flat structure of org w/groups of committees trying to get things done. When you pull it off in a flat structure, you are to be commended.
  - Adiron: Have never heard of a successful VC that ran for 12 hours straight
  - Stephen: I think it speaks more to the fact that we are nuts. All video segments are loaded into YouTube, thanks to Jake Varghese and Ryan Harrison, without whose guidance we would not have gotten them **uploaded in five days**!!
  - ~~Critique & discussion~~ "Highlights & Learning Opportunities!"
    - Best practices & lessons learned
- Erica: Classic "lessons learned" format: Keep-Stop-Start
- **Erica's Biggest Keep:** is figuring out how t continue to capitalize on what felt like a ball getting tossed around the world. Awesome to watch. Mapping speaker requests in such a way that you get a sense of spinning around the globe.
- **Pamela's Biggest Keep**: Love the idea of covering the globe as a "keep". My biggest keep is doing individual outreach to our members whose work we want to amplify. The benefits which Malous got from participating are an example of what we want to see in the future.
- **Erica's Biggest Starts**: Having a wish-list of top 30 people to invite will be helpful for future conferences.
  - Five biggest ___?
  - Success in the sense of line up and hand off. As you think of topics/tracks so someone interested in Media can see 6 things happening at these times and I can come in and out at those points. Or if I'm a developer, I'm going to want to attend these sessions because they're deep tech. People like to know where they best fit and what the best use of their time is. You may also find out thru blanket survey:
  - There are lots of people who can attend this kind of event. Project managers, marketers, developers, etc. These were essentially long pitches for projects. Might be interesting to have

technical content interspersed. Maybe the person gets 20 minutes to talk about pitch then 10 minutes of showing devs some cool stuff they can do.

- ■ i.e., Coding Snipets, 10 minute bumpers
- ■ Could Robert have opened up the hood on ProgBot to show people what it's like to do that kind of work.
- ■ Stephen: I like that, good idea. Dovetails into
- ● **Stephen's Biggest Start:** I didn't think some of the topics were going to work but they were beautifully aligned with our mission.
- ○ Some people we might want to make suggestions about ways to present (i.e., suggest a tech presentation like Shaka Lee's "How to install Spoke in 15 minutes".
- ● **Stephen's Biggest Keep:** We've opened a space for attendees in the webinar to stand up and present ideas. I thought Friedman would be the high point. But the high point for Stephen was Carlos Granados' impromptu presentation of his project idea.
- ○ **Pamela's Keep**: That mid-way reminder was a keeper. It reminded Carlos that the VC was still underway and he hadn't missed it.
- ● **Erica Start**: How to build in a Carlos Moment. Hyde Park Speaker's Corner (~200 years) kind of an open mic. Very powerful. "Star is born" moment.
- ○ Joe has mentioned the podcast. Integral to communicating your mission and could be a part of this event. After the podcast you go on to speak about elements of the VC to get lift for the podcast and lift for the next VC.
- ■ Add 2-3 minute interview w/presenters on the topic and you can put it out there as pre-event promo
- ○ Joe: Absolutely agree w/Erica's suggestions about integrating the podcast. Piloting out this activity, does it work, what did we learn? This was a successful and functional MVP. Now we have to take 1/10th the time getting the website up, we can focus more on format.
- ○ Joe: Podcast realistically could be "the podcast is now live".
- ■ Could potentially do Live: This week at ProgCode low production, formulaic high level executive overview of activities.
- ■ Podcast and concrete next steps from here.
- ○ Erica: Some Speakers might have benefitted from moderation instead of lecture style. Could you have done panels, moderators, different formats to break up the structure?
- ○ Friedman could have been on every hour talking for a few minutes about healthcare in America. "What does this look like when someone walks away?"
- ○ Some speakers may have resulted from less time.

- **Stephen's Biggest Start:** With more advance planning, we can better anticipate the needs of our presenters. Even with the short timeline, we managed to deliver an honest picture of ProgCode and the way our community works.
- **Joe's Biggest Keep:** This was a real legitimizer for ProgCode. Indirect successes. Applications kicked off during the conference. Key contact metric for people making connections. Raising $100k.
- **Joe's Biggest Start:** Building on the formula and the momentum is best. Value is in seeing the benefits of connecting people.
  - Minimal call to action sending people to Patreon is ideal
  - Timestamps for CTA
- Erica: What were your metrics for success?
  - Pamela: Wanted to fit in everyone who wanted to participate. So much last minute arranging that I would want to have submission deadlines. But we did so much by the seat of our pants that we were fortunate to have the sessions we had.
  - Joe: Would have liked to have done more promo, but there wasn't enough time because of all of the work that had to be squeezed into the time we had.
- Erica: You're going to get asked by ppl you approach to sponsor these, "what am I going to get in return". This would have been an absolute case study in flexibility of Zoom. The reason you want to clearly define your metrics (under promise/over deliver) so when you go to sponsors, they know what they can expect. Being clear about what you have gotten from it would make an easier case for their ROI via hard metrics achieved. Battling for eyeballs and visibility as we get into a more crowded political space. Critical mass is not as important as future packaging. How is ProgCode benefitting and benefitting supporters each time you present?
- Erica: In addition to different types of ppl attending, one thing that emerged for me is from the critique I've heard "in the wild": technologists don't know how to fix politics. One of the reasons why Friedman/So's presentation was so amazing. There are people who don't know how to do this stuff. Campaign finance moves fast. Healthcare reform moves fast. Low overhead to have monthly ProgCode talks w/area experts in membership. Set up a night in May "We're going to to PCN talks on healthcare in America going into 2018 primaries, this is a good night or that."
Friedman's became a discussion of the problem rather than the project. Avg person doesn't have to invest in this to become a part of this. "ProgCode is known for its fireside chats".
- **Adiron Biggest Start:** Was going to ask about projects ahead of the conference: It may have been helpful to have a more prominent donate button on the website, when emails were sent out to invitees and attendees during and before "and if you'd like to support us in other ways you can donate here."
- **Adiron's Biggest Keep:** Representative Democracy our system of representative democracy Penrose presentation on Ranked Choice Voting.

- **Stephen's Start**: We as moderators can ask them to submit questions they would like to be able to answer that we can ask.
  - Erica: That speaks to moderator/interview style: always having one conference lead prepared to jump in as moderator. Or having a designated narrator if you have ten minutes later something you want to discuss.
- **Erica:** Include a few good of Google Slide deck presentations but outline "why we prefer white screens, etc. Quality and readability of slide-shows and presentations" Ask to see slide presentations 10 days in advance and provide feedback "mix up the color of the backgrounds so that you can tell the difference between the presentations" You've done so much to define the culture you don't want somebody to mess it up and risk it.
  - Joe: The ProgCode method of going about that might be, "Here's our design folders, here's a deck template, examples, etc."
- **Erica**: Gentle critique. ProgCode needs to think about how it's going to promote itself. "What do we want out of this, what do we need out of this" A part of me wants every single one of the to have a quote that says, "This is what happened as a result of this conference." "How does this reflect well on us. What did we do right. It's not about us and our ego but what we want for ProgCode and for the community." I really want some things from this for you in a direct way.
  - Joe: Like I was talking about the editorial comment earlier, the leader quote is a great asset. A five second asset in their content journey. Answer for everything ever: we want a good process that works. Defining the process and baking everything we want into the process.
  - Erica: You walk the walk. You put in the time. You're true to mission. But also need some realigning of how to build the culture and org you want and make sure it's sustainable Every speaker creating a leadership quote that you can put on your website. Fundraising and self-promo is the nastiest part of the whole thing. But it's imperative to keep in your mind: How is this helping ProgCode. Because of X we get Y.
  - Stephen: Survey speakers, what did you like about the event, what would you suggest, who would you recommend, a quote we could add to the DD site. From there consider next step of on ProgCode site listing our Network Partners and our logos. Asking network partners to put our logo on a spot on their website.
  - Erica: when you position this to talk about the first conference. You delivered the conf your resources and org could deliver at this moment in time, well. Structured and understandable way of why didn't this or that happen. To your point, it was successful. An amazing 13 hours of content! As you think about building these things and what comes next, now that you know you can do this and the tech is in place. You've busted thru this wall. So what are our priorities to keep in mind from the beginning. What can we not do at week 5 that we need to do from week 1: **thinking about your core**

goals from the beginning. Make hay that ProgCode is the platform and the place that this stuff happens.

- ■ Feedback from community
- ■ Feedback from presenters
- ○ Coordination of YouTube video session and DD website
- ■ https://www.youtube.com/channel/UCa9vEp_yEaEyTnRW_ytyUyw/videos
- ■ https://democratizingdemocracy.com/
- ○ Social media promotion of videos
- ■ At DD website
- ■ At YouTube
- ■ At Crowdpac & Patreon
- ■ At progcode.org
- ○ Outreach & thank-yous to DD presenters
- ○ Branding of DD?
- ● Discussion regarding Summer '18 Democratizing Democracy

Evangelism

- ● Email Invite from Oliver at https://2018.Open.Coop to attend the Open 2018: Platform Cooperative "COLLABORATIVE TECHNOLOGY FOR THE COOPERATIVE ECONOMY" on 26 - 27 July, Conway Hall, London. https://youtu.be/HdULgZyNwjo
- ○ Cost: "Early bird: Individual / Small Organisation For organisations with fewer than 10 employees and less than £1m in turnover: £92.00   per presenter, not including travel"
- ○ Benefit: "Bringing together 400 attendees from the private sector, existing and aspiring co-operatives, open source and technology developers as well as researchers, press and academia, OPEN 2018 provides a chance to learn, discuss and develop valuable relationships within the co-operative economy. With practical guidance on starting-up, hands on workshops about developing decentralised organisations and advice on governance and ownership structures to develop more inclusive and participatory organisations OPEN 2018 will provide valuable lessons for projects and organisations of all sizes."
- ○ Ed Seperia from Newspeak House (incubator), Ed Dowding of Represent Me, Jon Kelly of Carpool Vote.

Member Services

- ● Content Development for Patreon Awards as a member service is a current pain point

Culture

●

Partner Advocacy

● Magnify Progress: Malous Kossarian has been introduced to Andrea Miller of People Demand Action & Virginia NAACP as a result of the virtual conference. Andrea has in turn introduced Malous & the Magnify Progress App to dozens of progressive organizations.

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○ Per Erin Georgen: WW will onboard new tech volunteer Jen Nye & outreach volunteer Sara So to the Slack.

○ WW would like us to write a Medium Piece informing the public of the Healthcare Cost Savings Estimator.

○ WW would like to schedule a tech/tech support call with volunteers to help them brainstorm solutions for

■ WordPress web dev issues

■ NationBuilder reporting issues (counties are still manually reporting donations for every congressional district in the state)

● Carpool Vote: Would like to set up a recruiting call and planning session to update the site and ramp up for 2018.

Tools and Documentation

● ProgBot Planning Call scheduled for 3.18.2018 at 2pm PT / 5pm ET

Operations

● Proposed we resume discussion/implementation of some of the open issues which received community consent to continue but were put on hold pending Virtual Conference.

○ List of Open Operations Git-Issues.

○ YCombinator App due 3/24, needs short video from founders.

■

February 19, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

- The [Democratizing Democracy event site](#) is up and running! Check it out!

General Network Strategy

- [Venmo account](#) - Discussion regarding use of PayPal and eventual use of Venmo as fundraising platform.
- [Mass Challenge Accelerator](#) - Discuss application for seed grant/accelerator program

Tools and Documentation

- ProgBot - [Proposal: Add All ProgCode Members to ProgBot with Opt Out Option](#).
  - Historical Discussions on Strategies to Improve Member Engagement:
    - [Issue 69 - Member Updates on Airtable 2/16/2017](#)
    - [Issue 110 - Optimize Volunteer Distribution to Increase Volunteer and Project Engagement 3/11/2017](#)

Campaigns and Events

- [Democratizing Democracy](#)

Meeting Notes

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February 12, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

General Network Strategy

- Complete the one-pager for MoveOn

Meeting Notes

General Network strategy

- Complete the one-pager for MoveOn
- Pamela has revised the document in accordance with the concerns and ideas raised at the 02-05-18 meeting, and the document is ready from a content standpoint.
- The document was finalized during the meeting.

February 5, 2018

General Network Strategy

- Pamela: Move-On Grant Application
- Rahna Epting has advised us that, due to the amazing work of our community, MoveOn has prioritized ProgCode to receive a 2018 "core sustainability grant". Rahna has requested a one-pager which details:
  - 2018 goals
  - 2018 timeline
  - 2018 funding request
- Pamela has created a draft one-pager as a starting point for discussion

Meeting Notes

General Network Strategy

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- Rahna Epting has advised us that, due to the amazing work of our community, MoveOn has prioritized ProgCode to receive a 2018 "core sustainability grant". Rahna has requested a one-pager which details:
  - 2018 goals
  - 2018 timeline
  - 2018 funding request
- Pamela has created a draft one-pager as a starting point for discussion

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January 29, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

- Pamela: [NMV Application](#) Update
  - [Final Draft Application](#)
  - [Final Draft 2018/19 Projected Budget](#)
    - $50k/year base salary (low ball for each position)
    - 2 full-time positions (40 hr/wk)
    - 2 part-time positions (20 hr/wk)
    - All 4 positions pro-rated to begin payment 5/1/2018 assuming funds granted by then.

- Y Combinator Application
  - [Github Issue #231](#)
  - Discussion regarding application process and requirements
  - Request for consent to proceed

New Agenda Items

-

Meeting Notes

Announcements

-

Actions

-

General Network Strategy

- Pamela: NMV Application Update
- Pamela: Received consent to proceed on Issue 230 for grant application and budget. Researched BLS information for job descriptions which match what we do and will do in the community. SS has specialized knowledge needed in the community, but that is the only difference between the two full-time positions. Salaries for the part-time tech positions are the same. All salaries are higher than we want for the budget. Don't want salaries to take up all funding. Won't get the funding until later in the year. Earliest we would have money to pay salaries is 05-01-18. So we prorated salaries. We reduced evangelism expenditures, but evangelism is important to the community. Not a priority to fund it at that level, but will fund conferences. Allowed two nights for flight, housing, and food. Reduced budget significantly. Not final. This is just a proposal.
- Joe: Looks good. Does the Slack portion take into consideration the non-profit discount? What about strategic retreat?
- Pamela: Not yet. Can't ask for it until have IRS decision on our tax-exempt application. Also, don't have figures for staff medical. Factors include state of purchasing benefits. Montana healthcare.gov best plan is $500 per month with a low deductible. Better to have broker look for one for us.
  - Strategic retreat - for staff, could be a small cost. Would have to research the source of the current number. Could use it as incentive for volunteer contributors who put in serious time for the community.
- Joe: Should reduce it from $13500 to $3500. Are we budgeting this for a two-year runway?
- Pamela: Didn't go that deep in the analysis. More interesting in satisfying the NMV application requirement of a budget. Our current actual revenue stream is $46/month. NMV has good resources on its website we should review, if we get to the next level of the application process. They will help us find revenue.
  - Application asks our intended amount. We said we're trying to generate $1M for three years operating expenses.
  - Can change those amounts as needs and resources change. Our sources don't provide particulars about how much it costs to generate a podcast or to provide other services.
- Adiron: Important thing we need help with is fundraising and setting up revenue streams. Don't know whether we should consider hiring someone to do that. Should set up our infrastructure so that we can start using it.
- Pamela: Good points. Only thing we've budgeted is podcast service (Spreaker) and Action Sprout. Assuming we got $250K, we'd have $100K for contracting others to do it. Also have some in

the community who have knowledge. If we have two part-time staff to help out, it would free up SS and PJ to put more time into fundraising, attending conferences to increase revenue, etc.. More staff will reduce the load on current volunteers. But we'll still need to consult with experts and people who do fundraising. We could do calls for proposals for hiring.

- ○ Joe: Budget is excellent as is. Could add a position for someone who can set up HOW we do fundraising, set up the process, and then we can do the execution of the process. We could set aside some compensation for particular tasks we need done, such as the website, so that we can incentivize them to put in the time.
- ○ Pamela: Great idea. Gives back to those who are putting into the community. Many have been doing for the community and not expecting anything in return, while everyone benefits from what they do.
- ○ Joe: It's good to be able to demonstrate what you give back to the community.
- ○ Pamela: It's a timing function. We're focused on raising funds for the time being. ProgCode has been giving back to the progressive movement. I would love to be able to provide funds to community members who do work that we would have to pay contractors to do.
- ■ There is a second page to the budget which is meaningless at the present time. Large financial asks and I don't know that we could accomplish these. A wishlist of small items would be better.
- ■ Don't have to give NMV the budget. Just need a number. That's why we did the budget.
- ○ Adrion: Would it make sense to format parts of the budget for process and development, so that we could break down the aspects of each?
- ○ Joe: Best idea.
- ○ Stephen: Perhaps provide detail on subsequent pages for each of the categories.
- ○ Pamela: We haven't done research into how to implement these things, and that detail would be helpful.

- ○ Final Draft Application
- ○ Final Draft 2018/19 Projected Budget
- ■ $50k/year base salary (low ball for each position)
- ■ 2 full-time positions (40 hr/wk)
- ■ 2 part-time positions (20 hr/wk)
- ■ All 4 positions pro-rated to begin payment 5/1/2018 assuming funds granted by then.

- ● Y Combinator Application
- ○ Github Issue #231
- ○ Discussion regarding application process and requirements

- Stephen: Pamela found out YCombinator gives grants to non-profits and waives the 7% ownership fee. They don't specify how many grants they'll give, but they're grants for start ups.
  - Catch: Organization must relocate to Mountain View, CA June-August 2018
  - In April they notify applicants which applications are most likely, and then there's a meeting with YC and travel costs are reimbursable.
  - Part of the grant is extreme mentoring program
  - Given the work that has gone into the NMV application it might take less work to put it into the YCombinator application.

New Agenda Items

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January 22, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

- Pamela: I attended the New Media Ventures "Innovation Fund Grants" webinar on 01/18/2018. Applications are due **February 2, 2018**. I put a copy of the application questions in #wg-progcode-funding and asked the channel to contribute responses. Some of the questions relate to revised budget and must be answered by the community with buy-in and consent before the application can be submitted. GitHub Issue #230 for 2018/19 Budget Revisions is under General Network Strategy, for community consideration.

Actions

- Revise 2016/17 Revenue & Budget Projections for Grant Applications due 1/31- #GitHub Issue #230
  - Consent to Proceed Revising 2016/17 budget to 2018/19 budget

○   Consent to Implement submitting grant application before 2/2/2018

General Network Strategy

- ●   Pamela: [Revise 2016/17 Revenue & Budget Projections for Grant Applications due 1/31](#)
- ○   Very rough draft of [Jobs/Tasks Working Doc](#).
- ○   Working copy of [NMV Application](#).

Campaigns and Events

- ●   Virtual Conference meeting on Mon. 1/22 beginning 6pm PT / 9pm ET

New Agenda Items

- ●   Kim Dryden: Seeking feedback & community buy-in of the ProgCode Brand Kit she created at the suggestion of Oren Robinson for the Virtual Conference:
- ○   https://drive.google.com/drive/folders/1zjGvkoyjZta9w3lGG4EYEqjqDLkp2G5n?usp=sharing

Meeting Notes

Actions

- ●   NewMediaVentures Webinar

Pamela: Attended the webinar, which provided additional information not available on the NMV site. PJ & SS working on it. Going fine until got to the question of how we'll spend the money and who will do the work for the org. We had vague discussions about who will be employed in the past, when donors were offering large sums. Don't have a breakdown of the tasks, budget items, job descriptions, etc.. Created Issue #230 to address the pending application. Also, we have to reach out to MoveOn for a grant. Need to determine the most urgent tasks, job assignments, benefits & salaries, budget breakdown to reflect it, determine highest priority expenditures, and bring it all before the community before the application is due. Funding Framework document was created for 2016/2017, and some of the entries are not relevant today.

- ○   Created a Proposed Budget Breakdown for 2018, by copying the same document for 2017. Have to have a conversation about the direction to take.
- ■   Joe: From the application, how thorough does it have to be, and is this the format to use?
- ■   Pamela: Format is a webform. People had difficulty doing it on a webform, so NMV prepared a GoogleDoc form of the application as a worksheet. Application doesn't begin until page 2. The form

provides direction for what to emphasize. Easy because most of what it requests is what we do. A pitch deck is not essential for a non-profit, but it is required for a for-profit. It's only an option.

● Because of time, should review the application outside of this meeting. Make comments. Already within the character limit.

● Salaries, number of jobs, fees for marketing and promotion, cost of podcasts and YouTube videos.

● Revise 2016/17 Revenue & Budget Projections for Grant Applications due 1/31- #GitHub Issue #230

○ Consent to Proceed Revising 2016/17 budget to 2018/19 budget

■ When Stephen/Pamela discussed informally, discussing salaries in the range of $50-70k. For the purposes of putting together an application, couple things:

● NMV will not want to see bulk of money going to salaries; should go to functionality

● Since we are a start-up and there is not money going to a staff, there is a concern that they are turning over money to a organization, there is no incentive for staff to remain. Should include salaries noting that this is not the only source of revenue, though could be a principal piece.

● Stephen suggestion: Starting salaries of $35k-45k with benefits with a delay to implementing (possibly 6 months or more)

● Joe: It all makes sense.

● Adiron: How would it work if you distribute time between salaried tasks and volunteer tasks? That would avoid eating up the grant.

○ Reason is they are already doing work without being paid; are not threatening to leave (Stephen committed to work indefinitely). Important to demonstrate we plan to compensate from longevity. Grant isn't for a year, it's to ramp us up so that we are around and serving this missing for a period of time.

○ In the process of getting quotes for healthcare benefits, which is required if an employee working >30 hours/week, which Pamela/Stephen do. When they become salaried, if >30 they will require benefits

○ Advisable route is to specify period of time when they won't be taking salaries. If salaries not enough to meet minimum wage, would suggest not taking salaries

○ Pamela: Concerned that amount of salary would sink us before we get started. Instead, could pro-rate so we don't take until April and reduce to $40k

○ Stephen: Suggestion would be pro-rated salary for number of months

○ Pamela: Need to determine what is required for a full-time employee, what is required for part-time

○ Stephen: What time could Adiron devote even if it's part-time. Doesn't expect he/Pamela will have much money unless there is a significant ramp up

- ○ Pamela: If Pamela/Stephen get paid, won't have a significant impact on community. Need part-time PM that would be the best investment. Not what she wants because worked non-stop, but for community support they need tech support. Revenue streams discussed all reliant on tech support. Can beg for volunteer assistance as we've done, but hit-or-miss/scattered/not where people are able to devote time. If we hire somebody even as a temporary contract (Virtual Conference website, social media consistent). Another revenue stream is podcast, now is a very good time judging by the spike in podcasts but don't have the skills to put it together/volunteers put together. Could do call for proposals for people who want to host.
- ○ Stephen: Could contract people to do particular tasks. Also wouldn't have to worry about benefits. Community was supportive when Rapi approached about Civic Hall deal, would expect the same respect for people's time even
- ○ Stephen: Include in breakdown that salaries are X and will commence after a certain percentage of the budget is covered.
- ○ Pamela: Only way we'd be able to fit into the application
- ○ Consent to Implement submitting grant application before 2/2/2018

General Network Strategy

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- ●

January 15, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Announcements

● Ops team met with Kat Broomfield, CEO of Arts & Business Collaboratives (NYC) and scheduled a follow up on January 18th. [Video](#) and recap of meeting. Kat wrote:

Hi Stephen, Pamela, and Adiron:

Thanks so much for the meeting today! I learned a lot about what you're trying to do, and I think we are in complete alignment mission-wise.

Just to recap, some of your pain points are the following:
● Funding with strings attached: you have been approached by several potential funders who have asked for things counter to your mission in exchange for funding.
● Lack of expertise in different areas of fundraising: You have several opportunities coming up (several due February 1), but little expertise in fundraising best practices. In addition, you have engaged with over 1,300 people (funders, activists, coders, etc) via your Slack community, but you are unsure how to monetize this resource. There is currently no one who has expertise in corporate, foundation, or event giving.
● Fundraising complicated by 501 c 4 status: 501 c 4 donations are not tax-deductible, and the status excludes ProgCode from traditional foundation funders.
● Membership model ideas with limited knowledge of execution: There is desire to offer an AARP-type of membership with services (podcast, publication, etc) given in exchange for annual dues. However, executing this over the next 5 years and sustaining it is a challenge.
● An approach to evaluation has not been developed: There is desire to couch findings, processes, and development in proven social science-based strategies, but there is no comprehensive plan for execution.

I am going to get you the following items on or before Thursday, January 18th:
● Information on the 501 h election for 501 c 3s (attached)
● Information request document example (attached).
● ABC pitch deck with company values, services pricing (Revenue Possibility Identifier, Fundraising & Strategy Coaching, Program Development), and examples of previous work
● Sample Revenue Possibility Identifier (Young Composers and Improviser's Workshop - attached)

- Larry Williams of UnionBase responded to my email asking for permission to reference UnionBase in the [Medium post to kick off fundraising](). He was pleased to be included. A fourth person has joined his team and they've recently applied for funding with [Workers Lab]() and have a couple of other irons in the fire. I shared the New Media Ventures CFP and webinar info and he wrote back today to say they've applied.
  - Larry wants us to reach out to him week after this one and he will talk to us about a "big intro" he wants to make to someone in Silicon Valley as well as some of his thoughts about potential contributions to the Virtual Conference.

- Ann Lewis responded to my email w/permission to reference MoveOn in the Medium post to kick off fundraising, but also asked that we include some additional language in the article about MoveOn having used Spoke for the Alabama election. I thought we might need to discuss that to find out whether that's on mission, or not.

Meeting Notes

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-

January 8, 2018

Add your name and agenda item, with link to ProgCode GitHub Functions Issue (if any).

Tools and Documentation
- Proposal to create a white-label campaign toolkit
  - #organizer-toolkit / #action-toolkit / #grassroots-toolkit / #revolution-in-a-box
  - @oren @gabriel
  - #virtual-conference

Operations

- Stephen - Selection of host sites for ProgCode fundraising [#227](#)
- Pamela: Concerned that ProgCode could face the same issue which faced Whole Washington, where someone created an ActBlue account which sent donations to WW, but without WW's permission. Bill stated that ActBlue allows anyone to create a campaign for another organization. One doesn't have to ask permission of the organization for which the campaign is created. Concerned that someone could do that without ProgCode's permission and possibly pocket the money.
- Joe: Concerned that could create confusion. Suggest that we table this until someone from ActBlue comes back with more information.
- Stephen - Application for Federal Government Grants [#228](#)
- Stephen - Amend ProgCode Community Guidelines to Address 501(c)(4) Status [#229](#)

Meeting Notes

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AGENDA TEMPLATE - (copy/paste for new meeting agenda. PLEASE do not delete from this space).

Add your name and agenda item, with a link to ProgCode GitHub Functions Issue (if any).

Announcements

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Actions

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General Network Strategy

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Evangelism

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Member Services

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Culture

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Partner Advocacy

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Tools and Documentation

-

Operations

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Onboarding

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Strategic Partnerships

-

Member Services

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Meeting Notes: