Meeting agenda HfLA transfer away from CfA sponsorship

Hack for LA has gathered the following question CfA end of fiscal sponsorship questions from HfLA to CfA

Sent to CfA on 2023-03-07

FAQ & Key Dates

The [key dates document](#) referenced in [FAQ](#) is giving a Access Denied message. Bonnie, our brigade captain, has requested access.

A: Summary: link to [key dates](#)

MOU

- It sounds like CfA is dissolving the brigade network. So we are assuming that there will be no new MOU at all. Is that correct?

    A: Summary: There will be no new MOUs

Software, Services and Licenses

Can we schedule a meeting to discuss procedures on how to transfer the following:
- Google Workspace
    - HfLA has a google workspace account which we have 100% control over and there is no cost. So we assume that it was set up with Code for America as a feature of its non-profit account. We would like to continue using it exactly the way it is set up.
        - We have 225 email accounts
        - 70+ Google Shared Drives
    - It's possible there it's a simple transfer once CfA is with us on the call with Google. We tried to do it on our own by calling them, but they won't look at our existing Hack for LA account because we are not the owner.

    A: "We don't own your hackforla.org domain and I don't see your email accounts tied to CfA's Google Workspace on my end. I will verify with our IT team.:
    [This page](#) showed that Bonnie is our administrator

Meeting agenda HfLA transfer away from CfA sponsorship

- Mapbox
  - in use by several projects at Hack for LA
    - Food Oasis
    - 311

A: Summary: Hack for LA's new fiscal sponsor will need to arrange for new licenses

CfA Logo usage

- Questions about existing projects and projects that we stop being involved in.
  - Does CfA want their logo removed when fiscal sponsorship ends?
  - Do you want to continue as a historical reference
  - If Hack for LA stops being a part of a project, and we ask for our logo to be removed, do you want the CfA logo removed at the same time?

A: Jess - Our Marketing Team is currently working on guidelines related to this and I'll follow up once that is available. As for the third bullet, definitely yes.

[CfA YouTube Channel](#)

- We often reference videos there. Will the videos on the channel remain (including prior brigade congress videos)

A: Jess - We have no plan to remove videos at the moment. But more generally, we are thinking about how we might archive or reorganize digital content about the Brigade Program but will not start work on creating a historical reference until Q3.

Placement on the CfA site

- If the brigade network is being dissolved. Is it possible that the https://brigade.codeforamerica.org/ page could remain, with a revised text?
  - The page could give a positive history of the brigade network experiment and provide a link to a new page (collectively managed by the orgs formerly known as brigades) for people who are looking for a local organization to volunteer at.

A: Jess - We agree with you about the significance of keeping a Brigade page up. Right now, we are thinking about how we might archive or reorganize digital content about the Brigade Program but will not start work on creating a historical reference until Q3.

Meeting agenda HfLA transfer away from CfA sponsorship

Sent to CfA on 2023-03-11

Brigade Finances

We see the following in the Brigade Balances 2022-2023 [EXTERNAL] Spreadsheet

LAST UPDATED 03/01/23.	December (CLOSED)		LAST UPDATED 03/01/23.	January (CLOSED)	
Brigade Name	**Income**	**Expenses**	**Brigade Name**	**Income**	**Expenses**
Hack for LA	$551.01	$1.18	Hack for LA	$551.01	$481.42

Then on the Airtable Donations chart, the sorting for if its recurring is locked, and I can't see who has made one time donations (e.g., the donation for $500 in 2022-12 and 2023-01 don't show up). Please make visible the non recurring donations by including the False values.

	Date	Donor	Recurring	Amount	Contact Email
1	February 2, 2023	Jeanne Sinsheimer	True	$51.01	sajb@aol.com
2	January 4, 2023	Jeanne Sinsheimer	True	$51.01	sajb@aol.com

2022-2023 Donations - Hack for LA

A: Fixed!

CfA Slack

Will CfA continue to provide access to the CfA slack, or will it be restricted to staff or staff+ the brigades/volunteers working on "Partner on Digital Equity"?
- If there are no plans to change the slack, who will manage the culling of channels (that seemed to be a yearly or bi yearly event managed by staff and a committee).
- If it will be restricted. When will the existing channels be archived or deleted?

A: Jess - No answer yet, we are working on this. We'll update the FAQ as soon as we are able to.

Meeting agenda HfLA transfer away from CfA sponsorship

Hack for LA Brigade Status Declaration

In the form can you clarify the following
- Under **2. Does your Brigade have any active contracts?**
  We think we only had grants (not contracts), with Mozilla and the City of Los Angeles. Can you confirm that is what your files show?
- Under **4. Projects: Please list ALL projects that you want to transfer ownership of**
  Do we need to list all our projects even if they don't use CfA resources?
- Under **5. Intellectual Property: Aside from your projects and tools noted above, what other pieces of intellectual property do you want access to?**
  Do you mean *what other pieces of intellectual property do you want ~~access~~ ownership to?* If you mean access we will answer this differently than if you mean ownership.

  A: Jess - These are great clarifying questions, thank you! We updated the form and worksheet to address your questions.

  - **Contracts:** We do not have anything active for Mozilla or the City of Los Angeles, but we do have something for Nylas.
  - **Projects:** For Brigades fiscally sponsored by us, please list ALL projects that you want to transfer ownership of. This includes projects that **do not use** any CfA in-kind tools. We want to make it clear in the Transfer Agreement that the ownership of all projects that your Brigade has/is working on goes with your Brigade once you transfer to a new fiscal sponsor.
  - **Intellectual Property:** This question was updated to "What other pieces of intellectual property do you want **ownership** of?"

Code for America Repositories

CTS is willing to host the following repositories because Hack for LA members are working on them, or leading the projects on behalf of several different brigades. We can provide supporting information that might be required. Who should we get approval from for getting those repositories transferred or other course of action that CfA might suggest?

- BOP project (GitHub, https://github.com/codeforamerica/brigade-playbook)
  - Started as a project by Bonnie Wolfe as a NAC member. The project is staffed primarily by Hack for LA members.
  - Status: The project is ongoing with a publication date of late 2023 with the intended audience being the worldwide community of Civic Tech Chapters (Code for ALL and beyond).

- Brigade Project Index (GitHub, https://github.com/codeforamerica/brigade-project-index)
  - Started by Bonnie Wolfe as Hack for LA Brigade volunteer, and joined by several other brigade members such as Chris Alfano (Philly) and members from other brigades in SF, SD, & NJ.
  - Status: The project is ongoing.

Meeting agenda HfLA transfer away from CfA sponsorship

A: Jess - Yes, we can transfer GitHub repositories. We can outline in your Brigade's Transfer Agreement that we will transfer those repos to you / your new fiscal sponsor. [More details here.](#) We'll start making official transfers in April/May as Brigades submit their Notice Letter and Status Form.

Sent to CfA on 2023-03-21

Brigade Zoom 1

When we submit the Notice letter that we are moving to a new fiscal sponsor (i.e, submitting by April 30th), does access to zoom brigade 1 stop being available immediately? Or will it still be available until July 1, 2023? The reason we are asking is because we need to be able to put it off until the last possible date, so that we can have some time to fundraise for it.

A: The Zoom accounts will be accessible to your Brigade until July 1 (even if you move to another fiscal sponsor before that).

Notice Letter

Can you tell us what email address the SignRequest with your Brigade's Notice letter went to?

A: Dean Church, dean.church@hackforla.org, since he signed the MOU. But let me know if we should send it to someone else for signature!

Meeting agenda HfLA transfer away from CfA sponsorship

Sent to CfA on 2023-04-04

Brigade Finances

Thank you for making the non recurring donations visible in Airtable for 2022-2023.

Q: Can we get accounting records for prior years (specifically 2020 & 2021)?

A: 📗 Hack for LA Brigade Transactions 2020-2022 (Pulled 04/05/23) [EXTERNAL]

Notice Letter

Q: Dean Church did sign the MOU, but he is not the Brigade Captain (he is the Official Point of Contact), are you able to change everywhere it says "Brigade Captain" to "Official Point of Contact" or use what the MOU says "Brigade Captain / Official Point of Contact"?
A: Sent Dean a version of the Notice Letter with his updated title on 4/17. Email is from SignRequest.

Expense Reimbursement

Q: Can we submit expenses that happened in this year, but that we didn't get the bank CC statements until now (a charge in January to be specific).
A: Yes. Just make the date of all of the old expenses April 1, 2023 since the books for the other months are closed. Please submit those reports to me asap. Here's the reimbursement guide.

Meeting agenda HfLA transfer away from CfA sponsorship

Sent to CfA on 2023-04-12 (these are notes from our meeting on 2023-04-07

When can HfLAs new fiscal sponsor start accepting donations

Currently it looks like the accepting of donations stops on April 30th and the end of the fiscal sponsorship happens on June 30th. That leaves a gap of 2 months where HfLA cannot accept donations. Can HfLAs new fiscal sponsor start accepting donations on HfLAs behalf starting May 1st. It would not do any disbursement to HfLA until it was HfLAs fiscal sponsor.

> **A: Yes, your new fiscal sponsor can accept donations and hold them for you if they wish.**

How will recurring donations be handled

We have a recurring donation of approximately $50 per month, what communication will CfA be sending to that donor? We want to coordinate our communication, so that the donor is encouraged to start the recurring donation again, at HfLA new fiscal sponsor. See above question for challenges to that.   Also, that CfA would automatically turn off the recurring, given that it was designated for Hack for LA.

> **A: CfA will not accept any Brigade donations past April 30 and will be removing the option for folks to donate on the website. CfA will not accept any Brigade donations past April 30 and will be removing the option for folks to donate on the website. We'll send an email during the week of April 17 to recurring donors about the ending of Brigade program and donations.**

Contracts - FYI

The only contract that CfA knows about is the one with Nylas, and it required Hack for LA to write a case study in exchange for the licenses. HfLA received the licenses, and we still intend to fulfill the contract. Our new fiscal sponsor will take responsibility for that fulfillment.
> **A: Works for us. We'll outline this contract transfer in your Brigade's Transfer Agreement.**

Meeting agenda HfLA transfer away from CfA sponsorship

Grandfathered paid version of slack being provided for free

Do you know of any brigades that are not really using their free (paid) slack that might want to do a merger with Hack for LA? This would have to be one of those brigades that's been around since the early days 6-10 years and got Slack to give them the paid version for free. So they can do things like slack connect to other slack workspaces.

> **A: We don't know which Brigades have free paid Slack plans or might want to merge their Slacks, ~~but I did find that~~ ~~Code for Greensboro~~ ~~has a paid Slack they may not be using.~~**
>
> **I also found these inactive Brigades that indicate they have Slack plans on their website. I don't have access to their Slacks, but I'll list them here in case you're interested in reaching out to them:**
>
> - **Code for Cary** (POC: Robert Campbell, @rcampbell on Slack)
> - **Open Boise**
> - **Code for Fort Collins**
>
> **4/20 edit: I crossed out Code for Greensboro because I learned that they are looking to see what they can do with their Slack right now.**

Sent to CfA on 2023-04-28

Previous MOUs

Can we have a copy of all MOUs going back to the beginning of the relationship with Code for America?

We want them for the purpose of seeing what prior leaders agreed to. Turns out a former leader of Hack for LA registered the domain name HackforLA.org and still owns it. Trying to figure out If the domain was ever a part of any of the MOUs, and it might help to understand the contractual relationship between individuals signing as the leader of Hack for LA and Code for America.

Meeting agenda HfLA transfer away from CfA sponsorship

A: Uploaded here - Share access granted to bonnie@hackforla.org. Let us know if we need to add anyone else.

Contracts/Agreements

We have a data sharing agreement that Code for America signed with the City of Los Angeles. Can we get a copy and if possible get it transferred to our new fiscal sponsor? It affects a project we are working on with the Los Angeles Department of Transportation and Los Angeles City Planning

A: Be sure to list this contract on your Status Form.

Agreements uploaded here - Share access granted to bonnie@hackforla.org. Let us know if we need to add anyone else.

How will recurring donations be handled

We have a recurring donation of approximately $50 per month, what communication will CfA be sending to that donor? We want to coordinate our communication, so that the donor is encouraged to start the recurring donation again, at HfLA new fiscal sponsor. See above question for challenges to that.   Also, that CfA would automatically turn off the recurring, given that it was designated for Hack for LA.

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Follow on question: will CFA turn off the recurring donation (that was earmarked for our brigade), or the donor will have to request that? If they don't request it, will CfA keep the funds?

A: CfA is automatically stopping recurring Brigade donations.

Sent to CfA on 2023-05-09

Meeting agenda HfLA transfer away from CfA sponsorship

You are going to be very missed. Thank you again for being so helpful to us. Bonnie and I have (hopefully) one last request. Can you give us access to the following MOU documents you shared. We are unable to download the following:

Hack for LA 2021 Brigade MOU
Hack for LA 2020 Brigade MOU
Hack for LA 2019 Brigade MOU

A:

We thought of additional items to add to our Brigade's Notification Letter, what is the best way to let you know about this?

A:

Would you/Network team have a recommendation for an insurance company? Ideally we can use the insurance company CFA used, since they will have familiarity with the Brigade

A:

Who is left and how do

brigade-info@codeforamerica.org
Maria, Malna, Hashim