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## **Tango Synergy Committee Meeting: Annual General Meeting**

Sunday 19 February 2017

Surry Hills Library and Community Centre, Crown Street, Surry Hills

### **Office of the Secretary: Status report**

#### **Membership database**

The previous usage of an excel spreadsheet has been abandoned. The current database resides online and uses a mysql database to retain membership and transactional information.

Certain information has been deliberately removed from the database by the current secretary to mitigate potential misuse of the information and to limit exposure to identity theft. The membership register can be exported and viewed by any member of the public, to keep in line with the requirements, specified by the NSW Dept of Fair Trading.

#### **Membership body**

Please view table 1 for details of changes to membership numbers.

#### **Recommendations**

1. Development work to automatically update the newsletter service with the membership database.
2. Use a paid membership management Software-as-a-Service solution to manage members, payment and newsletter correspondence.
3. Incentivise online banking payment method to reduce cash handling by committee members.

I offer the incoming Secretary my support for the transfer of duties and wish them the best of luck.

	Jan 2016	Feb 2017	Change %
Members	61	107	175.41%
Students	2	8	400.00%
Honorary	17	27	158.82%
<b>Total</b>	<b>80</b>	<b>142</b>	<b>177.50%</b>

## Website Management Report

Membership Communications

### Website

Currently online. Hosting was transferred to company: NetVirtue from Cheapdomains  
Current website tech administrator: David Wong.

Next annual renewal invoice: 2018-16-08

Domain name registrar: Cheapdomains  
Current DNS service and caching: Cloudflare.

Current Registrant: Paul Warren,  
Current Admin: Julian Wright  
Current Tech Admin: David Wong

Domain Registrar Registration Expiration Date: 2018-07-18

### Payment portal details

TS website currently uses **Stripe** payment portal. This service was used during the annual milonga for payments.

*Please note:* most payment-portal services have a minimum 3 business day transactional clearance delay. E.g. Credit card payments made on Friday night do not update in the nominated bank account until the following Wednesday/Thursday.

### Newletter service

We continue to use the Mailchimp free email newsletter service. This service is currently not integrated with the member database, requiring manual and bulk import to update the subscriber list.