

Below is a list of duties and activities that were taken as ROPA Secretary during the 2017-18 year:

- Wrote article for the International Musician about the 2017 Phoenix ROPA Conference.
- Prepared minutes for the 2017 ROPA Conference
- Updated ROPA Rosters and mailing labels.
- Revised the Delegate Handbook
- Added and deleted members of the ROPA General Discussion and Delegates-Only e-mail lists.
- Added information to the ROPA website.
- Was in contact with the secretaries of ICSOM and OCSM for roster sharing.
- Was in contact with Laurence Hoffman about delegates and rosters.
- Served as ROPA representative/Trustee to the AFM Symphonic Strike Fund, participated in email discussions
- Welcomed new delegates and directed them to the appropriate MALs and ROPA officers.
- Fielded questions from delegates by e-mail
- Had phone contacts with ROPA Officers
- Improved skills in the Microsoft Office platform, Wordpress website maintenance, and Google Docs, Spreadsheets and Forms.
- Worked with Martha Warrington, ROPA Webmaster, on website revisions
- Assisted delegates to get registered on the site
- Helped select Sharon Jones as new Leading Tone Editor
- Assisted with the creation of the Fall and Winter Leading Tones
- Took Leading Tone to the union printers and mailed it to delegates and Local officers
- Worked with Laurence Hoffman to put ROPA Settlement Bulletins on the AFM Website.
- Attended Mid-year meeting in Chicago
- Updated website to reflect conference information.
- Sent out regular conference emails to delegates and substitute delegates.
- Ordered materials necessary for conference
- Maintained and monitored conference registration site.
- Coordinated efforts with other ROPA executive board members to verify conference attendance and hotel reservations.
- Created, proofed and printed documents for Conference.

## EMAIL MOTIONS

8/22/17 The Motion, made by Karen Sandene, to send flowers to out-going Vice President Nancy Nelson and Member at Large Mary Anne Lemoine, for up to \$60 apiece, PASSED, with a vote of 10-0.

8/22/17 The Motion, made by Karen Sandene, to send thank you cards to our AZ Opera and other Phoenix volunteers, as well as the Local officers and our guest presenters, with funds to cover cards and postage, PASSED, by a vote of 9-0.

8/24/17 The Motion, made by Maya Stone, that the board send a plant to Lynn Grants and family, and make a donation in Maurice Grants name to one of Local 47s campaigns to increase membership or stop offshoring- the total of these two not to exceed \$200, PASSED, with a vote of 11-0.

9/24/17 The Motion, made by Karen Sandene, that the board approves the reinstatement of the California Philharmonic, waiving the reinstatement fee and back payment of \$200 for the previous year (2016-17), provided they make their Associate Member payment of \$200 by Dec. 31, 2017, PASSED, with a vote of 11-0.

9/24/17 The Motion, made by Dave Shelton, that ROPA donate \$500 from the ROPA general fund to the AFM Hurricane Relief fund, PASSED, with a vote of 8-0.

10/20/17 The Motion, made by Karen Sandene, to cover Mike's expenses for a site visit to Portland, OR to check out a potential conference hotel, not to exceed \$450, PASSED. by a vote of 11-0.

11/10/17 The Motion, made by Dave Shelton, to accept the Sacramento Philharmonic and Opera and the Marin Symphony as full members, PASSED, with a vote of 10-0.

1/22/18 The Motion, made by Katie Shields, to approve the ROPA President's travel expenses up to \$650 to give a presentation in Miami for the New World Symphony musicians on Feb. 26, 2018, PASSED with a vote of 9-0.

2/28/18 The Motion, made by Dave Shelton, that ROPA accepts Opera San Jose as an Associate Member, PASSED, with a vote of 10-0

4/4/18 The Motion, made by Marika Fischer Hoyt, that the Executive Board approve the revised minutes of the mid-year meeting, PASSED, with a vote of 10-0.

7/4/18 The Motion, made by Naomi and seconded by Sean, that the ROPA board accept the Cape Cod Symphony Orchestra as full members of ROPA beginning with the fiscal year including the 2018 conference, PASSED, with a vote of 11-0.

7/20/18 The Motion, made by Steve Wade, that ROPA purchase a digital projector, of business level quality, for use at the ROPA annual conferences and other meetings, not to exceed \$600 in cost, PASSED, with a vote of 11-0.



## ROPA Secretary Hints

1) To access extra-protected(!) documents on the ROPA website:

- **You must be logged on the home page of ropaweb.org (your email address and your personal password).**
- When you get to the document you want to open, click on it, then look for this message for the "special" username and password:

"This information is for ROPA purposes only and the document is further password protected. You may view it by using XXXXXXXX for the username and XXXXXXXX for the password."

- When you click on the link and see "Authentication Required", use this "special" username and password, not the ones you used to log on to the website. We do this so the documents cannot be accessed through a regular Google search.

2) Settlement Bulletin Links:

- Settlement Bulletin Google Form: <http://tinyurl.com/Settlement-Bulletin-Form>
- Settlement Bulletin Word Template: <https://tinyurl.com/Settlement-Bulletin-Template>

3) To see topics that have been discussed in the past on the Delegates list, do the following:

- Go to groups.google.com.
- Click on "My Groups" This should load up any Google groups that you belong to.
- Look for "Delegates Only Discussion" and click on it.
- This should load up previous discussion threads.
- This should also work for the General Discussion group.