

ACA MORNING

Communications Secretary Report

November 12, 2021

Good day, Fellow Travelers,

Thank you for covering for me while I was absent.

CONTACT LIST: Our Contact List is posted on the website in Excel and PDF formats. Both were updated on November 12, 2021. The Contact List currently numbers **409**, reflecting all new subscriptions to date.

On May 6, 2021, a “segment” was created in MailChimp that sorts the list by these parameters: “subscribed members who opened one of the last five emails and who also requested to be on the contact list”. This established segment is used to update the list monthly. Some editing is required for formatting and any changes requested by members to entries are made before publishing.

The password has not been changed from “**Unity**”, so no notification was sent to Webmaster as no script change is required.

WSO LISTING INFORMATION: There have been no changes to the meeting information on the WSO website this period.

Respectfully submitted,

Kate W,

Trusted Servant
Communications Secretary