KAN Processes

Agendas:

- KAN chair creates the agenda with city staff person's help
- KAN chairs and city staff person review the agenda
- Upload agenda to KAN website
- Send agenda <u>link</u> to KAN members before meeting

Minutes:

- Acting secretary sends draft minutes to KAN chairs as soon after KAN meeting as possible
- KAN chairs and city staff person review minutes and make any corrections
- Upload draft minutes to KAN website
- Send <u>link</u> to KAN for review
- Update minutes based on KAN feedback
- Upload minutes to KAN website (remove draft designation, since all KAN members have had a chance to review them)
- Remind KAN members to review minutes again before meeting
- If there were any substantive changes to the minutes, tell KAN at the meeting, before the minutes are ratified

Email updates:

- KAN secretary adds or deletes emails from the Google Groups listserv
- Jeannie adds or deletes emails from the City listerv
- Jeannie keeps the master list of KAN names and phone numbers

KAN chairs email address:

- Email sent to KirklandAllianceKAN@gmail.com forwards to the KAN chairs
- This email address is listed on the KAN website
- When new chairs are elected, KAN secretary will change the forwarding addresses.
- NOTE: Do not use KirklandKAN@gmail.com – this is not our email address. We tried to get this one, but it was already taken by someone, and we don't know who…

KAN Listserv (aka Google Group, or email distribution list):

- kirklandkan@googlegroups.com goes to all KAN members (everyone who is signed up for our Google Group)
- This is our KAN email distribution list. It is called "Kirkland Alliance of Neighborhoods" and is found at: https://groups.google.com/forum/#!forum/kirklandkan
- KAN chairs and secretaries have permission to add and remove people from the

Google Group, and to post emails; Karen Story is the owner
- Replies are sent *only* to whoever posted the message
- This is not a discussion group; members can reply, but they can't post messages to the whole group
- Note that the city has a separate KAN listserv that they maintain. We can't use theirs, and they can't use ours, thus the separate lists. Also, anyone who wants to can sign up for the city list.

KAN website:

- The KAN website is http://www.kirklandkan.org/
- The domain is registered with: https://www.namecheap.com
- Karen Story and the KAN chairs have the user name and password
- The domain registration is paid through Mar 12, 2025
- The website is hosted by Weebly. To edit the website you need a free Weebly account, and you need permission to edit.
- Kan chairs and secretary have editing permission on Weebly.
- Update Weebly editors after elections.
- Weebly is sort of easy to use, with a few minor glitches. Ask Karen for training or help or see the how-to document on the KAN Resources page.
- The Weebly account holder is currently Brian Staples <brian@brianandemily.com>.
- The Weebly account is $49 per year, due in March. Someone has been paying it, but I'm not sure who. Brian?