

## Communication:

### Emails via Mailchimp

- **Contacts – keeping member list updated**
- **Templates**
  - **Message from our President**
  - **Announcement**
  - **Happy Birthday**
  - **Condolences**
  - **ICYMI – In Case You Missed It!**

Include contact names and email in the body of email to prevent members from relying.

Suggestion to include this message at bottom of each email: *Please do not reply to this email.*

### Website via WordPress

- **Add new President and message**
- **[Donation Button](#)**
- **Payment Option to accept for local dues, assessments, and products**
- **Membership login**
  - **Communication page with links to all emails and info we send out**
- **Black Pearls Section**

### Social Media via ZohoSocial

Facebook  
Twitter  
Instagram  
LinkedIn

### SETUP Donations/Payments options:

- **[Donations via Givelify](#)**
  - Ethel Robinson – President
  - Thelma Bruce – VP
  - Tonya Cameron – Treasurer
  - Valerie Williams – Financial Secretary
  - Lynn Harrell-Johnson – Administrator
- **Payments via Paypal**
  - **Local Dues**
  - **Assessments**
  - **Products**