

## Tasks for the BoD 2014

(3 March 2014)

Task	Set by	Status	Additional information
Define a procedure for BW members to approve of the new ToU	GA 2013	Done	see <a href="#">wiki page on procedure to implement new ToU</a> .
Take care about the new wording for the 'help that project' item in the side menu (make the possibility to donate and to volunteer more visible)	GA 2013	Open: Discussion started in BeWelcome communications group. Implementation depends on decision in communications group (suggestion was posted, no objections were made) and developers (have not been informed about any decision yet).	See <a href="#">thread in BeWelcome communications group</a> .
Write an emergency plan for sudden influx of members	GA 2013	Open: Prior to their resignation chmac, guaka offered to care of the technical part - status unknown. The volunteer part of the emergency plan was not started yet.	Please contact chmac and guaka about the status of technical part.
Get a second (and third?) server	GA 2013	Current status: In addition to our "puma" server and as replacement for the "lamb" server (which was announced to be shut off in December 2013) a new VQ12 virtual server ("pony") was ordered on 11 December 2013. Meinhard created a backup of lamb and managed to postpone the shutting down of lamb. It was planned to set up puppet on pony, set up OTRS and Trac through puppet, change DNS, migrate old OTRS and Trac data in January 2014. This was postponed. Meinhard offered to move the servers end of March if Hannu and maybe James could help.	Please contact system administrators for up-to-date information.

Analyze server situation, simplify and add flexibility: Write up a short overview of the current situation, including backup plan. Work out some ways to simplify it.	BoD 2013/14	Open: Was suggested by guaka and accepted by the BoD 2013/14. Status unknown.	Please contact system administrators for further information.
Take care of the server situation: Look for a new sysadmin	BoD 2013/14	In progress: After the resignation of a sysadmin in Nov 2013 the vacancy needed to be filled again - especially since the remaining sysadmins were not available regularly/on short notice. The BoD (guaka) received several applications. Hannu (hkroger) is ready to start.	Please contact guaka/system administrators for further information.
Set up a Spam Check Team (or have it ready once we need it) - we need spam checks for activities, blogs, trips etc.	GA 2013	Open	
Review the rules for the BeActive Campaign after the first round	GA 2013	Open	
Rewrite "Get Active" page	GA 2013	Open: Relevant information about all teams was collected through the <a href="#">BeWelcome Volunteer Coordination group</a> . Templanza offered to make a first draft of the new Get Active page and was in contact with sitatara about this. After sitatara's resignation, she directed him to the BoD and thorgal67 as Member Communication Team coordinator. Status of rewrite unknown.	See <a href="#">wiki page of BeWelcome Volunteer Coordination group</a> .
Feature one volunteering team per newsletter	GA 2013	Open: It was planned to start this with the newsletter in February 2014. No newsletter was sent out though and the volunteer who should have been featured resigned (mikael).	
Set up a job board	GA 2013	Open: The necessity and feasibility of a job board was planned to be discussed with the volunteer team coordinators after rewriting the Get Active page.	

Install a volunteer coordinator	GA 2013	Open: The BoD 2013/14 assigned the role of Volunteer Coordinators to 3 BoD members, 2 for general coordination, 1 for local volunteers. A group was set up and all team coordinators invited. The tasks of the group were described <a href="#">here</a> . At the 1 <sup>st</sup> eGA 2014 it was discussed if the role of Volunteer Coordinator should rather be outside of the BoD (but within BV).	See <a href="#">BeWelcome Volunteer Coordination group</a> and <a href="#">thread in the BV group</a> .
Give feedback and thanks to volunteers more frequently	GA 2013	In progress: Regular task for volunteer coordinators and secretary.	
Think about an organigram to visualize the working of different teams, BV and BW	GA 2013	Open: mahouni200000 offered to help with that.	Please contact mahouni200000.
Establish closer contact with Welen team - install a "bridge person"	GA 2013	Unclear: Since most/all of the Welen team members resigned (?), it is unclear how to proceed here. James_oder_Dave offered to contact Welen volunteers and function as 'bridge person' for now.	
Review privacy policy (and check with lawyer)	GA 2013	In progress: thorgal67 started a first draft – status: unknown	Please contact thorgal67 for more information about the current status.
Explore possibilities for cooperation with other international organizations (eg. student organizations) (especially to promote BW in non-European countries)	GA 2013	In progress: Topic was discussed during the 1 <sup>st</sup> eGA 2014. It was agreed to approach student organizations to find out more about their needs without making any promises from our side at this point. Wind offered to participate in a student organization conference and to establish contact to that effect.	Please contact wind for more information about the current status.
Explore the needs of local communities (invitation tools?)	GA 2013	In progress: An unconference on this topic will take place in Lyon on 5/6 April 2014.	<a href="#">Lyon Unconference</a> , threads in the BeWelcome Forum: <a href="#">1</a> , <a href="#">2</a> , <a href="#">3</a> , <a href="#">4</a>

Decide on the need of an ombudsman and define the role in such case	GA 2013	In progress: neo82 was appointed Ombudsman by the BoD 2013/14. He planned to outline his role in more detail on a wiki page – status unknown.	Please contact neo82 and wind for more information.
Organizing a 3-months long working event: A group on BW should be created to define the goals, budget and preparations for such an event. The group should also suggest which tasks could be handled. The present suggestions are not precise enough for the GA to decide. The new BoD should try to decide about it once the project has more structure.	GA 2013	Open: A group was created by claudiaab to discuss details but remained inactive so far.	Please contact claudiaab for more information.
Organize camp 10 years after Monnai	GA 2013	Canceled: An event was planned by several volunteer organizations but canceled.	See <a href="#">thread about the event in the BeWelcome Forum</a> , contact guaka for further information.
Announce BoD meetings in Community News, provide link to meeting minutes there.	GA 2013	In progress: Regular task of the secretary.	
Publish guidelines for conflict handling for volunteers	BoD 2013/14	Open: Guidelines were written by sitatara; BoD asked to add a synopsis to it before publishing.	<a href="#">Guidelines for conflict handling</a>
Invite the Forum Moderators to a chat with (part of?) the BoD	BoD 2013/14	Open: The BoD 2013/14 considered the “tone” on BeWelcome to be problematic sometimes and wanted to meet with the Forum Moderators to discuss ways to improve.	
Clarify legal situation: Can (part of) BeWelcome be sold by BeVolunteer?	BoD 2013/14	In progress: The question was clarified: BeVolunteer can sell BeWelcome. Now the task is to discuss if there are ways to improve the situation (to make selling impossible or even more unlikely than it is now).	See <a href="#">thread about this topic in the BV members group</a> .

## Team tasks derived from the GA 2013

(3 March 2014)

Task	Set by	Status	Additional information
Development Team: Implement ToU (on technical level)	GA 2013	Mostly done; still open: implementation of data retention policy	see <a href="#">wiki page on procedure to implement new ToU</a> , point 3
Support Team/Development Team: Make FAQs more visible (all 6 pages)	GA 2013	Open	
New Member BeWelcome Team: Give new members links to relevant information like FAQs	GA 2013	Open?	
Development Team: Implement keyword search on website	GA 2013	Open	
Forum Moderators/Development Team: Think about giving members tools for self-moderation: flagging posts, hiding posts. For automatic moderation make sure members receive feedback to their reports.	GA 2013	Open	
Development Team: We need a legal disclaimer that BV is not responsible for activities organized through BW. The disclaimer was added to the new ToU but should also be displayed on the Activities pages.	GA 2013	Open	
Outreach Team: Prepare official statements for the media	GA 2013	Open	