

# Hello and Welcome to Region 8 OA Service!

This document is intended to introduce you to some useful general information as you are now either a board or committee chair. IT is not meant to be all inclusive, things may change, and please meet with your predecessor to train on specific role duties for a smooth transition.

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## 1. IONOS WEBMAIL & MAIL LIST SYSTEM

Region 8 uses IONOS Webmail for service position email accounts and a Mail List System for email group communication. The secretary will ask what email you want the standardized Region 8 email forwarded to. You will need to log into IONOS Webmail from time to time. If you do not receive your IONOS login information, please request it from the SOAR8 Webmaster: [webmaster@oaregion8.org](mailto:webmaster@oaregion8.org)

Emails may get "stuck" in the SOAR8 Mail List system and not get sent. Here are some things to know to make this easier:

- ONLY email addresses that are members of a mailing list can send/receive in that mail list. This means that only an email address that is signed up to the ALLSOAR8 mail list can be sent to the ALLSOAR8 group. This is the same for ALL mail lists in the SOAR8 Mail Lists system. For example, only members of the Funded Chairs email mail list may send emails to that email group. If an email address is not a member of the IGOR mail list, it cannot send an email to the IGOR email group.
- ONLY one "mail list" email address can be entered in the "To" box when sending a message to a mail list's email group. **DO NOT enter more than one email address in the "To" box or use the "cc" or "bcc" with other email addresses.** This will **stall the system** and all other messages to other mail lists will be stuck and not delivered.
- A message that has been sent by a mail list's member will also receive the email. This means when someone sends an email to ALLSOAR8, they too will receive that email. Therefore, there is no need to send a copy to oneself. **Remember, NO adding a "cc" or "bcc" to yourself or anyone else.**
- Members in the email list may send/receive. Non-members are blocked. Blocked senders are notified that their message was not sent.
- Very large attachment files (such as the assembly packet, hosting manual) sent to an \*@oaregion8.org email address may not be forwarded to their personal email address if the file is too large. If you need to send a very large file, send it, then send a separate email to the intended recipient asking them if they received it. If not, this means they will need to log in to IONOS Webmail to retrieve the attachment.
- Yahoo's email servers block mail list email messages (a.k.a. listserv email). The workaround is to add the Mail List's email address into your Yahoo's contacts (address book). Then Yahoo should allow the Mail List's email messages through. If messages are still not being received in Yahoo and are not in the Spam folder, then it is suggested to create a new email account in Gmail or some other email provider.

ALLSOAR8 emails share news about Region 8 OA, workshops, updates, and information about assemblies. Each person may sign up on this webpage for ALLSOAR8 or any other email group, such as committee email groups.

Some people may need to create a new email account in a system other than Yahoo due to Yahoo's mail server rules on messages from a listserv system.

<https://oaregion8.org/r8-loops/>

Under mail list name, choose ALLSOAR8 under the dropdown menu.

The screenshot shows the SOAR8 website's 'JOIN SOAR8 MAIL' form. The website header includes the SOAR8 logo and navigation links like 'HOME', 'ABOUT OA', 'REGION 8', 'ASSEMBLIES', 'COMMITTEES', 'DOCUMENTS', and 'CALENDAR'. The 'REGION 8' dropdown menu is open, showing options like 'CONTRIBUTIONS', 'INTERGROUP FUNDING', 'INTERGROUPS & NATIONAL SERVICE BODIES', 'JOIN MAIL LISTS', 'NEWSLETTERS', 'OA REGION 8 REPORTS', 'OA RESOURCES AND HELPFUL LINKS', 'ONLINE "OA SPONSOR" REQUEST', and 'TRUSTED SERVANTS'. The 'JOIN MAIL LISTS' option is highlighted. The form itself has a 'Type of Request' dropdown set to 'JOIN MAIL LISTS', a 'Name' field, a 'Comments' text area, a 'Committee Name' dropdown, and an 'Intergroup/National Service Body' dropdown. A 'Submit' button is located at the bottom right of the form. A copyright notice 'Copyright 2024 | SOAR8 | All Rights Reserved' is visible at the bottom of the page.

## 2. Zoom Meetings

You may use the Region 8 Zoom account for committee meetings, workshops, and other Region 8 needs. Request the meeting by emailing the details to the Tech committee chairs: [techwebchair@oaregion8.org](mailto:techwebchair@oaregion8.org) and [techwebchair2@oaregion8.org](mailto:techwebchair2@oaregion8.org). Please give a few day's notice if possible. Region 8 Zoom unable to support translation. Currently, each committee is responsible for finding their own translators, either volunteers or finding them for hire and paying out of your committee's budget. Contact the treasurer for info on your committee's budget at [treasurer@oaregion8.org](mailto:treasurer@oaregion8.org).



## 4. Copyright

OA World Service was successfully sued for the copyright infringement of an intergroup using copyrighted images on a website. IT is extremely important that all images on fliers, websites, etc. be copyright free and the source of the image documented. Region 8 has a CANVA account that may be used to create new images, use free images, and create fliers/ presentations/ etc. Please reach out to the tech committee to get access to the Region 8 Canva account.

## 5. CONTACTING EACH OTHER

The standardized emails and phone numbers of each board member, trustee liaison, and committee chair are listed on the Region 8 website (Region 8 tab, trusted servants.) Each committee has a liaison to the board. Please reach out directly to any board member for specific requests, such as money questions to treasurer, PnP and Bylaws questions the Bylaws chair etc. Please respect each other with timely responses to email or phone and giving enough notice for requests and your fellow may be working, traveling or meeting family commitments. If you are not receiving a timely response, please reach out the Region 8 for assistance. [Chair@oaregion8.org](mailto:Chair@oaregion8.org)

## 6. BUDGET

Each Board member and committee has a budget. Please reach out to the treasurer for information on this year's budget, how much money is left, and any questions about acceptable spending. A couple of months before the second region 8 assembly, the Treasurer will send out an email to all Board members and committee chairs for budget requests. This is your opportunity to request how much money is needed for the next fiscal year. What listed in the budget and what is ultimately approved by assembly body may be a different amount. Please plan ahead for your goals and costs. For example, if you want to have translation for 3 workshops next year, plan the amount of time and research translator's cost so you can demonstrate your needs and amounts. This would also include any needed software costs, etc.

## 7. FUNDING FOR ASSEMBLY TRAVEL

Region 8 funds travel, lodging and food for assemblies. Please see the PnP for current details of how many days hotel lodging is covered for your role, the total amount spent on food, and other details. You will need receipts for all purchases. It is the expectation that each person uses the least expensive means of travel. Hotel nights are paid for ½ the room rate. You may reach out to someone to find a roommate or choose to pay the other portion. Any rental cars need to be approved by the board prior to booking. Any other expenses not typical need to be approved by the board prior to booking. When you send in your receipts, you will also need to complete a Region 8 Reimbursements voucher explaining the charges. Voucher may be found in the documents page of the Region 8 website. Please combine all receipts for each voucher in one PDF. You can scan them all together and save as one document to make tracking easier for our treasure. Mail or email your voucher to [treasurer@oaregion8.org](mailto:treasurer@oaregion8.org) P.O. Box changes with each treasurer You may find it on the Region 8 website under make a donation.

## **8. THE POLICY AND PROCEDURE MANUAL**

The PnP is an excellent resource to understand how Region 8 functions. You can find financial, assembly, and reporting procedures in the manual. It is suggested you read the PnP and pay particular attention to your committee's or board position's section.

## **9. PREPARING FOR TRANSITIONS**

Rotation of service is one of OA's traditions. Typically, each person will only serve in a position for up to two 2-year terms.