

Listservs Committee Report
September 7, 2006
Patti Twigg, Committee Chair and Listservs Moderator

Note: This committee report is the one I prepared for the August meeting, which was then lost temporarily when our computer disk crashed. The report submitted in August was in part a summary of this report done from memory. I have also added new content for this submission, and removed items that are materially the same as were in the August 2006 report.

1) On May 16, 2006, I asked via the MCCPTA_Presidents listserv for schools to share their rules for their individual PTA listservs. This is a summary of the information I received. The more detailed relevant responses, with identifying information removed, are found as an attachment to this report due to the length. Several schools requested that the summary information be made available to them in order to help them define the parameters for their own listservs.

- Eleven schools (12 lists) replied to my request; six elementary schools, 1 middle school and 4 high schools.
- Almost all of the lists either use moderator post only (1) or require that all messages that are posted be approved by a moderator before being sent to the list (7).
- Most do not allow discussion (8), and most of those that do allow discussion limit it by either having the moderator ask that the discussion be taken off list or with actual limits on the number of posts allowed on a topic by one person (3).
- Schools that offer discussion stress courtesy and respect in discussions and posts.
- One school has two lists, one that is a discussion list and another that was started to gain some measure of control. This school reports that its lists are in a state of flux.
- Most of the schools that responded limit membership to the school community, but they define that in different ways. Some include neighbors, some limit it to just the parents of current students and staff. One school has open membership for anyone that wishes to be on the list.
- One school uses suspension and removal for violators of its guidelines, another uses suspension for violators.

2) In response to a request by an MCCPTA member, I have prepared a document meant to help locals who want to start a listserv. The document contains questions for PTAs to discuss when they are considering this possibility. I have attached that document to this report also.

3) Housekeeping statistics and data for the listservs:

As of September 2, 2006:

| Listserv name | # of email addresses subscribed (some people have more than one address subscribed to a listserv) |
|-------------------|---|
| MCCPTA_Board | 93 |
| MCCPTA_Bulletin | 407 |
| MCCPTA_Delegates | 362 |
| MCCPTA_Presidents | 254 |

- There are 55 people that subscribe to MCCPTA_Delegates that do not also subscribe to MCCPTA_Bulletin.
- There are 104 people subscribed to MCCPTA_Bulletin that do not also subscribe to MCCPTA_Delegates.
- There are 303 people subscribed to both MCCPTA_Bulletin and MCCPTA_Delegates. The slight discrepancy in the number of members subscribed to both versus the number on each list minus the numbers quoted above (4 people) is due to multiple addresses for some people on one list and not the other.
- The number of people on the MCCPTA_Presidents list represents 152 schools with confirmed Blue Book information, 15 MCCPTA officers or AVPs or Cluster Coordinators, and approximately 26 schools with unconfirmed Blue Book information whose presidents from last year remain until I either have new contact information or confirm they are continuing this year. The seeming discrepancy in the totals is due to some schools having a president and a president-elect or executive vice-president on the listserv. There are still some schools with no contact information at all. I am working closely with the MCCPTA Office Manager to make sure people are added as soon as we have their contact information.
- Each listserv has files on its website that are sent out in response to certain membership events or on a fixed schedule. These files are detailed below.

| Reason file is sent | Listserv name | Name(s) of file(s) |
|------------------------------|------------------|--|
| Request to join made via web | MCCPTA_Board | Board pending membership.txt |
| Request to join made via web | MCCPTA_Bulletin | Bulletin pending membership.txt |
| Request to join made via web | MCCPTA_Delegates | Delegates pending membership.txt |

| | | |
|------------------------------|-------------------|---|
| Request to join made via web | MCCPTA_Presidents | Presidents pending membership.txt |
| Upon joining | MCCPTA_Board | boardguidelines.txt Usage Information for Board of Directors.txt |
| Upon joining | MCCPTA_Bulletin | beginners guide to MCCPTA listserves.txt MCCPTA Listserves_Geninfo.txt subscription_informationv2.txt |
| Upon joining | MCCPTA_Delegates | Listserve_Etiq_and_guide.txt beginners guide to MCCPTA listserves.txt MCCPTA Listserves_Geninfo.txt subscription_informationv2.txt |
| Upon leaving | MCCPTA Board | Board unsubscribe.txt |
| Upon leaving | MCCPTA_Bulletin | Bulletin unsubscribe.txt |
| Upon leaving | MCCPTA_Delegates | Delegates unsubscribe.txt |
| Upon leaving | MCCPTA_Presidents | Presidents unsubscribe.txt |
| Monthly reminder | MCCPTA_Delegates | [ADMIN] brieflistservereminders.txt |