**NSJ Email Task sharing meeting 5.21.21**

**Attendees:** Sally, Robyn, Linda, Carrie, Sallie, Peggy

**Objective:** come up with a plan for how we will share this responsibility of checking email .

**Goal:** to make it as simple as possible and allow for flexibility if we need to change our approach.

**Check in:** How are you?

**Sally’s idea for email.**

1. create 6-8 Folders using filters by topic (emails will go to folder automatically)
2. Assign people particular folders that interest them or are in their sphere of engagement
3. Each person check email 2-3?? times per week.
4. Check and respond to your folder.
5. Move inbox items to a folder (or folder items to another folder or inbox) if needed because email didn’t go automatically If email appears in wrong folder, teach members how to move it to correct folder.
6. Ask questions of each other if needed!!

**What do you all think? Other suggestions?**

unsubscribe to general emails – SUWA; what should we dump? subgroup to determine what to keep. Discretionary.

**SRCA commitment:**   
I agree to protect and respect the mutual confidentiality and privacy of matters discussed on the Southern Rockies Conservation Alliance’s Broadcast listserve. I will not forward the contents of SRCA Broadcast listserve messages, or otherwise reveal these matters. Sallie, Linda, Carrie, Peggy.

wait until folders: Carrie & Sallie

give email info to: Linda & Peggy

Possible Filters to folders: (label folders by person and/or topic)

* emails to forward to members (combine multiple emails)
* sign-ons
* Robyn (don’t know)
* CORE Act
* GMUG Forest Plan
* Wildlife: Wolves
* Raptor, Butterfly, Blue Bird
* COPMOBA trail planning
* Bighorn Sheep
* SRCA

first attempt at folders by week after July 4th holiday

hopefully solidified by third week in July before Sally goes on vacation last week of July.

If the email checker finds the email of no interest, they are authorized to delete it!!