Notes on call with Anna Marie Matteson – Global Veterans Caucus in formation

The call focused mainly on email communications

1. General DA policy on email communications:

* All mass email communication (“unsolicited emails”) must come from the DA Nation Builder system. The caucuses cannot send emails to people from outside the platform.
* Global Caucus emails should be sent globally, probably from a Veterans Caucus email sending address (“broadcaster”), or if not, from the general global broadcaster.
* Emails from country caucuses should be sent by the national broadcaster (ex: info-france@democratsabroad.org) – and this should be arranged with the country or region.
* When people reply to an email blast you can answer them from your own email, because this is no longer considered as unsolicited.

1. Different levels of Veteran Caucus volunteers = targets for different types of emails.  
   Like all caucus groups there are different levels of volunteers or potential volunteers:  
   1. People who are actively involved in managing the caucus (the 7-8 people on your steering group)  
   2. People who at one time or another signed up that they were interested in the Veterans Group – for now we see a group of 160 people  
   3. Volunteers in general, people who have marked an interest in volunteering. Among these more active members there are certainly interested in veterans issues (ex: around 7,000 people who receive the Tiny Actions newsletters).  
   3. Global members, many of whom may be interested in the caucus.
2. Handling of ***outgoing*** communication from the Global Veterans Caucus groups

* The emails are sent by the IT Team Global Caucus interim team.
* The team just needs to have a Word file with the text, along with any hyperlinks and pictures and the subject line of the email, sent to [caucus-helpdesk@democratsabroad.org](mailto:caucus-helpdesk@democratsabroad.org)

1. Sequence of contacts to potential and present “members”

* Email to the 160 people who have signed up as volunteers for the Veterans group
* Email to the 7,000 some people in Tiny Actions list
* Global mailing?

People who click a “self-tagging” link in the email will be tagged in the database to identify them (like the present 160).

The names and email addresses of people who reply should be sent to caucus-helpdesk so a global IT admin can tag their member records.

1. Questions about steering committee size – NOT IT RELATED

* is the 20+ requirement for caucus *formation* steering committee?
* Seems like 6-8 is the standing caucus steering committee size
* Anna Marie to check this with the current Global Caucus Coordinator