

Google Workspace



Women's Symphony League of Austin

The New Notebook: A better way to connect,
collaborate, and communicate.

Preserving continuity from year to year, volunteer
to volunteer.

Presented by Jenn Bell and Jené Bearse

Our previous method of passing along files and information from year to year was inconsistent, and at times unreliable.

Some board members used physical notebooks, some forwarded all their files to the next year's volunteer by email, and some used the WSL Dropbox. Sometimes, nothing at all would get passed on.

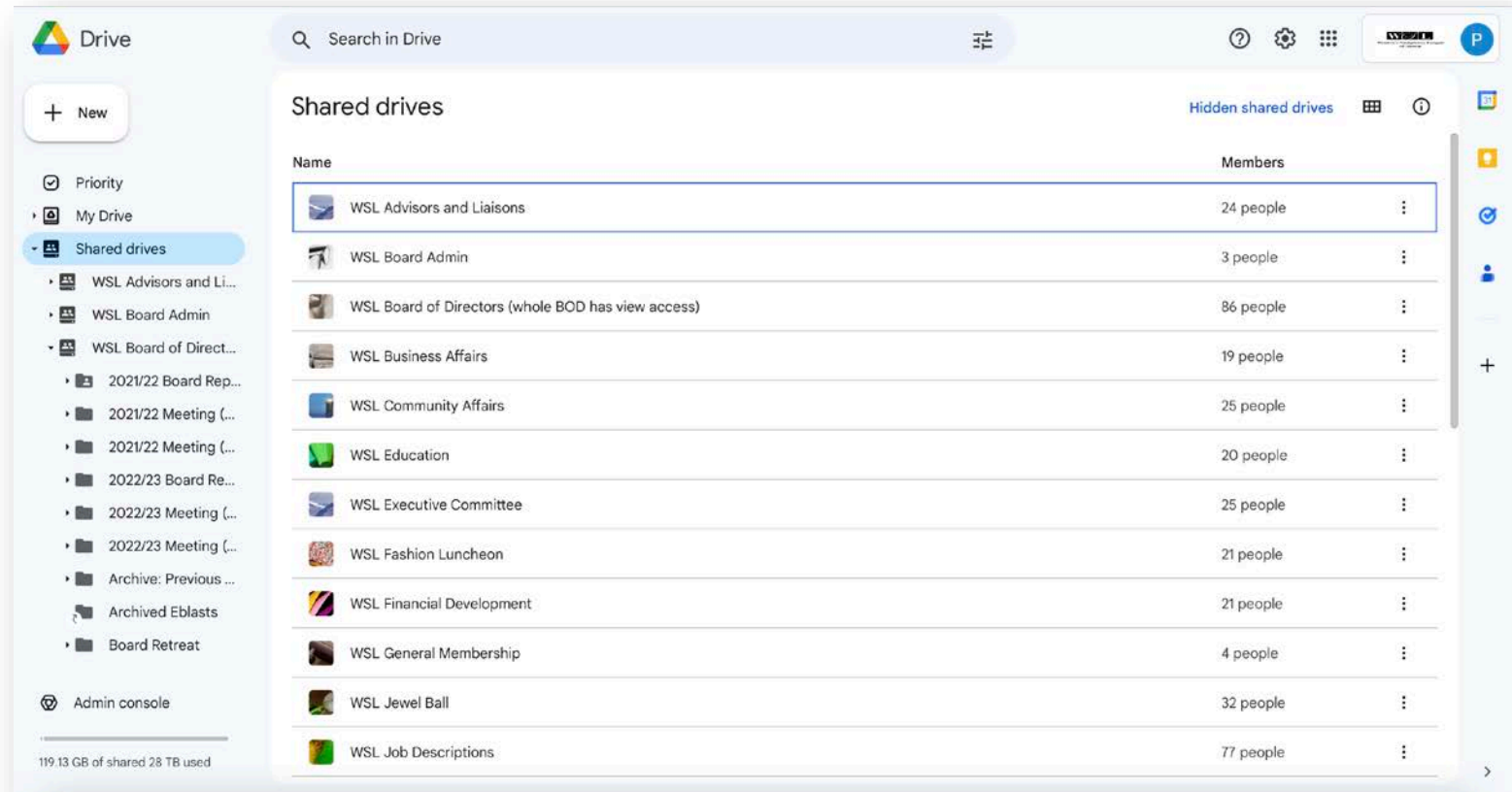
We needed a consistent way to store files so that they did not get lost, and so those who needed files could access them easily.

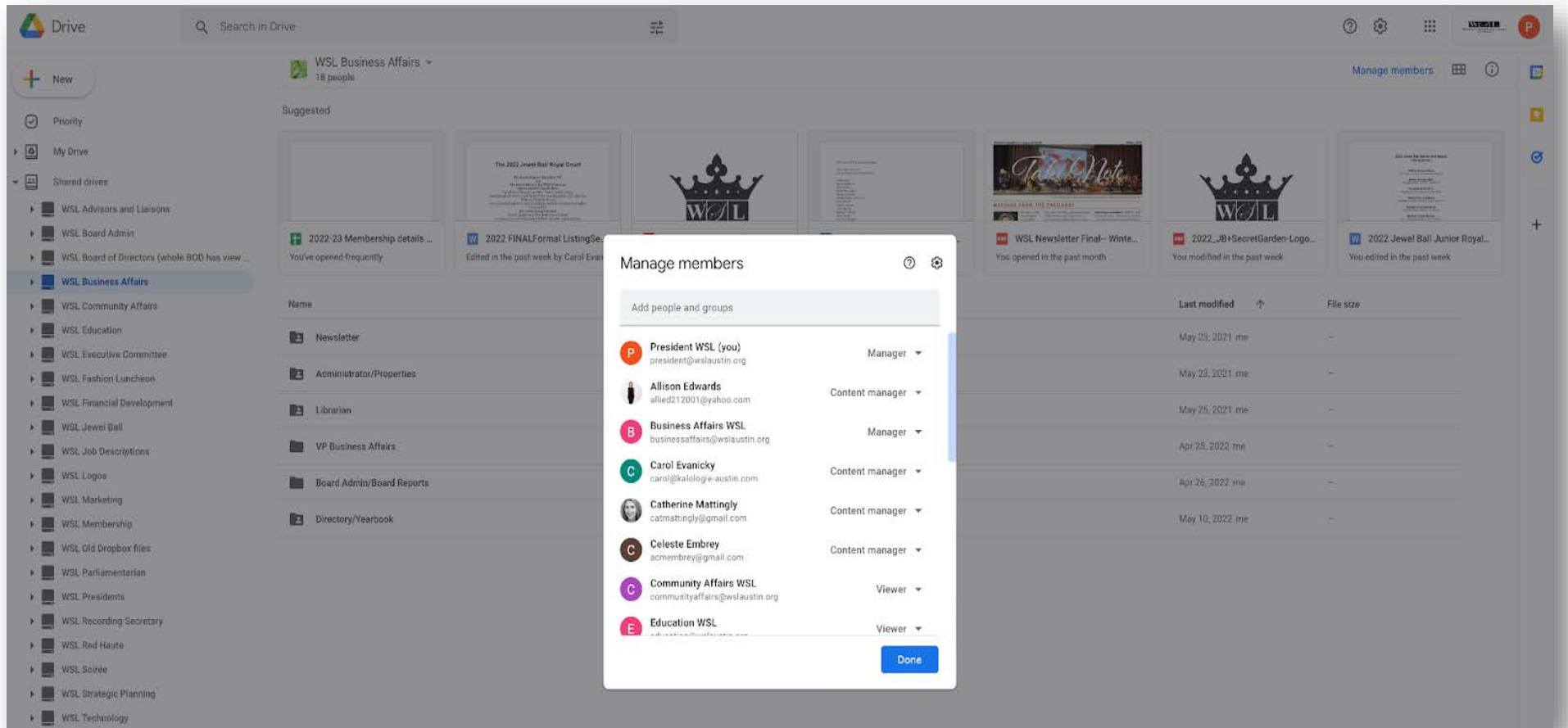
So, we implemented Google Workspace for Nonprofits.



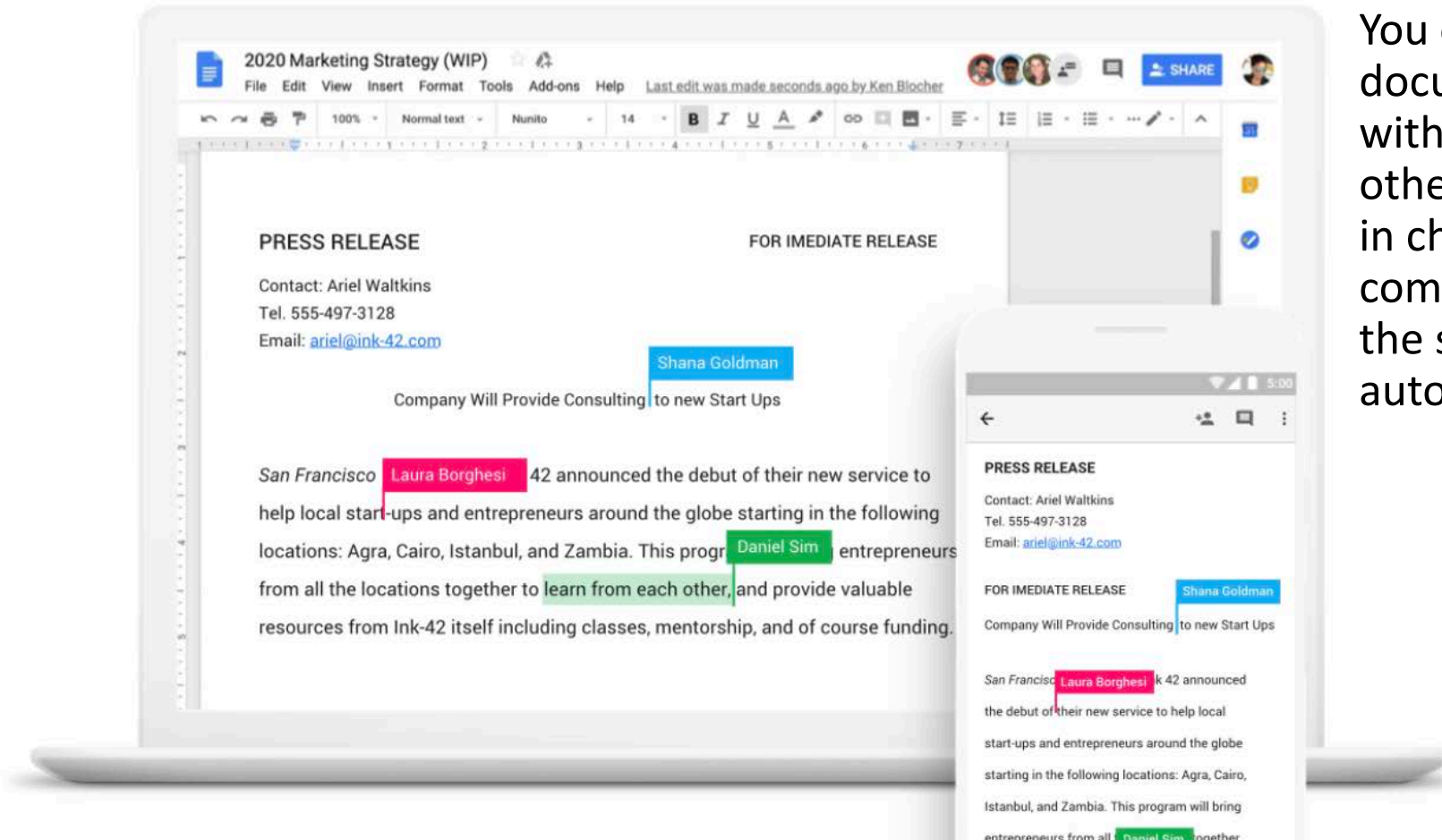
Google Workspace

Google Drive is an organized cloud filing system with secure, controlled access and large data storage limits. It enables us to collaborate in real time on documents, spreadsheets, and presentations instead of emailing them back and forth for edits. File updates are automatically saved and stored in Drive, so everyone always has access to the latest version.





You can choose who to give access at different levels, so access is controlled and secure. (e.g. Manager, Content Manager, Contributor, Commenter or Viewer).














You can work simultaneously in a single document, spreadsheet or presentation with teammates. You can see edits as others type, communicate through built-in chat, and ask questions in the comments. Multiple people can work at the same time, and every change is saved automatically.

Google Email (Gmail) provides custom email accounts for volunteers to pass on each year (treasurer@wslaustin.org)


The screenshot displays the Gmail interface with a left-hand navigation pane and a main inbox area. The navigation pane includes sections for Mail (Compose, Inbox, Starred, Snoozed, Sent, Drafts, More), Chat, Spaces, and Meet. The main area shows a search bar, a filter set to 'Active', and a list of 62 emails. The visible email threads are:

- Rebecca Gindele (vi.) - Share request for "Jewel Ball 2023" - Share a folder? Rebecca Gindele (rebeccagindele@gmail.com) is re... 3:34 PM
- Jennifer Bell - Dessert Forks for Tea - <https://www.amazon.com/New-Star-Foodservice-58062-Stainless/dp/B00H8UA1S...> Mar 24
- North Austin Board . - Share request for "Logos" - Share a folder? North Austin Board & Brush (northaustin@boardandbrush.co... Mar 23
- sarahgriffincovey - Accepted: Soiree and Fashion Luncheon emails @ Thu Mar 23, 2023 8pm - 8:15pm (CDT) (pastpresident@... Mar 23
- allied212001@yahoo... - Accepted: Soiree and Fashion Luncheon emails @ Thu Mar 23, 2023 8pm - 8:15pm (CDT) (pastpresident@... Mar 23
- Jennif. .. Nicky, me 6 - Soiree and Fashion Luncheon emails - You're welcome! What days/times work best for you next week? Mar 23
- Eva, me 3 - Re: Notification: TASO Committee Meeting @ Tue Mar 21, 2023 7pm - 8pm (CDT) (Eva Gayle Gibbs) - Than... Mar 22
- BetterUnite - Purchase notification - BETTERUNITE 3/22/2023 Past Presidents' Council Dues and Luncheon 2023 Organ... Mar 22
- Meredith, Caron 2 - Re: Red Haute Co-chairs, 2024 - Agree, Meredith! Ours is late April as well. Looking forward to our transiti... Mar 22
- President WSL - Re: You've been added to the shared drive WSL Logo - Thanks a bunch!! I'll keep my eye out for suspiciou... Mar 21
- mollywb@sbcglobal.n. - TASO Meeting agenda 3/21 - New activity in the following document TASO Meeting agenda 3/21 3 suggest... Mar 21

Labels on the left include: 2023 TASO Conference, Jewel Tea, Nominations, and Past President's Council. The bottom of the interface features the Google Workspace logo.

-  (301) 745-7000 Jan 12, 11:21 AM
Hi, my name is Samantha. I... 00:37
-  (405) 795-7743 Jan 12, 10:29 AM
Hi, my name is an across. I h... 00:24
-  (812) 855-4495 Jan 11, 1:39 PM
Yes, my name is Brad cook. I... 00:57
-  (512) 461-7290 Jan 9, 10:34 AM
I bill it says Joe Wells. Give ... 00:08
-  (512) 496-8208 Nov 17, 2022
Hi, this is Christina Hester h ... 01:08
-  (949) 422-4716 Nov 10, 2022
Hi is this is Jada Winston? I ... 00:16
-  (949) 422-4716 Nov 9, 2022
Hi, this is Jada Winston. I a... 00:17
-  (512) 221-8352 Nov 8, 2022
Hi, this is Chris Albrecht calli... 00:18
-  (512) 826-2909 Oct 14, 2022
Hi Derek Katie, this is Louise... 00:46
-  (956) 207-3952 Oct 13, 2022
Good afternoon. I'm trying to... 00:41
-  (512) 784-2578 Oct 10, 2022
Hello, my name is my name i... 00:41

(956) 207-3952



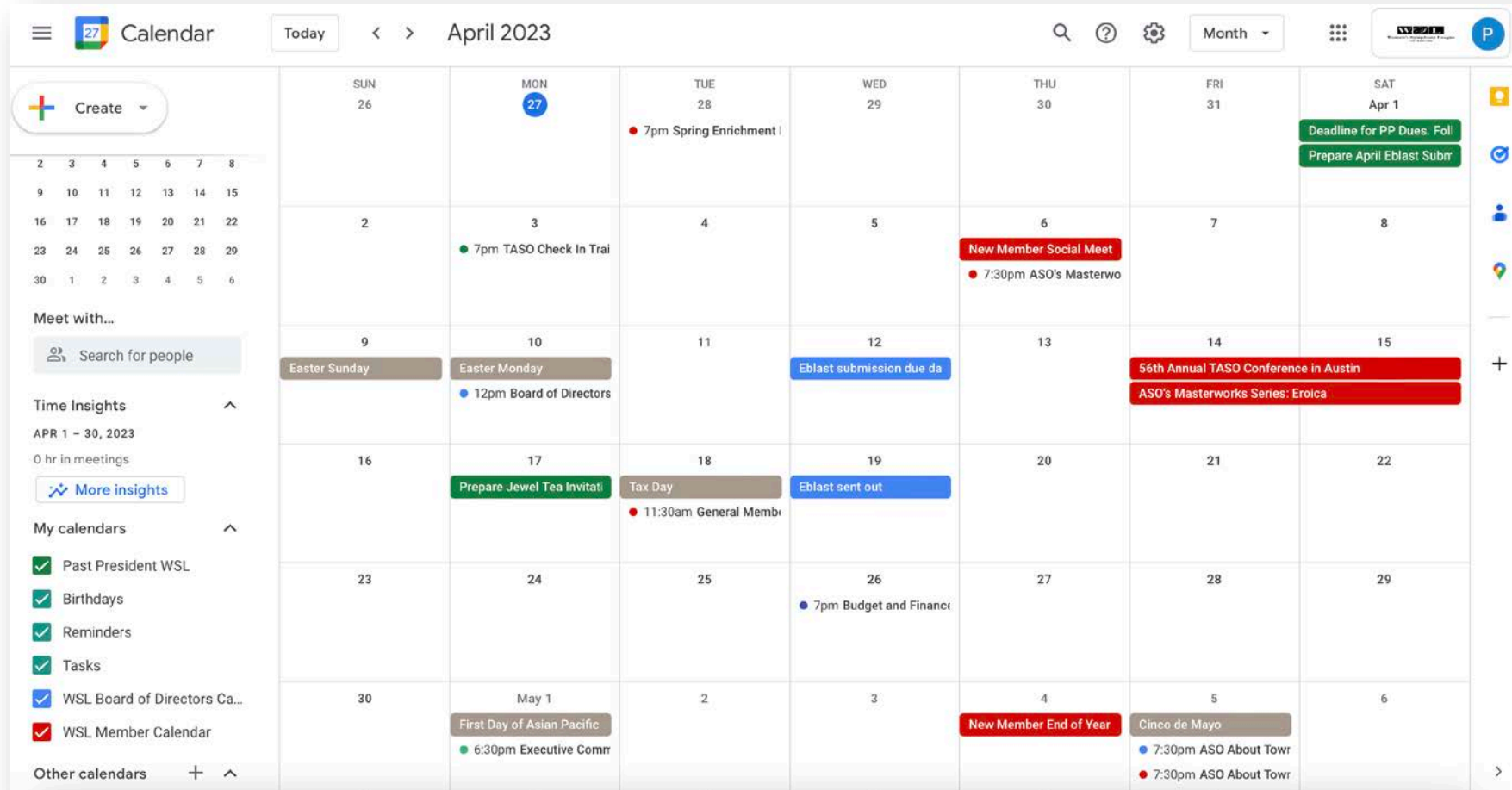
Oct 13, 2022, 4:39 PM

Good afternoon. I'm trying to get a hold of the WSL woman's Symphony League of Austin. My name is Belinda Castillo, and I am new to the Austin area, and I'm at work while talking to my co-workers administrators. They were telling me about joining some associations, and they were talking about the Box itself Association. So I'm interested in volunteering. My number is 956-207-3952. Again, my name is Belinda Castillo. Please give me a call back. Look forward to hearing from you. Thank you so much, and you have a great day.

▶ 00:00 00:41

Google Voice is a web-based phone number, texting and voicemail. Voicemails and texts are emailed and are also in the App. Voicemails are translated automatically to text and can also be played and/or forwarded by email to other people.

Google Calendar is a shared calendar that members can subscribe to digitally via an easily sharable link. It can be utilized to send out calendar invites to meetings. With one click, you can turn the meeting into a Video Conference with Google Meet. You can share your screen to collaborate.





Financial Information and Timeline

Cost: Google for Nonprofits Business Standard is discounted at \$3 per Google User Account. Google Voice is \$10 per month.

Timeline:

- Go to <https://www.google.com/nonprofits/> to sign up. Your organization will need to join [TechSoup](#) for nonprofit status verification and discounts.
- Decide how many accounts you need and set them up in your admin console.
- Train users on how to use it.
- Distribute email addresses, phone number and calendar links to membership.
- Assign someone to manage. For the WSL of Austin, this role is assigned to the Librarian.

Impact on the Community: WSL of Austin's contact info will now stay the same every year, no matter who it is. Board members will have consistent access to current and past files.