

Google Workspace



The New Notebook: A better way to connect, collaborate, and communicate.
Preserving continuity from year to year, volunteer to volunteer.

Women's Symphony League of Austin
PO Box 5998
Austin, TX 78701
(512) 265-5094

Presenter:
Jenn Bell,
pastpresident@wslaustin.org
478-972-8690

Purpose of the Project:

Our previous method of passing along files and information from year to year was inconsistent, and at times unreliable. Some people used physical notebooks, some forwarded all their files to the next volunteer in the position 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 didn't get lost and so that those who needed them could access them immediately. So we implemented Google Workspace. For more information, visit <https://workspace.google.com>

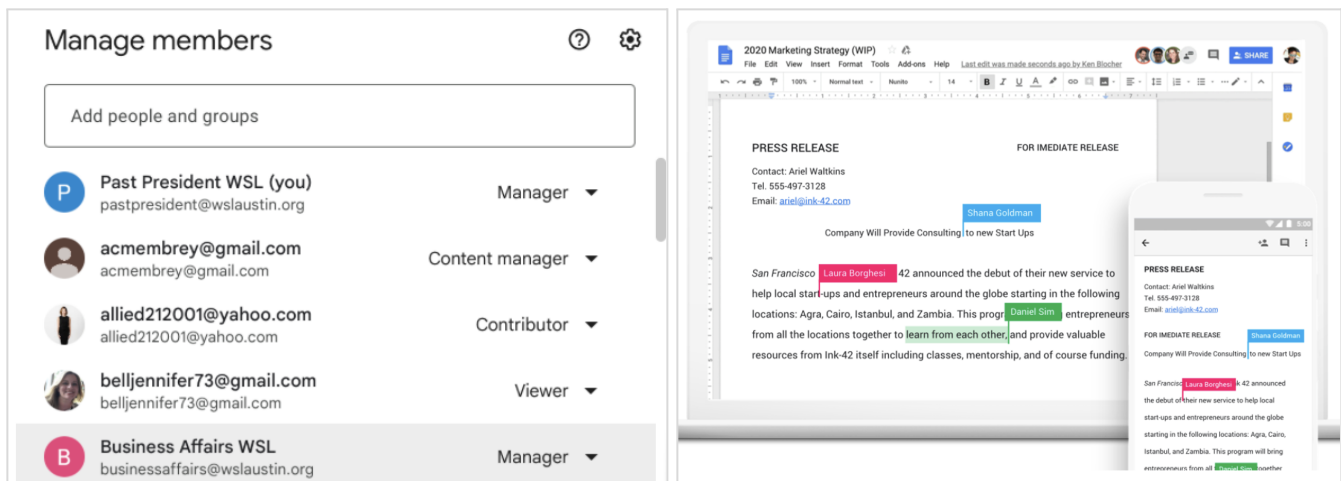
Goals:

- Have an organized online filing system with secure, controlled access and large data storage limits.
- Be able to collaborate on documents, spreadsheets, presentations, etc in real time instead of emailing them back and forth for edits. This way, multiple people can access and work on a document at the same time.
- Have email accounts ending with @wslaustin.org, such as treasurer@wslaustin.org, for volunteers to pass on year to year.
- Have a web based telephone number and voicemail account.
- Create a calendar that members can subscribe to digitally.
- To minimize cost.

Google Shared Drives:

Name	Members
WSL Advisors and Liaisons	24 people
WSL Board Admin	3 people
WSL Board of Directors (whole BOD has view access)	86 people
WSL Business Affairs	19 people
WSL Community Affairs	25 people
WSL Education	20 people
WSL Executive Committee	25 people
WSL Fashion Luncheon	21 people
WSL Financial Development	21 people
WSL General Membership	4 people
WSL Jewel Ball	32 people
WSL Job Descriptions	77 people

Control who has access to each folder and at what level (Manager, Content Manager, Contributor, Commenter, 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.



Financial Information:

Google for Nonprofits Business Standard is \$3 per Google User Account. For WSL, this is \$30 per month for 10 accounts: President, Treasurer, Business Affairs, Community Affairs, Education, Financial Development, Jewel Ball, Marketing, Membership, Technology. Includes custom email, video meetings and recordings, 2TB storage per user, security and support. These costs could be higher or lower, depending on how many accounts your organization needs. *Each account can have multiple aliases, so more than one person can share an account.

Google Voice (online phone line and voicemail): Our physical phone line to our property used to cost us over \$2000 per year, so \$120 per year for Google Voice is a huge cost savings.

Timeline:

Present idea to Board for approval. Assign someone to take the lead on the project. Go to <https://www.google.com/nonprofits/> to sign up. Your organization will need to join [TechSoup](#) for nonprofit status verification and discounts. Set up your users as needed. Train users on how to use it. Distribute email addresses, phone number and calendar links to membership.

Volunteer Requirements:

1-2 volunteers to set up. 2 volunteers to maintain it every year. We assigned our Board Positions of "Librarian" to maintain the Google Drive folder storage and email addresses, and "Board Admin" to maintain the calendar and voicemail.

Impact on the Community: WSL of Austin's contact info will now stay the same every year, so for example, the President can always be reached at president@wslaustin.org, no matter who it is. Board members will have better access to current and past files.

Suggested Improvements:

User education/training on how to use the system cannot be stressed enough. We did not have a formal education/training meeting until all was already set up. This should be done from the beginning. **It is vital that folders are set up and documents are stored in Shared Drives, not My Drive!**