**Minutes of the breakfast meeting May 12**

Attendees: Dominique, Arthur, Pascale, Sue, Maryline

MEMBERSHIP/FEES

* Any request for membership that comes via the website should be sent for information to the formal Bureau, i.e. Dominique, Arthur, Pascale. **Sue** will create a new email address called bureau@ethicspros.com that will automatically send all the bureau members the requests in their email. For each membership request received, **Maryline** will respond directly to the prospective member, letting them know that their request has been received and will be discussed at the next Bureau meeting.
* Any member of ETHICS who gets a request for membership should email it to bureau@ethicspros.com.
* Prior to each bureau meeting, **Maryline** will send the list of requests for membership to be discussed; all Bureau members will already have the necessary information to enable the discussions.
* The names will be discussed at the Bureau meeting.
* If the decision is NO:
	+ A standard memo will be sent to the applicant (the President or Secretary General, i.e. **Arthur or Dominique** will prepare and send the memo);
	+ A more personalised memo can also be sent by one of the members according to the case, for example where the request for membership was sent to an existing member.
* If the answer is YES:
	+ **Pascale** will send the details for membership payment to the prospective member;
	+ If the prospective member would like to pay by PayPal, they will send an email to admin@ethicspros.com requesting access to pay via PayPal - this will automatically send an email message to Maryline and Sue;
	+ **Maryline and Sue** will coordinate between them to give “guest” access to the payment screen and send a confirmation email to the prospective member.
* Payment: **our preferred method of payment is currently bank transfer**; PayPal payments don’t go directly to the Ethics bank and there is a fee charged by PayPal, so we will try to find an alternative when we change bank, for example payment by debit / credit cards.
* Membership list:
	+ The Treasurer, i.e. Pascale has complete control over the members’ list as this is linked to payments;
	+ It is sometimes difficult to reconcile the names of the members with the payments because payments direct to the bank account do not always include the members’ name in the reference
* The members’ list should be available to all members on the members’ area of the website to facilitate networking. **Pascale** will send the updated members’ list to admin@ethicspros.com on a regular basis.
* **Maryline or Sue** will upload the members’ list to the website on receipt, give website access to new members, and use the latest available list for all communications to members.