10-15 Minutes Draft

Please forgive me for the tardiness of these minutes. I am away in Chicago for a family memorial and don't have my notes with me so this is from listening to the recording and an edited AI summary. I think I have the participants correctly but not at all sure. ~Miranda

UVLists.org Meeting

Oct. 15, 2026 2pm via Zoom

Present:

Directors: Kevin Perron, Miranda Clemson

Also present: Kurth Bemis, John Benjamin, Dan Leavitt

Kevin Perron chaired the meeting, Miranda Clemson recorded minutes

A quorum was present. No director objected to holding the meeting, and the meeting came to order.

Transition requirements & timeline were discussed

- The transition agreement requires:
  - Setting list-closure and cutover dates.
  - Providing clear opt-out instructions.
  - Defining the future listserv administration and hosting model.
- Vital Communities is no longer expected to manage day-to-day list operations, but the transition should generally occur within the agreed 30-day timeframe.
- The group may request an extension if additional testing is needed.
- Existing subscribers will be imported automatically with their current preferences, such as digest or immediate delivery.
- The preferred approach is to close each old list and provide an automated response directing users to the new address, rather than running duplicate lists for an extended period.

List structure & community services

- The initial migration will preserve existing lists with the suffix: -Discuss. Separate “Announce” lists may be launched later.
- Participants emphasized keeping the user experience simple, especially for communities with low traffic or many less-technical and older residents.
- Email remains important because it has fewer barriers than apps and avoids app fatigue.
- The new platform could eventually provide broader community resources, including list guidelines, archives, and wiki-based content.

Migration testing & platform

- A phased migration is planned; moving all lists simultaneously would create unnecessary risk.
- List administrators should use the Mailman test list to:
  - Send test messages.
  - Test digest and delivery settings.
  - Review archives and threading.
  - Identify usability and configuration problems.
- Fairlee volunteered as a possible first production migration because it has low traffic and alternative communication channels.
- The platform supports:
  - One account across multiple lists.
  - Multiple email addresses per account.
  - Automatic subscriber migration.
  - Customizable archive templates and list pages.
- Current issues discovered during testing include:
  - Password-reset emails not arriving or having template errors.
  - Confirmation messages being routed to spam or junk folders.
  - The need for clearer explanations of archive thread and participant counts.
- New list addresses will require users to update address books. A vCard, QR code, and targeted transition messages may help users save the correct address.

Action Items

- **Kurth:** Diagnose and fix password-reset and account-access issues.
- **Kurth:** Continue testing the Mailman platform and prepare a phased migration plan.
- **Kurth and Kevin:** Select the first list to migrate, with Fairlee as a leading candidate.
- **List administrators and participants:** Join the Mailman end-to-end test list and actively test posting, subscriptions, archives, digests, and settings.
- Prepare transition FAQs, how-to guidance, opt-out instructions, and cutover communications.
- Coordinate with Vital Communities regarding closure notices, possible forwarding or owner notifications, and any needed extension.

- **Miranda:** Provide advance warnings to Fairlee subscribers if Fairlee is selected for the initial migration.
- Keep participants informed and incorporate feedback before finalizing the migration schedule.

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