2022 Convention Committee
October Report

Members: Daniel Lutz (Chair)
Erin King (Secretary)
Caryn Ann Harlos
Ryan Kane
Jacob Lucia
Reyed Dotson

Meeting: Meetings held 9/18, 9/25, 10/2 and meeting scheduled for 10/9 will provide verbal update

Potential location found will have verbal update from 10/9 meeting, contact made with WY and invite to 10/9 meeting extended.

The committee is progressing well, we are beginning to form our schedule and should have the date and location in a verbal update at the next board meeting. The county chosen was Weld for the convention next year. We are going to start work on lining out and filling positions such as credentialing, Parliamentarian, and others.

Our meetings are being held every Saturday Morning at 9am, everyone is welcome to come. The meetings are held via zoom, if you can't find the link please E-mail me at Fundraisingdirector@lpcolorado.org

Database Manager Report for October, 2021

See following time report.

CRM System Downtime

The CRM will be down on October 18, 2021 for about an hour starting at 9pm ET while we upgrade the server. No updates to the Wordpress side of things (Events, Pages, Posts, Users, etc) from October 12, 2021 at 11:59 pm until after the migration is complete. Database changes including donations are permitted until October 18, 2021 at 9pm ET. Ken Moellman's description of the migration was sent to board members on October 6, 2021 at about 9pm. It is included in this report.

Against the Next Mandate Petition

Approximately 115 people in Colorado signed the Against the Next Mandate Petition. Affiliate leaders were notified that people in their county had signed and told how to find these people in the CRM.

Issues Interest

About 450 people in Colorado have told us which general issues are important to them. The breakdown is:

Civil Liberties 327
Education 73
Environment 45
Foreign Policy 85
Government Spending 228
Gun Ownership 178
Health Care 50
Immigration 36
Social Security 21
Taxes 135
The Economy 160
War on Drugs 87

Other 31
Total Individuals Responding 457

National Email Server

The State CRM Project has an email server that can be used by any state party.
It has unlimited email addresses available for each state, so we could have several email addresses for each county and political district (CD, HD, SD). Each email address would use the lpcolorado.org domain, and each email address could send email from CiviCRM (only email addresses with the lpcolorado.org domain can send from CiviCRM). There is no charge for this service. We can also have email addresses like firstnamelastname@lpcolorado.org, but this has not been our practice.

Bruce Griffith, a former Campaigns Director, set up and maintains a domain called libertariancandidate.co to allow our candidates to set up a public email address. This functionality could be replaced by the national email server

We would have to migrate the email from gmail to the national server. This is a time-consuming task and would be done immediately after the switch to the national email server.

Each user would have a new login to the new server. The Gmail accounts would go away, but other google services (drive, calendar, etc) would remain with the same logins, I think.

The Usual Stuff

We pay $90 per month to the LNC for 3 hours of priority support per month for the CRM.
We pay $20 per month to Sparkpost for CRM email services to cover statewide emails. This cost is recorded as an In-Kind donation by the Database Manager.
We have a $200 credit with MailChimp for email services in lieu of maintaining our account for $10 per month.

Respectfully Submitted,

David Aitken
Database Manager
Libertarian Party of Colorado

Database Manager Time

Date	Start Time	Stop Time	Time	Description
9/9/2021	7:40 AM	8:05 AM	0:25	board reports
9/9/2021	9:30 AM	11:05 AM	1:35	update leadership, county events
9/9/2021	11:05 AM	11:15 AM	0:10	board reports
9/9/2021	11:15 AM	11:25 AM	0:10	twilio and texting
9/9/2021	2:00 PM	2:05 PM	0:05	update leadership
9/9/2021	3:05 PM	3:15 PM	0:10	new signups, update legislative dir
9/10/2021	6:00 PM	8:00 PM	2:00	check data integrity
9/12/2021	10:40 AM	11:15 AM	0:35	board reports
9/12/2021	2:25 PM	3:40 PM	1:15	post news item, signup, data cleanup
9/12/2021	7:55 PM	8:50 PM	0:55	backup
9/12/2021	8:50 PM	9:05 PM	0:15	messaging committee
9/13/2021	2:15 PM	3:30 PM	1:15	board reports
9/13/2021	6:30 PM	9:30 PM	3:00	board meeting
9/14/2021	10:00 AM	11:05 AM	1:05	new treasurer
9/14/2021	2:35 PM	3:05 PM	0:30	new post, board reports procedure
9/14/2021	3:05 PM	3:45 PM	0:40	email blast setup
9/15/2021	10:00 AM	10:30 AM	0:30	email blast setup
9/15/2021	10:30 AM	11:00 AM	0:30	email to petition signer affiliate chairs
9/15/2021	11:35 AM	11:50 AM	0:15	email blast setup
9/16/2021	10:25 AM	11:45 AM	1:20	merge dups
9/19/2021	11:05 AM	11:45 AM	0:40	town hall email
9/19/2021	3:40 PM	4:05 PM	0:25	check email,
9/19/2021	5:55 PM	6:20 PM	0:25	discuss email issues w/Ken
9/19/2021	7:15 PM	7:55 PM	0:40	trailing spaces, addresses
9/19/2021	8:10 PM	9:15 PM	1:05	backup
9/20/2021	10:25 AM	10:40 AM	0:15	blue book email
9/20/2021	2:30 PM	2:45 PM	0:15	correct town hall entry
9/20/2021	4:30 PM	5:00 PM	0:30	natl members
9/20/2021	6:20 PM	6:40 PM	0:20	natl members
9/20/2021	8:00 PM	9:05 PM	1:05	town hall
9/21/2021	7:35 AM	8:25 AM	0:50	new user Kaszinski
9/21/2021	12:40 PM	1:00 PM	0:20	training for Josh Lallement
9/21/2021	2:05 PM	2:10 PM	0:05	new signup
9/22/2021	7:35 AM	7:45 AM	0:10	check user status
9/22/2021	10:45 AM	11:15 AM	0:30	Holyoke voter data
9/22/2021	3:25 PM	4:40 PM	1:15	natl members
9/22/2021	6:15 PM	6:50 PM	0:35	natl members
9/23/2021	2:30 PM	4:00 PM	1:30	natl members
9/24/2021	9:30 AM	9:50 AM	0:20	user setup Gavin
9/24/2021	10:00 AM	10:40 AM	0:40	stats for Issues
9/25/2021	8:10 AM	9:05 AM	0:55	emails, posts
9/26/2021	7:50 PM	8:40 PM	0:50	backup
9/27/2021	6:45 PM	6:55 PM	0:10	train Marc Montoni on events
9/28/2021	8:35 AM	8:45 AM	0:10	check events, signup
9/28/2021	9:00 AM	9:25 AM	0:25	UMP form

9/29/2021	10:20 AM	10:30 AM	0:10	signups
9/29/2021	3:45 PM	4:50 PM	1:05	events email
9/29/2021	6:35 PM	7:15 PM	0:40	ballot issues email
9/30/2021	9:25 AM	10:50 AM	1:25	lapsed members
9/30/2021	10:50 AM	11:15 AM	0:25	email blast setup
9/30/2021	2:00 PM	2:45 PM	0:45	discuss email, holyoke w/andy
10/1/2021	4:30 PM	4:40 PM	0:10	board reports email
10/1/2021	7:00 PM	8:15 PM	1:15	agenda items
10/2/2021	4:50 PM	5:45 PM	0:55	signups, membership reports
10/3/2021	7:45 PM	8:55 PM	1:10	backup
10/3/2021	9:35 PM	9:55 PM	0:20	phillips county healthcare mandate
10/4/2021	4:00 PM	5:05 PM	1:05	Gavin CRM Training
10/4/2021	9:00 PM	9:15 PM	0:15	resend Paint event email
10/5/2021	10:45 AM	11:00 AM	0:15	membership stats
10/5/2021	1:50 PM	2:00 PM	0:10	signups
10/5/2021	2:10 PM	2:25 PM	0:15	membership stats
10/6/2021	10:25 AM	11:00 AM	0:35	membership drive
10/6/2021	1:50 PM	2:25 PM	0:35	new users
10/6/2021	5:25 PM	7:00 PM	1:35	natl members
10/6/2021	7:00 PM	7:55 PM	0:55	fix primary addresses
10/6/2021	8:05 PM	8:55 PM	0:50	fix primary addresses
10/6/2021	8:55 PM	9:15 PM	0:20	board reports
10/6/2021	10:30 PM	11:45 PM	1:15	natl members

47:30

From Ken Moellman, LNC Vice-Chair

All -

We're planning for a massive upgrade in available horsepower for the State CRM System. This upgrade/migration for the CRM is scheduled for **Monday, October 18th at 9PM Eastern Time**.

We are moving from a rented server, currently located in California, to a purchased server cluster that will be located in Texas. This will have several changes that come along with it.

Action is required. Please review the following items:

#1: Do NOT make any changes to your website after October 12th at 11:59PM Eastern Time. This means no events, no pictures, no text changes, nothing. We need a site freeze from 10/13 until the cutover is completed on 10/18. Inform your teams, ask them to get known changes needed prior to the 18th ready so they are implemented before the 13th. (Database contacts, donations, etc. created after this cutoff will carry over.)

#2: This will cause an outage on all state websites on the CRM and all Joint Fundraising forms. As noted, we plan to start at 9PM Eastern. During the outage, we will shut down the website, dump the database, move the database to the new server, and import the database. We then have some cleanup to do once it's moved to reset permissions, and we'll bring the server back online. Our target is 10PM Eastern for being back online, but the window is scheduled through midnight Eastern.

#3: DNS updates. As we are moving the data, we will need to update the DNS entries (A records for @ and CNAME for www) to point to the new server. **If you are a state that has not provided Andy Burns with your DNS credentials, you will need to update your DNS for your state party's website**. If you don't want to do this work, you should contact Andy Burns about National handling this for you.

#4. Sparkpost. **If you have locked Andy out of Sparkpost (or Amazon SES?), you will need to update your settings** with the IP of the new server. We don't have that IP address yet; we should have it by the end of the week.

#5. Unexpected bumps. Anyone in IT knows that the best laid plans can go sideways. We've tested - a copy from this past Monday is running on the new hardware and with some DNS trickery it thinks it's production. It's working in pre-production. It *should* work when we go live. **If we have a critical failure, or can't get things to work, we will fall back to the original server (which will require DNS updates again; see point #2)** and try again at a later date to be determined.

#6. Email migration. For those states using LP National's email service (not talking about Sparkpost), a similar migration will occur in the week or so following for the email server as well. This is a secondary priority to the CRM, but still an important one. Stay tuned for announcements, but this should happen in the days immediately following my return from Texas (timing dependent on the workload at my real, paid job).

#7. Ticket and Project Plan server. This will be the final move, and I plan to forklift-move the entire VM image, assuming it's not gigantic (you haven't been sending us lots of screenshots and video, have you?). This should not be disruptive to any state party, but is listed to note that it will happen.

A few important things to consider:

#1. You should **tell your state and county leadership teams** so it's not shocking to them that we're down during the migration. Please communicate!

#2. Your state party should probably **not have an email campaign or other massive signup effort** starting soon before or going on during this migration.

#3. Again, **don't update your site's content after the 12th**. It will lead to your site being broken on the 18th. I will stare at you in a mean, disapproving fashion if you fail in this. :)

#4. I plan to set up a **Zoom call for monitoring progress and troubleshooting during the migration**. All admins who are part of the CRM System are welcome to join, provided that you're not just chatting and distracting us. (Unless we want that at that moment for some stress relief. heh.)

Final thoughts:

This upgrade brings massive redundancy to the project. Clustering, network switch redundancy, network uplink redundancy, hourly roll-back capability, and (in November) Disaster Recovery.

I believe in this project and the value it brings. For this upgrade, the LNC put $15k in, and I'll likely have $1k in when it's all said and done (not counting my time).

I also donate $25+3% per month to the CRM, which helps cover the core costs of operations of the CRM. **Please consider matching my monthly donation to keep our system funded and growing**. Go to https://lp.org/crm then click the yellow Contribute button. Be sure to select that "Monthly" radio button. It really does help. And remember, **donations tagged for the CRM still count toward your membership at National**.

If you have any questions about the migration, please let me know. **Some of the IT Directors on the National IT Directors call wanted to see the project plan. It is attached.** (Not listed: the extensive RFQ process for datacenter space.)

And as always, if you have any questions, please feel free to ask. Any issues you see with the plan? Please tell me.

Thank you all for what you do, and keep on doing the work. There are (still) no shortcuts to liberty.

Ken Moellman
Libertarian National Committee
Vice Chair