

- Anything needed re: the change in the VAL position?
 - *Kelly will be taking over this position and Amanda trained Kelly on the position duties including inventory entry. Amanda offered to take over inventory entry for Kelly at this time for the April show and then Amanda and Kelly can train for future show inventory entry to ease her into the process. Kelly accepted this offer.*
 - *Kathy will be helping with graphics after the May show (Teri helping until then) until Kelly feels comfortable with this item & can take over these duties.*
- Any help needed to enter inventory for upcoming gallery shows?
 - *No help is needed at this time per Amanda but she'll let this committee know if anything changes.*
- Batching process - any needs/items to discuss?
 - *Amanda had questions as of 3/20 for Frank re: festival jury fees in the batch. Frank worked with Mike on Tues this week re: items sold in Weebly and how the sales come across to Rose & there was a workaround given to us to alter the batch – Amanda was verifying that she was following the correct process & Frank confirmed that she is.*
 - *If Julia would like a separate category for the booth fees for the festivals, Frank tested the creation of an inventory item for booth fee using a different code (8889) & it can be done. He will wait to talk with Julia first before proceeding.*
 - *Batching is going ok overall & Amanda has primarily just been addressing jury fees in the batches.*
- Any recent anomalies or issues with the register/Square (not seeing credit option at top of screen, different prices in Rose vs. Square, transactions showing cash vs. credit)?
 - *Only thing to note is that a couple of cashiers mentioned that the touch screen was non-responsive & Amanda walked them through the process to plug/unplug the screen and “reset” the system to reestablish the touch screen functionality.*
 - *Overall things have been quiet this past month re: register anomalies*
- Has Amanda been logging out and back into Square on occasion for a "reboot" of the system?
 - *Amanda has been doing this “reset” process for about the last three weeks (about once per week).*
- Do steps need to be taken to address template adjustments for bulk inventory entry into Square for larger shows?
 - *We are planning on Cheers and Summer Market as having bulk inventory entry into Square. Amanda and Frank talked recently about the visiting inventory artists form. The one on the website currently is formatted for Intuit and we need to adjust it to match up to Square instead. Frank can make the changes easily and Amanda will let Frank know when she's ready for him to make the changes & what the changes are specifically. Lance can assist with this import into Square, as well, when ready.*
- Any help needed to delete holiday market inventory out of Rose?
 - *Amanda is trying to delete items for holiday market and the February show but is only successful from within the portals and not from the dashboard in Rose Admin app (says it's deleted but you can search for the items and they still exist in Rose & Square). She has sent a question to Mike as of 3/20.*

- Anyone review Google Sheets for functionality considerations should we move to Square only? (link to sheet: https://docs.google.com/spreadsheets/d/1JN53tfHJwHMbDyz929Z0aGXy5IFMr-6S3yfY57Ydp_0/edit?usp=sharing) - looks like no updates have been made as of 3/19
 - *Kathy did log in as a member to look around and believes we'd have to segregate out our members to drill down to just our own items*
 - *Tina stated that she's looked around and will continue to do more review and trying to attach her inventory to her "vendor" info. It is highly likely she (and several others) will need to set up a completely new code to be able to see transactions by vendor in Square (since her 2 digit code overlaps anything with a "tr" in the name and over Teri's TRW code being used).*
 - *Lance mentioned that we'd have to open up access to inventory entry/adjustments to all members if we make the move from Rose to just Square.*
- Any other or new items?
 - *Lance's credit card we were using for Rose payment has expired and we need to get the new cc # to Mike. Lance gave Frank the new card info during our meeting and Frank will relayed that new info to Mike in case he needs it but our last payment went through on March 18, 2023.*
 - *Lance would like the board to state the policy clearly and specifically re: what will take place if any discrepancy, large or small, with regards to reimbursement to the co-op. Tina & Joy will take this item back to the board during our next meeting and ask that it be reviewed again with the membership. Frank also mentioned that Patty should notify Amanda if any shortages comes up in the daily batches so the cashier on shift could be notified.*
 - *Amanda learned about archiving items in Square and she completed this task for PBP inventory so they can be used in the future but are not accessible today.*