

## **APPENDIX B: Reports from Treasurer, Web Manager and E-mail Forum Moderator**

### **A. PLAIN Treasurer's Report - October 18, 2009**

#### **1. Financial Report 2008**

PLAIN has two financial reports for 2008--one for the period before incorporation (January - June) and the second for July - December, following incorporation. This is the first time that PLAIN has had an external review of its finances. The auditor did a financial review instead of a complete audit because PLAIN's budget is so small. The charge for a financial review is significantly lower than for a full audit.

You will notice that legal fees related to the incorporation were the major expense in 2008. These fees will not be repeated unless we need to make significant changes to the PLAIN bylaw.

Annual expenses include:

Web-site related charges (domain name/ hosting)

Board communications

Financial review/audit (This charge will appear for the first time in the 2009 financial report.)

The Board is going to investigate alternatives for lowering the costs of web-site management and Board communications. We can expect the financial review cost to remain approximately the same, since it is geared to the complexity of the organization's finances.

#### **2. Appointment of Auditor**

The Treasurer recommends that we appoint the same auditor as we used for the 2008 report:

Sam Goldmaker, Nepean Ontario, Canada.

Submitted by:

Ruth Baldwin

PLAIN Treasurer

## **B. Web Manager's Report**

Over the past year, we have enhanced the look and feel of the PLAIN web site.

Plans for the future include:

- Establishing a password-protected “page” for members only. Once we have the username/password database created, this page (and its “children”) can provide additional information/benefits for members plus, it can be used for voting.
- Establishing policies and procedures for accepting articles, etc., for publication on the web site.
- Setting up an archive section on the web site.

Nad Rosenberg  
Web Manager

## **C. E-mail Forum Moderator's Report**

PLAIN's free e-mail forum continued to be a popular tool for PLAIN members and other subscribers. As of Oct. 14, the 8-year-old discussion group had 594 subscribers. Nearly 100 subscribers were active participants in the first half of 2009.

Since PLAIN's last conference, in October 2007, the forum's busiest two months were September 2009, with 218 messages, and March 2008, with 202 messages. The slowest month during that time was August 2008, with 82 messages. In most months, the forum has received more than 126 messages.

Since the forum's launch in November 2001, the busiest two months were May 2003, with 374 messages, and April 2003, with 296 messages. More recently, the busiest month was March 2007, with 283 messages.

Since I became the forum moderator in 2003, discussions have covered a range of interesting, useful and provocative topics. They've included the use or abuse of communications tools (including spamming), the serial comma, the meaning and use of particular terms like "fear of crime," the most legible type fonts, the value of readability testing, and the past, present and future of correct cyberjargon usage. Questions and comments have also covered consistent style, grammar, word usage, spelling, literacy, legal jargon, bureaucratic mission statements, and global English.

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In the past two years, the forum has had only a few but manageable difficulties with off-topic messages, inappropriate messages or spam. To prevent difficulties, I approve all requests from new subscribers and typically request a brief explanation of their interest in plain language and the discussion group. I've dealt with issues as quickly as possible, occasionally advising subscribers privately about the forum standards or removing subscribers who obviously had joined to send spam messages.

This will be my final report to PLAIN as discussion group moderator. I've appreciated the support and advice I've gotten from Forum subscribers and PLAIN members and leadership.

Gary Larson  
PLAIN E-mail Forum Moderator