

MWSA Read Ahead Item for May 10 Board Meeting  
Apr. 28, 2023

## Emails, Email Forwarding and Who's Doing What - Organizational Correspondence

(Extracted from John Cathcart's tech training for MWSA leadership and updated)

Our list of forwarding emails and portfolio list is more than a tech geek thing; it's a who's doing what thing.

For the past several years, a great many emails have been forwarding to Bob at [info@mwsa.co](mailto:info@mwsa.co) – things like website forms for general questions, social media queries, website editing requests (books, author interviews, Dispatches Magazines), etc.

[Info@mwsa.co](mailto:Info@mwsa.co) USED to go only to Bob and he'd then forward to the appropriate person.

Example:

- Betsy gets a free library listing "order" from a member via our main website (<https://www.mwsadispatches.com/library-listing-submission>).
- Betsy forwards that order to Bob, and
- Bob forwards to Allen Tiffany (currently, the only person helping out on the website).
- Allen then uploads the book data onto our website (<https://www.mwsadispatches.com/covers-library-listings>) and informs the member/author/submitter.

The list of forwarding emails pasted below shows you who's getting what emails—and thus, who's doing what. Obviously, this list needs perusing and fixing where necessary. I've been updating this list on the MWSA Leadership & Portfolios document in the MWSA Admin section we talked about during today's Zoom.

## Email Forwarding (Email -- Forwarding address as of 4/28/2023)

Email Address	Forward To
accounts@mwsa.co	hsimpson@simpsonlaw.org
admin@mwsa.co	info@mwsa.co
ambassador@mwsa.co	jack@jackwlondon.com
ambassador@mwsa.co	outreach@mwsa.co
anthology@mwsa.co	djonzim@gmail.com
anthology@mwsa.co	rddoerr@cs.com
awards.director@mwsadispatches.com	mwsaawardsdirectors@gmail.com
awards@mwsa.co	mwsa@delta7book.com
awards@mwsa.co	mwsaawardsdirectors@gmail.com
dispatches@mwsa.co	joycekfaulkner@gmail.com
dispatches@mwsa.co	sandstar62@gmail.com
writeyourstory.co	danezeller@yahoo.com < new email
writeyourstory.co	jimwritespoetry@gmail.com < new email
events@mwsa.co	jimwritespoetry@gmail.com
facebook@mwsa.co	info@mwsa.co
info@mwsa.co	jimwritespoetry@gmail.com
info@mwsa.co	rddoerr@cs.com
info@mwsa.co	valerieormond@aol.com
instagram@mwsa.co	info@mwsa.co
linkedin@mwsa.co	info@mwsa.co
membership@mwsa.co	mwsa.roster@gmail.com

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<b>newlondon@mwsa.co</b>	<b>jimwritespoetry@gmail.com</b>	
<b>newlondon@mwsa.co</b>	<b>valerieormond@aol.com</b>	
<b>outreach@mwsa.co</b>	<b>jimwritespoetry@gmail.com</b>	
<b>outreach@mwsa.co</b>	<b>valerieormond@aol.com</b>	
<b>president@mwsa.co</b>	<b>jimwritespoetry@gmail.com</b>	
<b>reddit@mwsa.co</b>	<b>info@mwsa.co</b>	
<b>scholarship@mwsa.co</b>	<b>jimwritespoetry@gmail.com</b>	
<b>scholarship@mwsa.co</b>	<b>mwsa@delta7book.com</b>	
<b>scholarship@mwsa.co</b>	<b>valerieormond@aol.com</b>	<b>replace with Rob Lofthouse</b>
<b>stripe@mwsa.co</b>	<b>treasurer@mwsa.co</b>	
<b>treasurer@mwsa.co</b>	<b>hsimpson@simpsonlaw.org</b>	
<b>tumblr@mwsa.co</b>	<b>info@mwsa.co</b>	
<b>twitter@mwsa.co</b>	<b>info@mwsa.co</b>	
<b>volunteer@mwsa.co</b>	<b>jimwritespoetry@gmail.com</b>	
<b>vp@mwsa.co</b>	<b>valerieormond@aol.com</b>	
<b>website@mwsa.co</b>	<b>mwsa@delta7book.com</b>	
<b>website@mwsa.co</b>	<b>saltlake62@gmail.com</b>	
<b>zoom@mwsa.co</b>	<b>mwsa@delta7book.com</b>	
<b>zoom@mwsa.co</b>	<b>president@mwsa.co</b>	
<b>zoom@mwsa.co</b>	<b>treasurer@mwsa.co</b>	
<b>zoom@mwsa.co</b>	<b>valerieormond@aol.com</b>	