Handling TDF membership applications with the mcm-script

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The Membership Committee Management script (mcm-script) is a tool to manage the membership of The Document Foundation.
Starting a new quarter...

- Starting a new quarter after
- sign the DB with your GPG key:
  ./mcm sign --minutes -date=2019-06-18
  ./mcm push
Cases

- Renewals (email & form)
- New Applications (form)

- Every application in compliance with the TDF statutes is sent to Gerrit for voting!
Renewals

./mcm pull  → get changes from Gerrit, if exists
./mcm notify --renew -p → check the list of renewals
./mcm notify -r → send renewal messages
./mcm push → push the changes
Renewals

- Do you want to renew that, and will you contribute to TDF projects in the next six months?
- The MC needs a “Yes” or “No”
“Yes”

./mcm pull → get changes from Gerrit, if exists
./mcm pw <id> → send message to member

→ send renewal to Gerrit
“No”

`.mcm pull` → get changes from Gerrit, if exists

`.mcm lapse <id>` → lapse record

`.mcm push`

After the MC meeting, this record should be cancelled with:

`.mcm cancel <id>`

`.mcm push`
Renewals

If lapsed by mistake...

./mcm pull → get changes from Gerrit, if exists
./mcm reactivate <id> → lapse record
./mcm push

Useful for generate the lists for elections!
Renewals

Membership cancelled, but re-apply after

./mcm pull → get changes from Gerrit, if exists
./mcm lapse <id> → lapse record
Reminder message

```
./mcm pull → get changes from Gerrit, if exists
./mcm list --remind --format pretty → check the list for reminders
./mcm notify --remind <id> → notify one by one
./mcm push → push changes

./mcm list --remindcheck --format pretty → check “no answers”
```
New applications

./mcm pull  → get changes from Gerrit, if exists
./mcm display <Name or id>  → check if exists!
./mcm ce --name="" --email=""  → send mail
                       → create the new record in DB
                       → send it to Gerrit for voting
Voting in Gerrit

- At least three MC members should approve a membership
- Consensus decision-making
- Archiving
Preparing the MC meeting

• Deny rejected membership applications

  ./mcm list --format=pretty -pending → check who weren’t approved
  ./mcm notify --denied <id> → send a standard mail
  ./mcm deny <id> → change the record
  ./mcm push → send to DB
Preparing the MC meeting

• Cancel rejected membership renewals
  ./mcm cancel <id>
  ./mcm notify --denied <id>

• Lapse who not applied for renewal
  ./mcm list --format=pretty --cancellable=<start-of-quarter-date>
  ./mcm lapse <id>
Preparing the MC meeting

- List of new members
  ./mcm list --format=mcm-list --elect

- List of renewed members
  ./mcm list --format=mcm-list --renewed=<end-of-next-year-quarter-date>

- List of cancelled members
  ./mcm list --format=mcm-list --cancelled=<start-of-previous-quarter-date>

- List of lapsed members
  ./mcm list --format=mcm-list --cancellable=<start-of-quarter-date>
At the MC meeting

- Minutes in pad
- Decision about corner cases
- Final voting in Gerrit

- After: sending minutes & lists to TDF staff for Belin filing
After staff checking

- **Set lapsed memberships to cancelled**
  - `/mcm list --format=pretty -lapsed` → check the list
  - `/mcm cancel <id>` → cancel one by one

- **Activate & notify new members**
  - `/mcm list --elect --format=pretty`
  - `/mcm activate --date= <start-of-quarter-date>`
  - `/mcm notify --active= <start-of-quarter-date>`

- **Send renewed notification**
  - `/mcm notify --renewed= <start-of-quarter-date>`
After staff checking

- Provide final lists to BoD & TDF staff
  - ./mcm list --active --format=mcm-email
  - ./mcm list --active --format=html | sort

- THE END!
- Time to sign the DB and start a new quarter!
Useful commands

• Change data
  
  .mcm modify <id> [ --name="Full Name" ] [ --email="email@example.org" ]

• Recover a local crash
  
  .mcm fsck -reset

• Undo local changes
  
  .mcm undo
• FOSDEM, 2019

**Adjusting the time frame for sending renewals**

*During the meeting at the LibreOffice Conference in Rome, the MC decided, from a K-J proposal, to send all the membership renewals in the early days of each quarter, instead send in two or three waves with around 20/25 renewals each one.*
• Changed the line 777

from:

if [ $(date -u '+%s') -ge $(date -u '+%s' -d "$base_date - 45 days") ] ; then

to:

if [ $(date -u '+%s') -ge $(date -u '+%s' -d "$(get_next_effective_date "$base_date") - 90 days") ] ; then

Now the reference is the next effective date (a date when a quarter starts)
A good practice...

• FOSDEM, 2019

  **Restarting to send the renewal notification**

  • to demonstrate to the members that the process was finished;
  • to demonstrate to the members that the MC are working on the renewals;
  • It’s a formal communication from the Membership Committee.
Thanks!

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