- Anything needed re: inventory entry at this time? What about bulk entry for upcoming summer shows? Does this POS team need to assist with entry of inventory in any way?
  This current show just has inventory in Square (not entered in Rose). Amanda is adjusting the batch for items sold by those artists. Amanda is categorizing the item as "Gallery" in the batch. All is working well so far. Loading the Excel template for importing into Square worked well. These artists are entered as "contracts" in Rose.

  For the Pastel show, there are several artists. They will have to entered as "contracts" in Rose. We'll do a bulk entry again into Square.

  We need to see how Joy wants to handle the inventory entry for the "Dinner is Served" show.

  For Summer Market, we think we'll have the member artists enter their inventory directly into Rose. For visiting artists, Amanda will do an import into Square. Visiting artists will need to use the online form.

- Batching process - any needs/items to discuss? How are we doing with identifying jury fees from the web?
  We realized that some visiting artists for the Summer Market (SM) are not seeing the jury fee screen after submitting their entry form. Frank has sent them links to the jury fee page to receive payment from those who didn't pay. We're trying to figure out the issue. Everything seems to work fine for the festival jury fee.

  Frank has a request into Mike so Rose can identify a Weebly fee & doesn't match the inventory item in Rose. We're still waiting to hear from Mike.

  Julia asked for a jury fee to be refunded that was paid in February. We decided to send the individual a check for the refund and we'll ask Julia to send the check out of the festival account. Amanda will email Julia.

- Any recent anomalies or issues with the register/Square? Did we get assistance from Mike re: deleting HM inventory from our inquiries at the end of March (can we only delete it from within the individual portals vs. from the admin screen)?
  The only anomaly recently was a large order that required shipping but Amanda took care of the order, return (to remove sales tax), & shipping that had to go out of state.

  Another issue with touch screen acting funny. Resolution is to turn off/back on. Then get to back of computer and unplug the one that reads "square register" and then plug back in.

  About three weeks ago Amanda was successful at deleting inventory via the Rose admin portal.

  We have had some members not ending the drawer properly. We think it might be helpful to conduct an "end drawer" closing review session in the next membership meeting.

- Amanda created a lot of new documentation for the policies & procedures manual that includes the new POS system documentation - is there anything that needs to be updated/adjusted/added by this POS team?
  Our training documentation is what was added to the P&P manual. Nothing additional to do at this time.

- Anything Patty has need of related to Rose/Square at this time?
  She stated recently that she's comfortable with how the system is operating.

- Did we get the new CC# info to Mike for our Rose payments without issue?
  Frank will check with Mike to make sure we're charging the recurring Rose payments on Kathy's card. The payments are still going to the old card as of the time of this meeting.

- Discussion of functionality considerations should we move to Square only
  - Tina's primary concern is reporting of sales by time periods for each individual member - can we contact Square to investigate further
  - https://docs.google.com/spreadsheets/d/1JN53tfHJwHMbDyz929Z0aGXy5IFMr-6S3yfY57Ydp_0/edit?usp=sharing)
  There will be a couple of us that need to change our two digit codes from Intuit to support better reporting in Square by member. Tina will work on updating her code between now and our next meeting in July.

- Any other or new items?
  Nothing additional discussed in today's meeting