October 17, 2018

Dear BT,

Claire and I met today to discuss technology in relation to the Women at the Well Dialogues. We would like to move forward with using G-Suite from Google. The good news is that if we apply for non-profit status with Google on behalf of CCA, we will be able to use G-Suite for free. We have done this at Baltimore Carmel and there are many features of G-Suite which will work well not only for this program, but also for other CCA endeavors in the future.

The process of applying for non-profit status with Google takes several weeks. We will take care of all of the paperwork with the help of Kevin Nelson, who assisted Baltimore Carmel. We estimate that it could take up to 3 hours of his time, which will cost $105.

Once we begin the application process, we will have a 14-day trial when we can actually get to work and have something to show you. We have been using Baltimore Carmel's G-Suite in order to test what we want to do, and it has worked well.

Using G-Suite will allow us to create a site, independent of the CCA website, to use for this program. We will be able to post content and maintain it ourselves, so as not to make any additional work for Jeanne-Marie or the LT.

Please let us know if it would be ok for us to apply for non-profit status with Google on behalf of CCA. The sooner you are able to reply, the better as our goal is to have everything in place by early November.

Thank you for your continued support. We are really excited about how things are developing.

Love,
Celia, Claire, and Elizabeth