

## **MEMORANDUM OF UNDERSTANDING – SHARED ZOOM ACCOUNT**

This agreement dated 16<sup>th</sup> August 2020 between Potters Bar and District Photographic Society (PBPS) and Hendon and District Archaeological Society (HADAS) relates to the shared usage and division of costs of an annual subscription to an online meeting Zoom account for one year only.

Both Societies agree that:

- 1) The Zoom account will be set up from 23<sup>rd</sup> August 2020 (in time for PBPS's first planned meeting).
- 2) The cost of the subscription shall be shared equally between each society.
- 3) The details of the Zoom account (ID and password) shall be known to two members of either society: Graham Coldrick (PBPS Acting Chair and Programme Secretary), Don Cooper (HADAS Chair), Susan Willoughby (PBPS Membership Secretary) and David Willoughby (HADAS Publicity Officer).
- 4) The Zoom account will be set up by Susan and David Willoughby.
- 5) PBPS to have exclusive use of the Zoom account on Monday each week.
- 6) HADAS to have exclusive use of the Zoom account on Tuesday of each week.
- 7) Usage of the Zoom account on days, other than Monday or Tuesday, to be on a 'first come first served' basis and booked by emailing each of the four society members mentioned above.

Agreement to be ratified by us via email:

**Graham Coldrick** (PBPS Acting Chair and Programme Secretary).

**Don Cooper** (HADAS Chair).