| Created | 04.05.2023 | Treasury Guild - Contribution Management and Treasury Fee |
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Focused on Processes Discussions

**Sticky Note Color Codes**

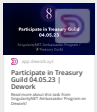
- Main Topics
- information
- Action Items
- Covered information
- No longer relevant, or detailed, or extra information
- Action/Agenda moved to future

**Overview**

- When: **27.04.2023 - 15:30 UTC**
- Where: zoom link https://us02web.zoom.us/j/83109081098?pwd=YnZvWUSTSHkxMWVwTZVVcmhZNEk2Zz09
- Context: How to structure Ambassador rules around payments, tasks and anything related to financial activities.
- Duration: ~60min
- Parts of the Sessions may be recorded and uploaded in Ambassador YouTube

**Suggested Workshop Agendas**

- 5min - Overview
  - *sign up for the task*
  - *Context*
  - Brief on the previous session
  - Introduce Agendas
- 50min - Audit Activity Lists
  - Insert Contributions
  - Compare times spent
- 5min - Session Overview *(to be recorded)*



Audit custom Activity Lists

Create an ambassador only workgroup

check if we hit 65 hours per month and if it was relevant to spend that much time

allocate ambassador rewards to activity lists

same way as monthly ambassador rewards

When and How are monthly rewards recorded and paid out?

How does retrospective rewards recorded?

Generate Activity List

Organize Dework Contributions

drop spreadsheet to ambassadors only channel

blank 4 hours to every ambassador activity list

Ambassadors check if Strategy Guild and Incubator group and Marketing guild has created a recurring task for each meeting (month-April)

if its missing, they add it to their activity list

Bundle together contribution transaction

How would not looking hours work?

Its confusing what can be recorded

All the micro things are not track

Time management tools instead of dework

Treasury Data already outdated

Treasury Manager Workgroup

how to make switch to new excel worthwhile?

requires a plan how to keep backend code up to date

Who will be joining?

Allocate Tools budget in USD for Ambassadors