DO NOT USE THESE SPACES

Serial number

Amount paid

Exemption Application DRAFT

CALIFORNIA FORM **3500**

Every organization filing an application for exemption from California corporation franchise or income tax must furnish the information and data specified and pay the **required $25** application fee. If the organization fails to comply with these requirements, the application will be denied. Revenue and Taxation Code Section 26451.3 provides that this application, together with any supporting documents, shall be open to public inspection if the exemption is granted. Upon request of the organization, public disclosure of such documents may be withheld if such disclosure would adversely affect the organization or national defense.

Name of organization as shown in your organization's articles or declaration of trust		Federal employer identification number
The Community Memory Project.		94-2411889
Address (number and street)		Daytime telephone number
2617 San Pablo Avenue		(415) 841-1114
City	State	ZIP code
Berkeley	California	94702
Name of representative to be contacted regarding additional requirements or information		Daytime telephone number
Evelyn Pine, Executive Director		( ) as above
Representative's mailing address		
as above		
City	State	ZIP code

ALL applicants must complete items 1 through 6 and furnish the information requested on Sides 2, 3 and 4 as applicable.

1a Enter the California Revenue and Taxation Code Section under which exemption is claimed. See Instruction D ..... 23701(d)

b Primary activity of organization: charitable, educational, scientific

2a What is the form of the organization? ☒ Incorporated ☐ Now being incorporated ☐ Unincorporated association ☐ Trust

(1) Date organized 3-21-77

b If incorporated, furnish the following information:

(1) Date incorporated 3-21-77 (2) California corporation number 811262

(3) If incorporated in another state, identify the state _____

Attach Remittance Here

3a Has this organization or its predecessor previously applied for exemption? ☒ Yes ☐ No

b If "yes," check the appropriate box(es) and enter either "Granted" or "Denied" and also enter the date the exemption was "Granted" or "Denied" after the box(es) checked.

☒ California Granted Date 3/21/90 ☐ Federal _____ Date _____ ☐ Other State _____ Date _____

c Furnish copies of any determination letters received.

4a Has the organization filed federal income tax returns? ☒ Yes ☐ No

b If "yes," state type of returns and years filed. See attachment

5 Annual accounting period (must end on last day of the month). January 1 - December 31

		Yes	No
6a	Is this a new organization? If "no," attach a statement indicating the name of the predecessor(s), the period during which it was in existence and the reasons for its termination		X
b	Is this a membership organization? If "yes," attach a statement which fully explains the qualifications for members, the different classes of membership, the number of members in each class and the voting rights and privileges accorded each class		X
c	Has the organization made, or are there plans to make, any distribution of its property or surplus to officers or members? If "yes," attach a detailed statement		X
d	Will any of the incorporators share any facilities with the organization? If "yes," attach a detailed explanation		X
e	Will any property be rented, purchased or transferred in any way from any of the incorporators? If "yes," attach a detailed explanation		X
f	Will any promoter, incorporator, founder or member be employed by the organization? If "yes," furnish complete details, including duties, responsibilities, qualifications and compensation		X
g	Will any member of the board of directors be compensated for services other than services performed as a board member, e.g. officer, and/or employee? If "yes," furnish the name(s) of the director(s), and the amount(s) of compensation for each. Also list the names of the other directors, indicating their blood or marriage relationship, if any, to the compensated director(s)	X	

Be sure to include the $25 application fee. Do not send cash. Allow 60 days for processing.

Under penalties of perjury, I declare that I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

DATE | SIGNATURE OF OFFICER OR REPRESENTATIVE | TITLE

PLACE SIGNED

[Versions of this form prior to 1987 are obsolete and should not be used. Please destroy.]

7 To insure that the Franchise Tax Board will process your exemption application, attach the following information to your application.

a If the organization is incorporated, a copy of the endorsed articles of incorporation and all subsequent amendments (if it is now being incorporated, submit proposed articles to the Secretary of State with the application); if it is not incorporated, a copy of the constitution, articles of association, declaration of trust or other document setting forth the aims and purposes of the organization and signed by the principal officers or trustees.

b A copy of the bylaws, proposed bylaws or other code of regulations.

c Complete statements of receipts and expenditures, assets and liabilities for each accounting period that the organization was in existence and for which exemption is requested (organizations that have not commenced operations or have been operating less than one year, see item "d" below).

d A proposed budget showing the sources of income and areas of expenditures for the first year of operation of a newly formed organization or one commencing operations (the budget is required before the Franchise Tax Board will process the application and should be based upon the most reasonable expectations).

e A statement describing the specific purposes for which the organization was formed (do not quote the articles of incorporation or bylaws for this purpose).

f A statement describing in detail the programs and activities that the organization presently conducts or will conduct and how it will accomplish its specific purposes.

g A statement describing in detail each fund-raising activity and each business enterprise the organization has engaged in or plans to engage in with other parties (accompanied by copies of all agreements, if any, for the conduct of each fund raising activity or business enterprise).

h A statement which fully explains any discontinued specific activities that the organization has engaged in or sponsored (give dates of commencement and termination and the reasons for discontinuance).

i A copy of each lease, if any, in which the organization is the lessee or lessor of property (real, personal, gas, oil or mineral), or in which an interest is owned under such lease, together with copies of all agreements with other parties for development of the property.

j Samples of any literature that the organization sells or distributes and samples of any organizational advertising.

Each item listed below refers to a separate Revenue and Taxation Code (R&TC) section. Select the appropriate section under which your organization claims exemption and provide the requested information.

8 **R&TC Section 23701a – Labor, agricultural or horticultural organization:** Submit an explanation of any services to be performed for members. Cooperative organizations applying for exemption under R&TC Section 23701a must submit a copy of the federal exemption letter showing exemption under IRC Section 501(c)(5).

9 **R&TC Section 23701b – Fraternal beneficiary society, etc.; R&TC Section 23701l – fraternal society:**

a State whether the organization operates, or plans to operate, under the lodge system or for the exclusive benefit of the members of an organization so operating. Operating under the lodge system means carrying on activities under a form of organization that comprises local branches, called lodges, chapters or the like, which are largely self-governing and chartered by a parent organization.

b If the organization is a subordinate or local lodge, etc., attach a certificate signed by the secretary of the parent organization, under the seal of that organization, certifying that the subordinate lodge is a duly constituted body operating under the jurisdiction of the parent body.

c If the organization is a parent or grand lodge, attach a statement showing the number of subordinate lodges in active operation and whether periodic meetings are actually held.

d For R&TC Section 23701b organizations only, attach a statement describing the types of benefits (life, sick, accident or other benefits) paid, or to be paid, to members.

10 **R&TC Section 23701c – Cemetery company or corporation chartered solely for burial purposes:**

a Attach these statements and/or documents.

(1) Complete copy of the sales contract or other document involved in acquisition of cemetery property by the organization.

(2) Complete copy of any contract the organization has which designates an agent to sell the cemetery lots.

(3) Names of officers and directors of your organization from the date of incorporation to the present date and the period for which each held office.

(4) Appraised value of cemetery property as of the date acquired (the appraisal should be obtained from sources other than the parties in interest).

b Does the organization have or plan to have a perpetual care fund? ☐ Yes ☐ No

If "yes," furnish a copy of the federal exemption letter, a copy of the fund agreement and a statement explaining the nature of such fund (cash, securities, unsold land, etc.). Also attach a statement which fully explains the manner in which the fund is or will be administered, the specific purposes for which the fund is to be used, and the name(s) of the person(s) administering the fund.

c Does the organization operate a crematorium? ☐ Yes ☐ No

11 **R&TC Section 23701d – Religious, charitable, scientific, literary or educational organization:** Attach a statement explaining all "yes" answers in 11a through 11d.

	Yes	No
a Has the organization received, or does it expect to receive, 10 percent or more of its assets from any organization or group of affiliated organizations (affiliated through stockholding, common ownership or otherwise), any individual, or members of a family group (brother or sister whether whole or half blood, spouse, ancestor or lineal descendant)?		X
b Is the organization now, has it ever been, or does it plan to be engaged in carrying on propaganda, or otherwise advocating or opposing pending or proposed legislation (this includes dissemination of such information to the general public while representing the organization)?		X
c Has the organization participated in or does it plan to participate or intervene in any political campaign (including the publishing or distributing of statements) on behalf of, or in opposition to, any candidate for public office?		X
d Does the organization hold, or plan to hold, 10 percent or more of any class of stock or 10 percent or more of the total combined voting power of stock in any corporation?		X

- **If claiming exemption as a church, attach a statement including the information requested in items (1) through (8):**

  (1) Has a permanent place of worship been established? At what address? Who is the legal owner of this property? Describe the physical characteristics of your church buildings. Explain to what extent these buildings are used for purposes other than religious worship.

  (2) Does the organization have a regular congregation or conduct religious services on a regular basis? How many usually attend the regular worship services? Attach samples of worship service programs and newspaper announcements of your activities. Where and how often are religious services held?

  (3) Furnish information regarding the religious background and formal religious training of the religious leaders. Furnish a copy of the religious leader's certificate of ordination.

  (4) What amount of the annual gross income will be received from incorporators, ministers, officers, directors or their families?

  (5) What amount of the organization's proposed expenditures will be used for the personal living expenses of the individuals mentioned in item (4) above.

  (6) How many hours per week will the religious or spiritual leader devote to organizational activities? Will this person engage in employment unrelated to the activities of the organization? If so, indicate the number of hours per week and describe the employment activity.

  (7) List all the officers, directors, trustees, etc., of the organization and describe their qualifications for such office. Are any of the officers or directors related by blood or marriage? If yes, explain.

  (8) Will any founder, member or officer:

  (a) Take a vow of poverty?

  (b) Transfer personal assets to this organization like a home, automobile, furnishings, business or recreational assets, etc., that will be made available for the personal use of the donor(s)?

  (c) Assign or donate income to the organization which will be used in part or whole to pay the donor(s) as salary, stipend or living allowance (such as food, medical expenses, clothing, insurance, etc.)?

12 R&TC Section 23701e – Business league, chamber of commerce, etc: State whether the organization has performed, or plans to perform, particular services for members, shareholders or others, such as furnishing credit reports or collection accounts, inspecting products, conducting advertising, purchasing merchandise or other similar undertakings. ☐ Yes ☐ No. If "yes," attach a detailed statement, including income realized and expenses incurred in such activities. If engaged in advertising, attach samples of material.

13 R&TC Section 23701f – Local association of employees: Attach a statement giving names and addresses of employers whose employees are eligible for membership in the association. If employees of more than one plant or office of the same employer are eligible for membership, give the address of each such plant or office.

14 R&TC Section 23701g – Social and recreational organization:

	Yes	No
a Has the organization solicited, or does it plan to solicit, public patronage of the facilities by advertisement or otherwise? If "yes," attach sample copies of such advertisements or other solicitations		
b Are nonmembers, other than bona fide guests of members, permitted, or will they be permitted, to use the club facilities, or participate in or attend any functions or activities conducted by the organization? If "yes," attach a statement describing the functions or activities in which nonmembers have participated or will participate, or to which they have been or will be admitted. If nonmembers have participated in or been admitted to any functions or activities, state the amount received from nonmembers. Provide a schedule in the statement detailing the expenses attributable to such nonmembers, the expenses attributable to such functions and the disposition made of net profits, if any, derived from the functions		
c Has the organization rented or leased, or does it plan to rent or lease, any part of the club's property to others? If "yes," attach a statement indicating the reason for such action, or proposed action, and the amount received, or to be received. Also attach copies of the rental agreements or leases		
d Has the organization derived or will it derive any income from nonmembers not explained above? If "yes," explain in detail		

e Furnish a statement separating the member and nonmember income for the past three years and a proposed budget separating member and nonmember income for the next period of operation.

f State the total number of club members. If there are different classes of membership, explain the dues and privileges of each class.

15 R&TC Section 23701h – Title holding corporation:

a Attach a statement giving the complete names and addresses of organizations for which title to property is held, the number of shares of capital stock held and whether shares of stock have ever been held by persons other than such organizations. If stock was so held, include the years held and the total number of shares of each class of stock.

b State whether the annual income (less expenses) is, or will be, turned over to the organization for which title to property is held. Explain what disposition will be made of income which will not be turned over to the organization.

c Attach a copy of an exemption letter (federal or California) for each organization for which property will be held. If property will be held for organization(s) located in California, you must furnish a California exemption letter.

16 R&TC Section 23701i – Voluntary employees' beneficiary organization: Furnish a copy of the federal determination letter showing exemption under IRC Section 501(c)(9).

17 R&TC Section 23701n – Supplemental unemployment compensation trust: Attach a copy of the supplemental unemployment benefit plan and pertinent agreements and a copy of the federal determination letter.

18 R&TC Section 23701q – Group legal services plan: Furnish a copy of the federal determination letter showing exemption under IRC Section 501(c)(20).

19 R&TC Section 23701t – Homeowners' association:

a Will any of the individual units/lots owned by the organization or its members be occupied for other than personal residential purposes? If "yes":

(1) What percentage of the units/lots will be used for nonresidential purposes? _____

(2) If the organization is claiming exemption as a condominium management association, indicate square footage of all units and square footage devoted to residential purposes. All units _____ Residential _____

(3) What percentage of the organization's total gross income will be derived from dues, fees or assessments from nonresidential members?

b Will this organization own, maintain or operate a mutual water company, well, electrical generating facility or other utility? ☐ Yes ☐ No
If "yes," describe in detail and answer these questions:

(1) Are the members/shareholders the actual users of the utility, or simply investors? ☐ Yes ☐ No

(2) Is this organization furnishing utilities to residential homes, commercial businesses (including agricultural enterprises) or both? ☐ Yes ☐ No
If both, indicate what percent of this organization's total income will be derived from sale of utilities for nonresidential usage. _____

(3) How are members/shareholders assessed for utilities usage? Are they assessed equally, according to square footage/acreage, metered, etc.?
☐ Yes ☐ No

c Furnish a copy of the Declaration of Covenants, Conditions and Restrictions.

d Will any of the units/lots be rented by a person, or series of persons, for periods of less than 30 days that, when added together, equal more than half of the association's taxable year? ☐ Yes ☐ No If "yes," what percentage of the units/lots are rented in this manner? _____

e What date did the association become active? Provide details of these activities. _____

f What date was the first unit sold? _____

20 R&TC Section 23701x - Title holding organization:

a Attach a statement giving the complete names and addresses of organizations or trusts for which title to property is being held, and the number of shares of capital stock held by each entity.

b State whether the annual income (less expenses) is, or will be, turned over to the organizations for which title to property is held. Explain what disposition will be made of the income that is not or will not be turned over to the organizations.

c Enclose a copy of a federal determination letter for each organization or trust for which property will be held.

d For those organizations of trust for which property will be held and which do not have a federal determination letter, provide detailed information to show that each shareholder is:

(1) A governmental plan described in IRC Section 414(d); or

(2) The United States, any state or political subdivision thereof, or any agency or instrumentality of the foregoing.

e State the total number of stockholders or beneficiaries.

f Describe in detail each class of stock or beneficial interest.

21 R&TC Section 23701u – Public facility financial corporation:

a Attach samples of all certificates of participation or other securities to be issued.

b Attach copies of all leases, contracts, trust agreements or other agreements that have been, or will be, entered into by this corporation.

22 R&TC Section 23701v – Mobile home park acquisition association:

a Are all members of the organization owners of manufactured homes or mobile home tenants of the mobile home park? ☐ Yes ☐ No
If not, explain the circumstances under which other individuals can become members of the organization.

b Describe the mobile home park in which owner/tenant members reside.

c Are all lots within the park rented or leased to mobile home or manufactured home owners? ☐ Yes ☐ No If not, explain.

d Does the rent paid by each owner include rental for the lot occupied by the mobile home or manufactured home? If not, explain.

e Will the organization carry on activities other than purchasing or preparing to purchase, the mobile home park in which members reside? ☐ Yes ☐ No If so, describe in detail the other activities and indicate the percentage of total operations represented by such activities.

23 R&TC Section 23701w – War veteran's organization:

To be completed by a post or organization of past or present members of the Armed Forces of the United States.

a What is the total membership of your post or organization? _____

b How many of your members are present or former members of the Armed Forces of the United States? _____

c How many members are cadets (include students in college, university or armed services academies)? _____ How many are spouses, widows or widowers of cadets or past or present members of the Armed Forces of the United States? _____

d Do you have a membership category other than the ones set out above? ☐ Yes ☐ No If "yes," please explain in detail and enter the number of members in this category. _____

To be completed by an auxiliary unit or society of a post or organization of past or present members of the Armed Forces of the United States.

e Are you affiliated with and organized according to the bylaws and regulations formulated by such an exempt post or organization? ☐ Yes ☐ No

f How many members do you have? _____

g How many are past or present members of the Armed Forces of the United States themselves, their spouses or persons related to them within two degrees of blood relationship (grandparents, brothers, sisters and grandchildren are the most distant relationships allowable)? _____

h Are all of the members themselves members of a post or organization, past or present members of the Armed Forces of the United States, or spouses of members of such a post or organization or related to members of such a post or organization within two degrees of blood relationship? ☐ Yes ☐ No

DRAFT

ATTACHMENT TO EXEMPTION APPLICATION 3500 OF
The Community Memory Project

Items 3, 4, 6 & 7 Dated:

3c: Copy of Exemption Letter attached, Exhibit A. (Note Exhibit B for name change.)

4b: The Community Memory Project has filed the following Federal income tax return forms:

1977:	990, 941	Fresno, CA
1978:	990, 941	Fresno, CA
1979:	990, 941, W2	Fresno, CA
1980:	990, 940, 941, W2, W3	Fresno, CA
1981:	990, 940, 941, W2	Fresno, CA
1982:	990, 941, W2, W3	Fresno, CA
1983:	990, 941, 1096, W2	Fresno, CA
1984:	990, 940, 941, W2	Fresno, CA
1985:	990, 1099, 940, 941	Fresno, CA
1986:	990, 1099	Fresno, CA
1987:	990, 941, 1096, W2	Fresno, CA
1988:	990, 941, 1096, W2, W3	Fresno, CA
1989:	990, 941, 1096, 1099, W2	Fresno, CA

6a The Community Memory Project was incorporated on March 21, 1977 as a 501(c)4. The purpose of this EXEMPTION APPLICATION is to change status to 501(c)3.

6b The Community Memory Project has been a membership organization. However, the by-law revisions which will be adopted by the membership on January 20, 1991 drop all provisions relating to members, and put their powers in the hands of an eleven-member, self-perpetuating board of Directors.

6g Two of the current directors are employed by the corporation.

Carl Farrington	Programmer	$17,941.32/year
Evelyn Pine	Executive Director	$35,000/year

Their compensation is reasonable and paid in return for services rendered the nonprofit corporation in furtherance of its exempt purposes as required by the By-laws of the corporation. Their salaries are fixed by resolution of the Board of Directors, employee-directors abstaining.

6g (con.) The Article II of the By-laws to be approved January 20, 1990 state:

Section 2.2. AUTHORIZED NUMBER AND QUALIFICATIONS. The authorized number of Directors shall be eleven (11), which shall include at least one (1) Director elected by the Corporation's employees, and the Executive Director of the Corporation, who shall serve Ex Officio.

7a: Copy of endorsed Articles of Incorporation and all subsequent amendments, Exhibit B.

7b: Copy of Current By-Laws, Exhibit C and proposed By-Laws attached, Exhibit D.

7c: Copy of Statement of assets and liabilities, Exhibit E, and statement of receipts and expenditures, Exhibit F, are attached for the following accounting periods that the corporation has been in existence for which exemption is claimed:

January 1, 1989-December 31, 1989
January 1, 1990-December 31, 1990

NOTE: Balance Sheets & Income Statements being prepared by bookkeeper.

QUESTION: IS THER ANY REASON TO DO THIS RATHER THAN CHANGE STATUS FROM DATE OF APPLICATION FOR THIS EXEMPTION.

7e The specific purpose for which this nonprofit corporation was formed is to enhance and encourage full participation and free expression in American society by providing and promoting tools through which individuals and groups can share knowlege, opinion, resources, and friendship.

7f The Community Memory Project accomplishes its purpose by:

o instigating, developing, and managing replicable models of community telecommunications, including a ten-terminal public access system in Berkeley, with sites in libraries, community centers, and businesses. To ensure broad participation and the exchange of diverse ideas and resources, we provide training sessions and literature as well as work with nonprofit groups and individuals to get their information on-line. We develop user-friendly software so those who normally have no access to the power of computing can easily use these systems. We consult with local groups about how they can use Community Memory to do what they do better. For example, a community college uses the system to inform the

7f (con.) community about their job training programs, a group of veterans are developing a participatory Alameda County Viet Nam Veterans Memorial accessible over the network, the North Berkeley Senior Center has computerized their Directory of Resources for Older Adults so that it is easily available across the city.

- encouraging the development of democratic, two-way, participatory computing networks in a variety of communities and organizations through consulting, publishing, and presenting materials about these systems to nonprofit organizations, local governments, businesses, and educational institutions.

- providing information and education about democratic computing and telecommunications by providing training programs, publications, and consulting.

7g Fundraising activities and business enterprises the organization has engaged in or plans to engage in include:

- application for grants to fulfill exempt purpose and activities outlined in 7e & 7f.

- application for corporate donations to fulfill exempt purpose and activities outlined in 7e & 7f.

- application for individuals donations to fulfill exempt purpose and activities outlined in 7e & 7f.

- collection of coinbox income for messages left on public system as outlined in 7f.

- development of dial-in access to the Berkeley system as indicated in response to 7e & 7f

- publication of periodicals & books relating to democratic telecomputing as indicated in response to 7f

- provision of training programs as indicated in response to 7f

- licensing software to community groups, educational institutions, government agencies and other groups as indicated in response to 7f (licensing agreements are attached as Exhibit G.)

7i Copy of Lease, entered into between The Community Memory Project and Mrs. Huggard with respect to the premises located at 2617 San Pablo Avenue attached, Exhibit H.

7j Samples of literature that the Community Memory Project distributes are attached as Exhibit I.

...gton, D.C. 20224

Department of the Treasury

1 Exhibit A; Attachment A

...12 ...79

Internal Revenue Code:
Section 501(c)(4)
Key District:
San Francisco
Employer Identification Number:
94-2411889
Accounting Period Ending:
December 31
In Reply Refer to:
E:EO:T:R:2-5
Person to Contact:
[illegible]
Contact Telephone Number:
[illegible]

Loving Grace Cybernetics
1814 Ward Street
Berkeley, California 94703

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who earns $50 or more during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee who earns $50 or more during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to your key District Director.

If your purposes, character, or method of operations change, please let your key district know so that office can consider the effect of the change on your exempt status. Also, you should inform your key District Director of all changes in your name or address.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If employer identification number was not entered on your application, a number

...s you file and in all correspondence with the Internal Revenue Service.

...are informing your key District Director of this action. Because this ... could help resolve any questions about your exempt status, you should keep ...n your permanent records.

...f you have any questions, please contact the person whose name and telephone ...mber are shown in the heading of this letter.

Sincerely yours,

Peter K. Bros

Peter K. Bros
Chief, Rulings Section 2
Exempt Organizations
Technical Branch

As a social welfare organization, contributions made to you are not deductible by the donors as charitable contributions as defined in section 70(c) of the Code. You should advise your contributors to that effect.

State of California

OFFICE OF THE SECRETARY OF STATE

Exhibit B, Attachment B

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

NOV 28 1976



March Fong Eu

Secretary of State

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
NOV 20 1978
MARCH FONG EU, Secretary of State
By JAMES E. HARRIS
Deputy

CERTIFICATE OF AMENDMENT

OF

ARTICLES OF INCORPORATION

Efrem Lipkin and Lee Felsenstein certify:

1. That they are the president and secretary, respectively, of Loving Grace Cybernetics, a California non-profit corporation.

2. That at a meeting of the board of directors of said corporation, duly held at Berkeley, California, on August 23, 1978, the following resolution was adopted:

> "RESOLVED: That Article I of the articles of incorporation of this corporation be amended to read as follows:
> 'The name of this corporation shall be:
>
> The Community Memory Project.'

3. That at a meeting of the members of said corporation, duly held at Berkeley, California, on August 23, 1978, a resolution was adopted, and the wording of the amended article as set forth in the members' resolution is the same as that set forth in the directors' resolution in Paragraph 2 of this certificate. The directors constitute the sole voting membership of the corporation.

4. That the number of members who voted affirmatively for the adoption of said resolution is three, and that the number of members constituting a quorum is two.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

Each of the undersigned declares under penalty of perjury that the matters set forth in the foregoing certificate are true and correct. Executed at Berkeley, California, on November 14, 1978.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

State of California

OFFICE OF THE SECRETARY OF STATE

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

NOV 28 1978



March Fong Eu

Secretary of State

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
NOV 20 1978
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Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

Each of the undersigned declares under penalty of perjury that the matters set forth in the foregoing certificate are true and correct. Executed at Berkeley, California, on November 14, 1978.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

State of California

OFFICE OF THE SECRETARY OF STATE

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

NOV 28 1978



March Fong Eu

Secretary of State

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
NOV 20 1978
MARCH FONG EU, Secretary of State
By JAMES E. HARRIS
Deputy

CERTIFICATE OF AMENDMENT

OF

ARTICLES OF INCORPORATION

Efrem Lipkin and Lee Felsenstein certify:

1. That they are the president and secretary, respectively, of Loving Grace Cybernetics, a California non-profit corporation.

2. That at a meeting of the board of directors of said corporation, duly held at Berkeley, California, on August 23, 1978, the following resolution was adopted:

> "RESOLVED: That Article I of the articles of incorporation of this corporation be amended to read as follows:
> 'The name of this corporation shall be:
>
> The Community Memory Project.'

3. That at a meeting of the members of said corporation, duly held at Berkeley, California, on August 23, 1978, a resolution was adopted, and the wording of the amended article as set forth in the members' resolution is the same as that set forth in the directors' resolution in Paragraph 2 of this certificate. The directors constitute the sole voting membership of the corporation.

4. That the number of members who voted affirmatively for the adoption of said resolution is three, and that the number of members constituting a quorum is two.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

Each of the undersigned declares under penalty of perjury that the matters set forth in the foregoing certificate are true and correct. Executed at Berkeley, California, on November 14, 1978.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

CM Tax History

1977 → 990's, 941's
1978 → 990's, 941's
1979 → 990, 941, W2
1980 → 990, 940, W3, W2, 941
1981 → 990, W2, 941, 940, [illegible]
1982 - 990, 941, W3, W2
1983 990, W3, 1941, 1096, W2
1984 941, 940, 990, W2
1985 990, 1099's, 940, 941
1986 990, 1099's
1987 990, 941, W2, 1096
1988 W2, 941, 990, 1096, W3
1989 990, W2, 941, 1099, 1096
1990 1990

DO NOT USE THESE SPACES

Serial number

Amount paid

Exemption Application DRAFT

CALIFORNIA FORM **3500**

Every organization filing an application for exemption from California corporation franchise or income tax must furnish the information and data specified and pay the **required** $25 application fee. If the organization fails to comply with these requirements, the application will be denied. Revenue and Taxation Code Section 26451.3 provides that this application, together with any supporting documents, shall be open to public inspection if the exemption is granted. Upon request of the organization, public disclosure of such documents may be withheld if such disclosure would adversely affect the organization or national defense.

Name of organization as shown in your organization's articles or declaration of trust		Federal employer identification number
The Community Memory Project.		94-2411889
Address (number and street)		Daytime telephone number
2617 San Pablo Avenue		(415 841-1114
City	State	ZIP code
Berkeley	California	94702
Name of representative to be contacted regarding additional requirements or information		Daytime telephone number
Evelyn Pine, Executive Director		( ) as above
Representative's mailing address		
as above		
City	State	ZIP code

ALL applicants must complete items 1 through 6 and furnish the information requested on Sides 2, 3 and 4 as applicable.

1a Enter the California Revenue and Taxation Code Section under which exemption is claimed. See Instruction D ..... 23701(d)

b Primary activity of organization: charitable, educational, scientific

2a What is the form of the organization? ☒ Incorporated ☐ Now being incorporated ☐ Unincorporated association ☐ Trust

(1) Date organized 3-21-77

b If incorporated, furnish the following information:

(1) Date incorporated 3-21-77 (2) California corporation number 811262

(3) If incorporated in another state, identify the state _____

3a Has this organization or its predecessor previously applied for exemption? ☒ Yes ☐ No

b If "yes," check the appropriate box(es) and enter either "Granted" or "Denied" and also enter the date the exemption was "Granted" or "Denied" after the box(es) checked.

☒ California Granted Date 3/21/90 ☐ Federal _____ Date _____ ☐ Other State _____ Date _____

c Furnish copies of any determination letters received.

4a Has the organization filed federal income tax returns? ☒ Yes ☐ No

b If "yes," state type of returns and years filed. See attachment

5 Annual accounting period (must end on last day of the month). January 1 - December 31

		Yes	No
6a	Is this a new organization? If "no," attach a statement indicating the name of the predecessor(s), the period during which it was in existence and the reasons for its termination		X
b	Is this a membership organization? If "yes," attach a statement which fully explains the qualifications for members, the different classes of membership, the number of members in each class and the voting rights and privileges accorded each class		X
c	Has the organization made, or are there plans to make, any distribution of its property or surplus to officers or members? If "yes," attach a detailed statement		X
d	Will any of the incorporators share any facilities with the organization? If "yes," attach a detailed explanation		X
e	Will any property be rented, purchased or transferred in any way from any of the incorporators? If "yes," attach a detailed explanation		X
f	Will any promoter, incorporator, founder or member be employed by the organization? If "yes," furnish complete details, including duties, responsibilities, qualifications and compensation		X
g	Will any member of the board of directors be compensated for services other than services performed as a board member, e.g. officer, and/or employee? If "yes," furnish the name(s) of the director(s), and the amount(s) of compensation for each. Also list the names of the other directors, indicating their blood or marriage relationship, if any, to the compensated director(s)	X	

Be sure to include the $25 application fee. Do not send cash. Allow 60 days for processing.

Attach Remittance Here

Under penalties of perjury, I declare that I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

DATE _____ SIGNATURE OF OFFICER OR REPRESENTATIVE _____ TITLE _____

PLACE SIGNED _____

[Versions of this form prior to 1987 are obsolete and should not be used. Please destroy.]

7 To insure that the Franchise Tax Board will process your exemption application, attach the following information to your application.

a If the organization is incorporated, a copy of the endorsed articles of incorporation and all subsequent amendments (if it is now being incorporated, submit proposed articles to the Secretary of State with the application); if it is not incorporated, a copy of the constitution, articles of association, declaration of trust or other document setting forth the aims and purposes of the organization and signed by the principal officers or trustees.

b A copy of the bylaws, proposed bylaws or other code of regulations.

c Complete statements of receipts and expenditures, assets and liabilities for each accounting period that the organization was in existence and for which exemption is requested (organizations that have not commenced operations or have been operating less than one year, see item "d" below).

d A proposed budget showing the sources of income and areas of expenditures for the first year of operation of a newly formed organization or one commencing operations (the budget is required before the Franchise Tax Board will process the application and should be based upon the most reasonable expectations).

e A statement describing the specific purposes for which the organization was formed (do not quote the articles of incorporation or bylaws for this purpose).

f A statement describing in detail the programs and activities that the organization presently conducts or will conduct and how it will accomplish its specific purposes.

g A statement describing in detail each fund-raising activity and each business enterprise the organization has engaged in or plans to engage in with other parties (accompanied by copies of all agreements, if any, for the conduct of each fund raising activity or business enterprise).

h A statement which fully explains any discontinued specific activities that the organization has engaged in or sponsored (give dates of commencement and termination and the reasons for discontinuance).

i A copy of each lease, if any, in which the organization is the lessee or lessor of property (real, personal, gas, oil or mineral), or in which an interest is owned under such lease, together with copies of all agreements with other parties for development of the property.

j Samples of any literature that the organization sells or distributes and samples of any organizational advertising.

Each item listed below refers to a separate Revenue and Taxation Code (R&TC) section. Select the appropriate section under which your organization claims exemption and provide the requested information.

8 **R&TC Section 23701a – Labor, agricultural or horticultural organization:** Submit an explanation of any services to be performed for members. Cooperative organizations applying for exemption under R&TC Section 23701a must submit a copy of the federal exemption letter showing exemption under IRC Section 501(c)(5).

9 **R&TC Section 23701b – Fraternal beneficiary society, etc.; R&TC Section 23701l – fraternal society:**

a State whether the organization operates, or plans to operate, under the lodge system or for the exclusive benefit of the members of an organization so operating. Operating under the lodge system means carrying on activities under a form of organization that comprises local branches, called lodges, chapters or the like, which are largely self-governing and chartered by a parent organization.

b If the organization is a subordinate or local lodge, etc., attach a certificate signed by the secretary of the parent organization, under the seal of that organization, certifying that the subordinate lodge is a duly constituted body operating under the jurisdiction of the parent body.

c If the organization is a parent or grand lodge, attach a statement showing the number of subordinate lodges in active operation and whether periodic meetings are actually held.

d For R&TC Section 23701b organizations only, attach a statement describing the types of benefits (life, sick, accident or other benefits) paid, or to be paid, to members.

10 **R&TC Section 23701c – Cemetery company or corporation chartered solely for burial purposes:**

a Attach these statements and/or documents.

(1) Complete copy of the sales contract or other document involved in acquisition of cemetery property by the organization.

(2) Complete copy of any contract the organization has which designates an agent to sell the cemetery lots.

(3) Names of officers and directors of your organization from the date of incorporation to the present date and the period for which each held office.

(4) Appraised value of cemetery property as of the date acquired (the appraisal should be obtained from sources other than the parties in interest).

b Does the organization have or plan to have a perpetual care fund? ☐ Yes ☐ No

If "yes," furnish a copy of the federal exemption letter, a copy of the fund agreement and a statement explaining the nature of such fund (cash, securities, unsold land, etc.). Also attach a statement which fully explains the manner in which the fund is or will be administered, the specific purposes for which the fund is to be used, and the name(s) of the person(s) administering the fund.

c Does the organization operate a crematorium? ☐ Yes ☐ No

11 **R&TC Section 23701d – Religious, charitable, scientific, literary or educational organization:** Attach a statement explaining all "yes" answers in 11a through 11d.

	Yes	No
a Has the organization received, or does it expect to receive, 10 percent or more of its assets from any organization or group of affiliated organizations (affiliated through stockholding, common ownership or otherwise), any individual, or members of a family group (brother or sister whether whole or half blood, spouse, ancestor or lineal descendant)?		X
b Is the organization now, has it ever been, or does it plan to be engaged in carrying on propaganda, or otherwise advocating or opposing pending or proposed legislation (this includes dissemination of such information to the general public while representing the organization)?		X
c Has the organization participated in or does it plan to participate or intervene in any political campaign (including the publishing or distributing of statements) on behalf of, or in opposition to, any candidate for public office?		X
d Does the organization hold, or plan to hold, 10 percent or more of any class of stock or 10 percent or more of the total combined voting power of stock in any corporation?		X

- **If claiming exemption as a church, attach a statement including the information requested in items (1) through (8):**
  - (1) Has a permanent place of worship been established? At what address? Who is the legal owner of this property? Describe the physical characteristics of your church buildings. Explain to what extent these buildings are used for purposes other than religious worship.
  - (2) Does the organization have a regular congregation or conduct religious services on a regular basis? How many usually attend the regular worship services? Attach samples of worship service programs and newspaper announcements of your activities. Where and how often are religious services held?
  - (3) Furnish information regarding the religious background and formal religious training of the religious leaders. Furnish a copy of the religious leader's certificate of ordination.
  - (4) What amount of the annual gross income will be received from incorporators, ministers, officers, directors or their families?
  - (5) What amount of the organization's proposed expenditures will be used for the personal living expenses of the individuals mentioned in item (4) above.
  - (6) How many hours per week will the religious or spiritual leader devote to organizational activities? Will this person engage in employment unrelated to the activities of the organization? If so, indicate the number of hours per week and describe the employment activity.
  - (7) List all the officers, directors, trustees, etc., of the organization and describe their qualifications for such office. Are any of the officers or directors related by blood or marriage? If yes, explain.
  - (8) Will any founder, member or officer:
    - (a) Take a vow of poverty?
    - (b) Transfer personal assets to this organization like a home, automobile, furnishings, business or recreational assets, etc., that will be made available for the personal use of the donor(s)?
    - (c) Assign or donate income to the organization which will be used in part or whole to pay the donor(s) as salary, stipend or living allowance (such as food, medical expenses, clothing, insurance, etc.)?

12 **R&TC Section 23701e – Business league, chamber of commerce, etc:** State whether the organization has performed, or plans to perform, particular services for members, shareholders or others, such as furnishing credit reports or collection accounts, inspecting products, conducting advertising, purchasing merchandise or other similar undertakings. ☐ Yes ☐ No. If "yes," attach a detailed statement, including income realized and expenses incurred in such activities. If engaged in advertising, attach samples of material.

13 **R&TC Section 23701f – Local association of employees:** Attach a statement giving names and addresses of employers whose employees are eligible for membership in the association. If employees of more than one plant or office of the same employer are eligible for membership, give the address of each such plant or office.

14 **R&TC Section 23701g – Social and recreational organization:**

	Yes	No
a Has the organization solicited, or does it plan to solicit, public patronage of the facilities by advertisement or otherwise? If "yes," attach sample copies of such advertisements or other solicitations		
b Are nonmembers, other than bona fide guests of members, permitted, or will they be permitted, to use the club facilities, or participate in or attend any functions or activities conducted by the organization? If "yes," attach a statement describing the functions or activities in which nonmembers have participated or will participate, or to which they have been or will be admitted. If nonmembers have participated in or been admitted to any functions or activities, state the amount received from nonmembers. Provide a schedule in the statement detailing the expenses attributable to such nonmembers, the expenses attributable to such functions and the disposition made of net profits, if any, derived from the functions		
c Has the organization rented or leased, or does it plan to rent or lease, any part of the club's property to others? If "yes," attach a statement indicating the reason for such action, or proposed action, and the amount received, or to be received. Also attach copies of the rental agreements or leases		
d Has the organization derived or will it derive any income from nonmembers not explained above? If "yes," explain in detail		

- e Furnish a statement separating the member and nonmember income for the past three years and a proposed budget separating member and nonmember income for the next period of operation.
- f State the total number of club members. If there are different classes of membership, explain the dues and privileges of each class.

15 **R&TC Section 23701h – Title holding corporation:**
- a Attach a statement giving the complete names and addresses of organizations for which title to property is held, the number of shares of capital stock held and whether shares of stock have ever been held by persons other than such organizations. If stock was so held, include the years held and the total number of shares of each class of stock.
- b State whether the annual income (less expenses) is, or will be, turned over to the organization for which title to property is held. Explain what disposition will be made of income which will not be turned over to the organization.
- c Attach a copy of an exemption letter (federal or California) for each organization for which property will be held. If property will be held for organization(s) located in California, you must furnish a California exemption letter.

16 **R&TC Section 23701i – Voluntary employees' beneficiary organization:** Furnish a copy of the federal determination letter showing exemption under IRC Section 501(c)(9).

17 **R&TC Section 23701n – Supplemental unemployment compensation trust:** Attach a copy of the supplemental unemployment benefit plan and pertinent agreements and a copy of the federal determination letter.

18 **R&TC Section 23701q – Group legal services plan:** Furnish a copy of the federal determination letter showing exemption under IRC Section 501(c)(20).

19 R&TC Section 23701t – Homeowners' association:

a Will any of the individual units/lots owned by the organization or its members be occupied for other than personal residential purposes? If "yes":

(1) What percentage of the units/lots will be used for nonresidential purposes? _____

(2) If the organization is claiming exemption as a condominium management association, indicate square footage of all units and square footage devoted to residential purposes. All units _____ Residential _____

(3) What percentage of the organization's total gross income will be derived from dues, fees or assessments from nonresidential members?

b Will this organization own, maintain or operate a mutual water company, well, electrical generating facility or other utility? ☐ Yes ☐ No
If "yes," describe in detail and answer these questions:

(1) Are the members/shareholders the actual users of the utility, or simply investors? ☐ Yes ☐ No

(2) Is this organization furnishing utilities to residential homes, commercial businesses (including agricultural enterprises) or both? ☐ Yes ☐ No
If both, indicate what percent of this organization's total income will be derived from sale of utilities for nonresidential usage. _____

(3) How are members/shareholders assessed for utilities usage? Are they assessed equally, according to square footage/acreage, metered, etc.? ☐ Yes ☐ No

c Furnish a copy of the Declaration of Covenants, Conditions and Restrictions.

d Will any of the units/lots be rented by a person, or series of persons, for periods of less than 30 days that, when added together, equal more than half of the association's taxable year? ☐ Yes ☐ No If "yes," what percentage of the units/lots are rented in this manner? _____

e What date did the association become active? Provide details of these activities. _____

f What date was the first unit sold? _____

20 R&TC Section 23701x - Title holding organization:

a Attach a statement giving the complete names and addresses of organizations or trusts for which title to property is being held, and the number of shares of capital stock held by each entity.

b State whether the annual income (less expenses) is, or will be, turned over to the organizations for which title to property is held. Explain what disposition will be made of the income that is not or will not be turned over to the organizations.

c Enclose a copy of a federal determination letter for each organization or trust for which property will be held.

d For those organizations of trust for which property will be held and which do not have a federal determination letter, provide detailed information to show that each shareholder is:

(1) A governmental plan described in IRC Section 414(d); or

(2) The United States, any state or political subdivision thereof, or any agency or instrumentality of the foregoing.

e State the total number of stockholders or beneficiaries.

f Describe in detail each class of stock or beneficial interest.

21 R&TC Section 23701u – Public facility financial corporation:

a Attach samples of all certificates of participation or other securities to be issued.

b Attach copies of all leases, contracts, trust agreements or other agreements that have been, or will be, entered into by this corporation.

22 R&TC Section 23701v – Mobile home park acquisition association:

a Are all members of the organization owners of manufactured homes or mobile home tenants of the mobile home park? ☐ Yes ☐ No
If not, explain the circumstances under which other individuals can become members of the organization.

b Describe the mobile home park in which owner/tenant members reside.

c Are all lots within the park rented or leased to mobile home or manufactured home owners? ☐ Yes ☐ No If not, explain.

d Does the rent paid by each owner include rental for the lot occupied by the mobile home or manufactured home? If not, explain.

e Will the organization carry on activities other than purchasing or preparing to purchase, the mobile home park in which members reside? ☐ Yes ☐ No If so, describe in detail the other activities and indicate the percentage of total operations represented by such activities.

23 R&TC Section 23701w – War veteran's organization:

To be completed by a post or organization of past or present members of the Armed Forces of the United States.

a What is the total membership of your post or organization? _____

b How many of your members are present or former members of the Armed Forces of the United States? _____

c How many members are cadets (include students in college, university or armed services academies)? _____ How many are spouses, widows or widowers of cadets or past or present members of the Armed Forces of the United States? _____

d Do you have a membership category other than the ones set out above? ☐ Yes ☐ No If "yes," please explain in detail and enter the number of members in this category. _____

To be completed by an auxiliary unit or society of a post or organization of past or present members of the Armed Forces of the United States.

e Are you affiliated with and organized according to the bylaws and regulations formulated by such an exempt post or organization? ☐ Yes ☐ No

f How many members do you have? _____

g How many are past or present members of the Armed Forces of the United States themselves, their spouses or persons related to them within two degrees of blood relationship (grandparents, brothers, sisters and grandchildren are the most distant relationships allowable)? _____

h Are all of the members themselves members of a post or organization, past or present members of the Armed Forces of the United States, or spouses of members of such a post or organization or related to members of such a post or organization within two degrees of blood relationship? ☐ Yes ☐ No

DRAFT

ATTACHMENT TO EXEMPTION APPLICATION 3500 OF
The Community Memory Project

Items 3, 4, 6 & 7 Dated:

3c: Copy of Exemption Letter attached, Exhibit A. (Note Exhibit B for name change.)

4b: The Community Memory Project has filed the following Federal income tax return forms:

1977:	990, 941	Fresno, CA
1978:	990, 941	Fresno, CA
1979:	990, 941, W2	Fresno, CA
1980:	990, 940, 941, W2, W3	Fresno, CA
1981:	990, 940, 941, W2	Fresno, CA
1982:	990, 941, W2, W3	Fresno, CA
1983:	990, 941, 1096, W2	Fresno, CA
1984:	990, 940, 941, W2	Fresno, CA
1985:	990, 1099, 940, 941	Fresno, CA
1986:	990, 1099	Fresno, CA
1987:	990, 941, 1096, W2	Fresno, CA
1988:	990, 941, 1096, W2, W3	Fresno, CA
1989:	990, 941, 1096, 1099, W2	Fresno, CA

6a The Community Memory Project was incorporated on March 21, 1977 as a 501(c)4. The purpose of this EXEMPTION APPLICATION is to change status to 501(c)3.

6b The Community Memory Project has been a membership organization. However, the by-law revisions which will be adopted by the membership on January 20, 1991 drop all provisions relating to members, and put their powers in the hands of an eleven-member, self-perpetuating board of Directors.

6g Two of the current directors are employed by the corporation.

Carl Farrington	Programmer	$17,941.32/year
Evelyn Pine	Executive Director	$35,000/year

Their compensation is reasonable and paid in return for services rendered the nonprofit corporation in furtherance of its exempt purposes as required by the By-laws of the corporation. Their salaries are fixed by resolution of the Board of Directors, employee-directors abstaining.

6g (con.) The Article II of the By-laws to be approved January 20, 1990 state:

Section 2.2. AUTHORIZED NUMBER AND QUALIFICATIONS. The authorized number of Directors shall be eleven (11), which shall include at least one (1) Director elected by the Corporation's employees, and the Executive Director of the Corporation, who shall serve Ex Officio.

7a: Copy of endorsed Articles of Incorporation and all subsequent amendments, Exhibit B.

7b: Copy of Current By-Laws, Exhibit C and proposed By-Laws attached, Exhibit D.

7c: Copy of Statement of assets and liabilities, Exhibit E, and statement of receipts and expenditures, Exhibit F, are attached for the following accounting periods that the corporation has been in existence for which exemption is claimed:

January 1, 1989-December 31, 1989
January 1, 1990-December 31, 1990

NOTE: Balance Sheets & Income Statements being prepared by bookkeeper.

QUESTION: IS THER ANY REASON TO DO THIS RATHER THAN CHANGE STATUS FROM DATE OF APPLICATION FOR THIS EXEMPTION.

7e The specific purpose for which this nonprofit corporation was formed is to enhance and encourage full participation and free expression in American society by providing and promoting tools through which individuals and groups can share knowlege, opinion, resources, and friendship.

7f The Community Memory Project accomplishes its purpose by:

o instigating, developing, and managing replicable models of community telecommunications, including a ten-terminal public access system in Berkeley, with sites in libraries, community centers, and businesses. To ensure broad participation and the exchange of diverse ideas and resources, we provide training sessions and literature as well as work with nonprofit groups and individuals to get their information on-line. We develop user-friendly software so those who normally have no access to the power of computing can easily use these systems. We consult with local groups about how they can use Community Memory to do what they do better. For example, a community college uses the system to inform the

7f (con.) community about their job training programs, a group of veterans are developing a participatory Alameda County Viet Nam Veterans Memorial accessible over the network, the North Berkeley Senior Center has computerized their Directory of Resources for Older Adults so that it is easily available across the city.

- encouraging the development of democratic, two-way, participatory computing networks in a variety of communities and organizations through consulting, publishing, and presenting materials about these systems to nonprofit organizations, local governments, businesses, and educational institutions.

- providing information and education about democratic computing and telecommunications by providing training programs, publications, and consulting.

7g Fundraising activities and business enterprises the organization has engaged in or plans to engage in include:

- application for grants to fulfill exempt purpose and activities outlined in 7e & 7f.

- application for corporate donations to fulfill exempt purpose and activities outlined in 7e & 7f.

- application for individuals donations to fulfill exempt purpose and activities outlined in 7e & 7f.

- collection of coinbox income for messages left on public system as outlined in 7f.

- development of dial-in access to the Berkeley system as indicated in response to 7e & 7f

- publication of periodicals & books relating to democratic telecomputing as indicated in response to 7f

- provision of training programs as indicated in response to 7f

- licensing software to community groups, educational institutions, government agencies and other groups as indicated in response to 7f (licensing agreements are attached as Exhibit G.)

7i Copy of Lease, entered into between The Community Memory Project and Mrs. Huggard with respect to the premises located at 2617 San Pablo Avenue attached, Exhibit H.

7j Samples of literature that the Community Memory Project distributes are attached as Exhibit I.

...ton, D.C. 20224

Exhibit A; Attachment A

Department of the Treasury

...2 ... 1979

Internal Revenue Code:
Section 501(c)(4)
Key District:
San Francisco
Employer Identification Number:
94-2411889
Accounting Period Ending:
December 31
In Reply Refer to:
E:EO:T:R:2-5
Person to Contact:
Contact Telephone Number:

Loving Grace Cybernetics
1814 Ward Street
Berkeley, California 94703

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who earns $50 or more during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee who earns $50 or more during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to your key District Director.

If your purposes, character, or method of operations change, please let your key district know so that office can consider the effect of the change on your exempt status. Also, you should inform your key District Director of all changes in your name or address.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If employer identification number was not entered on your application, a number

...s you file and in all correspondence with the Internal Revenue Service.

...are informing your key District Director of this action. Because this ...could help resolve any questions about your exempt status, you should keep ...n your permanent records.

...f you have any questions, please contact the person whose name and telephone ...umber are shown in the heading of this letter.

Sincerely yours,

Peter K. Bros

Peter K. Bros
Chief, Rulings Section 2
Exempt Organizations
Technical Branch

As a social welfare organization, contributions made to you are not ...eductible by the donors as charitable contributions as defined in section ...70(c) of the Code. You should advise your contributors to that effect.

DO NOT USE THESE SPACES

Serial number

Amount paid

Exemption Application DRAFT

CALIFORNIA FORM **3500**

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Name of organization as shown in your organization's articles or declaration of trust		Federal employer identification number
The Community Memory Project.		94-2411889
Address (number and street)		Daytime telephone number
2617 San Pablo Avenue		(415 841-1114
City	State	ZIP code
Berkeley	California	94702
Name of representative to be contacted regarding additional requirements or information		Daytime telephone number
Evelyn Pine, Executive Director		( ) as above
Representative's mailing address		
as above		
City	State	ZIP code

ALL applicants must complete items 1 through 6 and furnish the information requested on Sides 2, 3 and 4 as applicable.

1a Enter the California Revenue and Taxation Code Section under which exemption is claimed. See Instruction D ..... 23701(d)

b Primary activity of organization: Charitable, educational, scientific

2a What is the form of the organization? ☒ Incorporated ☐ Now being incorporated ☐ Unincorporated association ☐ Trust

(1) Date organized 3-21-77

b If incorporated, furnish the following information:

(1) Date incorporated 3-21-77 **(2)** California corporation number B11262

(3) If incorporated in another state, identify the state _____

3a Has this organization or its predecessor previously applied for exemption? ☒ Yes ☐ No

b If "yes," check the appropriate box(es) and enter either "Granted" or "Denied" and also enter the date the exemption was "Granted" or "Denied" after the box(es) checked.

☒ California Granted Date 3/21/90 ☐ Federal _____ Date _____ ☐ Other State _____ Date _____

c Furnish copies of any determination letters received.

4a Has the organization filed federal income tax returns? ☒ Yes ☐ No

b If "yes," state type of returns and years filed. See attachment

5 Annual accounting period (must end on last day of the month). January 1 - December 31

		Yes	No
6a	Is this a new organization? If "no," attach a statement indicating the name of the predecessor(s), the period during which it was in existence and the reasons for its termination		X
b	Is this a membership organization? If "yes," attach a statement which fully explains the qualifications for members, the different classes of membership, the number of members in each class and the voting rights and privileges accorded each class		X
c	Has the organization made, or are there plans to make, any distribution of its property or surplus to officers or members? If "yes," attach a detailed statement		X
d	Will any of the incorporators share any facilities with the organization? If "yes," attach a detailed explanation		X
e	Will any property be rented, purchased or transferred in any way from any of the incorporators? If "yes," attach a detailed explanation		X
f	Will any promoter, incorporator, founder or member be employed by the organization? If "yes," furnish complete details, including duties, responsibilities, qualifications and compensation		X
g	Will any member of the board of directors be compensated for services other than services performed as a board member, e.g. officer, and/or employee? If "yes," furnish the name(s) of the director(s), and the amount(s) of compensation for each. Also list the names of the other directors, indicating their blood or marriage relationship, if any, to the compensated director(s)	X	

Attach Remittance Here

Be sure to include the $25 application fee. Do not send cash. Allow 60 days for processing.

Under penalties of perjury, I declare that I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

DATE | SIGNATURE OF OFFICER OR REPRESENTATIVE | TITLE

PLACE SIGNED

[Versions of this form prior to 1987 are obsolete and should not be used. Please destroy.]

7 To insure that the Franchise Tax Board will process your exemption application, attach the following information to your application.

a If the organization is incorporated, a copy of the endorsed articles of incorporation and all subsequent amendments (if it is now being incorporated, submit proposed articles to the Secretary of State with the application); if it is not incorporated, a copy of the constitution, articles of association, declaration of trust or other document setting forth the aims and purposes of the organization and signed by the principal officers or trustees.

b A copy of the bylaws, proposed bylaws or other code of regulations.

c Complete statements of receipts and expenditures, assets and liabilities for each accounting period that the organization was in existence and for which exemption is requested (organizations that have not commenced operations or have been operating less than one year, see item "d" below).

d A proposed budget showing the sources of income and areas of expenditures for the first year of operation of a newly formed organization or one commencing operations (the budget is required before the Franchise Tax Board will process the application and should be based upon the most reasonable expectations).

e A statement describing the specific purposes for which the organization was formed (do not quote the articles of incorporation or bylaws for this purpose).

f A statement describing in detail the programs and activities that the organization presently conducts or will conduct and how it will accomplish its specific purposes.

g A statement describing in detail each fund-raising activity and each business enterprise the organization has engaged in or plans to engage in with other parties (accompanied by copies of all agreements, if any, for the conduct of each fund raising activity or business enterprise).

h A statement which fully explains any discontinued specific activities that the organization has engaged in or sponsored (give dates of commencement and termination and the reasons for discontinuance).

i A copy of each lease, if any, in which the organization is the lessee or lessor of property (real, personal, gas, oil or mineral), or in which an interest is owned under such lease, together with copies of all agreements with other parties for development of the property.

j Samples of any literature that the organization sells or distributes and samples of any organizational advertising.

Each item listed below refers to a separate Revenue and Taxation Code (R&TC) section. Select the appropriate section under which your organization claims exemption and provide the requested information.

8 **R&TC Section 23701a – Labor, agricultural or horticultural organization:** Submit an explanation of any services to be performed for members. Cooperative organizations applying for exemption under R&TC Section 23701a must submit a copy of the federal exemption letter showing exemption under IRC Section 501(c)(5).

9 **R&TC Section 23701b – Fraternal beneficiary society, etc.; R&TC Section 23701l – fraternal society:**

a State whether the organization operates, or plans to operate, under the lodge system or for the exclusive benefit of the members of an organization so operating. Operating under the lodge system means carrying on activities under a form of organization that comprises local branches, called lodges, chapters or the like, which are largely self-governing and chartered by a parent organization.

b If the organization is a subordinate or local lodge, etc., attach a certificate signed by the secretary of the parent organization, under the seal of that organization, certifying that the subordinate lodge is a duly constituted body operating under the jurisdiction of the parent body.

c If the organization is a parent or grand lodge, attach a statement showing the number of subordinate lodges in active operation and whether periodic meetings are actually held.

d For R&TC Section 23701b organizations only, attach a statement describing the types of benefits (life, sick, accident or other benefits) paid, or to be paid, to members.

10 **R&TC Section 23701c – Cemetery company or corporation chartered solely for burial purposes:**

a Attach these statements and/or documents.

(1) Complete copy of the sales contract or other document involved in acquisition of cemetery property by the organization.

(2) Complete copy of any contract the organization has which designates an agent to sell the cemetery lots.

(3) Names of officers and directors of your organization from the date of incorporation to the present date and the period for which each held office.

(4) Appraised value of cemetery property as of the date acquired (the appraisal should be obtained from sources other than the parties in interest).

b Does the organization have or plan to have a perpetual care fund? ☐ Yes ☐ No

If "yes," furnish a copy of the federal exemption letter, a copy of the fund agreement and a statement explaining the nature of such fund (cash, securities, unsold land, etc.). Also attach a statement which fully explains the manner in which the fund is or will be administered, the specific purposes for which the fund is to be used, and the name(s) of the person(s) administering the fund.

c Does the organization operate a crematorium? ☐ Yes ☐ No

11 **R&TC Section 23701d – Religious, charitable, scientific, literary or educational organization:** Attach a statement explaining all "yes" answers in 11a through 11d.

	Yes	No
a Has the organization received, or does it expect to receive, 10 percent or more of its assets from any organization or group of affiliated organizations (affiliated through stockholding, common ownership or otherwise), any individual, or members of a family group (brother or sister whether whole or half blood, spouse, ancestor or lineal descendant)?		X
b Is the organization now, has it ever been, or does it plan to be engaged in carrying on propaganda, or otherwise advocating or opposing pending or proposed legislation (this includes dissemination of such information to the general public while representing the organization)?		X
c Has the organization participated in or does it plan to participate or intervene in any political campaign (including the publishing or distributing of statements) on behalf of, or in opposition to, any candidate for public office?		X
d Does the organization hold, or plan to hold, 10 percent or more of any class of stock or 10 percent or more of the total combined voting power of stock in any corporation?		X

- **If claiming exemption as a church, attach a statement including the information requested in items (1) through (8):**
  - **(1)** Has a permanent place of worship been established? At what address? Who is the legal owner of this property? Describe the physical characteristics of your church buildings. Explain to what extent these buildings are used for purposes other than religious worship.
  - **(2)** Does the organization have a regular congregation or conduct religious services on a regular basis? How many usually attend the regular worship services? Attach samples of worship service programs and newspaper announcements of your activities. Where and how often are religious services held?
  - **(3)** Furnish information regarding the religious background and formal religious training of the religious leaders. Furnish a copy of the religious leader's certificate of ordination.
  - **(4)** What amount of the annual gross income will be received from incorporators, ministers, officers, directors or their families?
  - **(5)** What amount of the organization's proposed expenditures will be used for the personal living expenses of the individuals mentioned in item (4) above.
  - **(6)** How many hours per week will the religious or spiritual leader devote to organizational activities? Will this person engage in employment unrelated to the activities of the organization? If so, indicate the number of hours per week and describe the employment activity.
  - **(7)** List all the officers, directors, trustees, etc., of the organization and describe their qualifications for such office. Are any of the officers or directors related by blood or marriage? If yes, explain.
  - **(8)** Will any founder, member or officer:
    - **(a)** Take a vow of poverty?
    - **(b)** Transfer personal assets to this organization like a home, automobile, furnishings, business or recreational assets, etc., that will be made available for the personal use of the donor(s)?
    - **(c)** Assign or donate income to the organization which will be used in part or whole to pay the donor(s) as salary, stipend or living allowance (such as food, medical expenses, clothing, insurance, etc.)?

12 R&TC Section 23701e – Business league, chamber of commerce, etc: State whether the organization has performed, or plans to perform, particular services for members, shareholders or others, such as furnishing credit reports or collection accounts, inspecting products, conducting advertising, purchasing merchandise or other similar undertakings. ☐ Yes ☐ No. If "yes," attach a detailed statement, including income realized and expenses incurred in such activities. If engaged in advertising, attach samples of material.

13 R&TC Section 23701f – Local association of employees: Attach a statement giving names and addresses of employers whose employees are eligible for membership in the association. If employees of more than one plant or office of the same employer are eligible for membership, give the address of each such plant or office.

14 R&TC Section 23701g – Social and recreational organization:

	Yes	No
a Has the organization solicited, or does it plan to solicit, public patronage of the facilities by advertisement or otherwise? If "yes," attach sample copies of such advertisements or other solicitations		
b Are nonmembers, other than bona fide guests of members, permitted, or will they be permitted, to use the club facilities, or participate in or attend any functions or activities conducted by the organization? If "yes," attach a statement describing the functions or activities in which nonmembers have participated or will participate, or to which they have been or will be admitted. If nonmembers have participated in or been admitted to any functions or activities, state the amount received from nonmembers. Provide a schedule in the statement detailing the expenses attributable to such nonmembers, the expenses attributable to such functions and the disposition made of net profits, if any, derived from the functions		
c Has the organization rented or leased, or does it plan to rent or lease, any part of the club's property to others? If "yes," attach a statement indicating the reason for such action, or proposed action, and the amount received, or to be received. Also attach copies of the rental agreements or leases		
d Has the organization derived or will it derive any income from nonmembers not explained above? If "yes," explain in detail		

- e Furnish a statement separating the member and nonmember income for the past three years and a proposed budget separating member and nonmember income for the next period of operation.
- f State the total number of club members. If there are different classes of membership, explain the dues and privileges of each class.

15 R&TC Section 23701h – Title holding corporation:

- a Attach a statement giving the complete names and addresses of organizations for which title to property is held, the number of shares of capital stock held and whether shares of stock have ever been held by persons other than such organizations. If stock was so held, include the years held and the total number of shares of each class of stock.
- b State whether the annual income (less expenses) is, or will be, turned over to the organization for which title to property is held. Explain what disposition will be made of income which will not be turned over to the organization.
- c Attach a copy of an exemption letter (federal or California) for each organization for which property will be held. If property will be held for organization(s) located in California, you must furnish a California exemption letter.

16 R&TC Section 23701l – Voluntary employees' beneficiary organization: Furnish a copy of the federal determination letter showing exemption under IRC Section 501(c)(9).

17 R&TC Section 23701n – Supplemental unemployment compensation trust: Attach a copy of the supplemental unemployment benefit plan and pertinent agreements and a copy of the federal determination letter.

18 R&TC Section 23701q – Group legal services plan: Furnish a copy of the federal determination letter showing exemption under IRC Section 501(c)(20).

19 R&TC Section 23701t – Homeowners' association:

a Will any of the individual units/lots owned by the organization or its members be occupied for other than personal residential purposes? If "yes":

(1) What percentage of the units/lots will be used for nonresidential purposes? _____

(2) If the organization is claiming exemption as a condominium management association, indicate square footage of all units and square footage devoted to residential purposes. All units _____ Residential _____

(3) What percentage of the organization's total gross income will be derived from dues, fees or assessments from nonresidential members?

b Will this organization own, maintain or operate a mutual water company, well, electrical generating facility or other utility? ☐ Yes ☐ No
If "yes," describe in detail and answer these questions:

(1) Are the members/shareholders the actual users of the utility, or simply investors? ☐ Yes ☐ No

(2) Is this organization furnishing utilities to residential homes, commercial businesses (including agricultural enterprises) or both? ☐ Yes ☐ No
If both, indicate what percent of this organization's total income will be derived from sale of utilities for nonresidential usage. _____

(3) How are members/shareholders assessed for utilities usage? Are they assessed equally, according to square footage/acreage, metered, etc.?
☐ Yes ☐ No

c Furnish a copy of the Declaration of Covenants, Conditions and Restrictions.

d Will any of the units/lots be rented by a person, or series of persons, for periods of less than 30 days that, when added together, equal more than half of the association's taxable year? ☐ Yes ☐ No If "yes," what percentage of the units/lots are rented in this manner? _____

e What date did the association become active? Provide details of these activities. _____

f What date was the first unit sold? _____

20 R&TC Section 23701x - Title holding organization:

a Attach a statement giving the complete names and addresses of organizations or trusts for which title to property is being held, and the number of shares of capital stock held by each entity.

b State whether the annual income (less expenses) is, or will be, turned over to the organizations for which title to property is held. Explain what disposition will be made of the income that is not or will not be turned over to the organizations.

c Enclose a copy of a federal determination letter for each organization or trust for which property will be held.

d For those organizations of trust for which property will be held and which do not have a federal determination letter, provide detailed information to show that each shareholder is:

(1) A governmental plan described in IRC Section 414(d); or

(2) The United States, any state or political subdivision thereof, or any agency or instrumentality of the foregoing.

e State the total number of stockholders or beneficiaries.

f Describe in detail each class of stock or beneficial interest.

21 R&TC Section 23701u – Public facility financial corporation:

a Attach samples of all certificates of participation or other securities to be issued.

b Attach copies of all leases, contracts, trust agreements or other agreements that have been, or will be, entered into by this corporation.

22 R&TC Section 23701v – Mobile home park acquisition association:

a Are all members of the organization owners of manufactured homes or mobile home tenants of the mobile home park? ☐ Yes ☐ No
If not, explain the circumstances under which other individuals can become members of the organization.

b Describe the mobile home park in which owner/tenant members reside.

c Are all lots within the park rented or leased to mobile home or manufactured home owners? ☐ Yes ☐ No If not, explain.

d Does the rent paid by each owner include rental for the lot occupied by the mobile home or manufactured home? If not, explain.

e Will the organization carry on activities other than purchasing or preparing to purchase, the mobile home park in which members reside? ☐ Yes ☐ No If so, describe in detail the other activities and indicate the percentage of total operations represented by such activities.

23 R&TC Section 23701w – War veteran's organization:

To be completed by a post or organization of past or present members of the Armed Forces of the United States.

a What is the total membership of your post or organization? _____

b How many of your members are present or former members of the Armed Forces of the United States? _____

c How many members are cadets (include students in college, university or armed services academies)? _____ How many are spouses, widows or widowers of cadets or past or present members of the Armed Forces of the United States? _____

d Do you have a membership category other than the ones set out above? ☐ Yes ☐ No If "yes," please explain in detail and enter the number of members in this category. _____

To be completed by an auxiliary unit or society of a post or organization of past or present members of the Armed Forces of the United States.

e Are you affiliated with and organized according to the bylaws and regulations formulated by such an exempt post or organization? ☐ Yes ☐ No

f How many members do you have? _____

g How many are past or present members of the Armed Forces of the United States themselves, their spouses or persons related to them within two degrees of blood relationship (grandparents, brothers, sisters and grandchildren are the most distant relationships allowable)? _____

h Are all of the members themselves members of a post or organization, past or present members of the Armed Forces of the United States, or spouses of members of such a post or organization or related to members of such a post or organization within two degrees of blood relationship? ☐ Yes ☐ No

DRAFT

ATTACHMENT TO EXEMPTION APPLICATION 3500 OF
The Community Memory Project

Items 3, 4, 6 & 7 Dated:

3c: Copy of Exemption Letter attached, Exhibit A. (Note Exhibit B for name change.)

4b: The Community Memory Project has filed the following Federal income tax return forms:

1977:	990, 941	Fresno, CA
1978:	990, 941	Fresno, CA
1979:	990, 941, W2	Fresno, CA
1980:	990, 940, 941, W2, W3	Fresno, CA
1981:	990, 940, 941, W2	Fresno, CA
1982:	990, 941, W2, W3	Fresno, CA
1983:	990, 941, 1096, W2	Fresno, CA
1984:	990, 940, 941, W2	Fresno, CA
1985:	990, 1099, 940, 941	Fresno, CA
1986:	990, 1099	Fresno, CA
1987:	990, 941, 1096, W2	Fresno, CA
1988:	990, 941, 1096, W2, W3	Fresno, CA
1989:	990, 941, 1096, 1099, W2	Fresno, CA

6a The Community Memory Project was incorporated on March 21, 1977 as a 501(c)4. The purpose of this EXEMPTION APPLICATION is to change status to 501(c)3.

6b The Community Memory Project has been a membership organization. However, the by-law revisions which will be adopted by the membership on January 20, 1991 drop all provisions relating to members, and put their powers in the hands of an eleven-member, self-perpetuating board of Directors.

6g Two of the current directors are employed by the corporation.

Carl Farrington	Programmer	$17,941.32/year
Evelyn Pine	Executive Director	$35,000/year

Their compensation is reasonable and paid in return for services rendered the nonprofit corporation in furtherance of its exempt purposes as required by the By-laws of the corporation. Their salaries are fixed by resolution of the Board of Directors, employee-directors abstaining.

6g (con.) The Article II of the By-laws to be approved January 20, 1990 state:

Section 2.2. AUTHORIZED NUMBER AND QUALIFICATIONS. The authorized number of Directors shall be eleven (11), which shall include at least one (1) Director elected by the Corporation's employees, and the Executive Director of the Corporation, who shall serve Ex Officio.

7a: Copy of endorsed Articles of Incorporation and all subsequent amendments, Exhibit B.

7b: Copy of Current By-Laws, Exhibit C and proposed By-Laws attached, Exhibit D.

7c: Copy of Statement of assets and liabilities, Exhibit E, and statement of receipts and expenditures, Exhibit F, are attached for the following accounting periods that the corporation has been in existence for which exemption is claimed:

January 1, 1989-December 31, 1989
January 1, 1990-December 31, 1990

NOTE: Balance Sheets & Income Statements being prepared by bookkeeper.

QUESTION: IS THER ANY REASON TO DO THIS RATHER THAN CHANGE STATUS FROM DATE OF APPLICATION FOR THIS EXEMPTION.

7e The specific purpose for which this nonprofit corporation was formed is to enhance and encourage full participation and free expression in American society by providing and promoting tools through which individuals and groups can share knowlege, opinion, resources, and friendship.

7f The Community Memory Project accomplishes its purpose by:

- o instigating, developing, and managing replicable models of community telecommunications, including a ten-terminal public access system in Berkeley, with sites in libraries, community centers, and businesses. To ensure broad participation and the exchange of diverse ideas and resources, we provide training sessions and literature as well as work with nonprofit groups and individuals to get their information on-line. We develop user-friendly software so those who normally have no access to the power of computing can easily use these systems. We consult with local groups about how they can use Community Memory to do what they do better. For example, a community college uses the system to inform the

7f (con.) community about their job training programs, a group of veterans are developing a participatory Alameda County Viet Nam Veterans Memorial accessible over the network, the North Berkeley Senior Center has computerized their Directory of Resources for Older Adults so that it is easily available across the city.

- o encouraging the development of democratic, two-way, participatory computing networks in a variety of communities and organizations through consulting, publishing, and presenting materials about these systems to nonprofit organizations, local governments, businesses, and educational institutions.

- o providing information and education about democratic computing and telecommunications by providing training programs, publications, and consulting.

7g Fundraising activities and business enterprises the organization has engaged in or plans to engage in include:

- o application for grants to fulfill exempt purpose and activities outlined in 7e & 7f.

- o application for corporate donations to fulfill exempt purpose and activities outlined in 7e & 7f.

- o application for individuals donations to fulfill exempt purpose and activities outlined in 7e & 7f.

- o collection of coinbox income for messages left on public system as outlined in 7f.

- o development of dial-in access to the Berkeley system as indicated in response to 7e & 7f

- o publication of periodicals & books relating to democratic telecomputing as indicated in response to 7f

- o provision of training programs as indicated in response to 7f

- o licensing software to community groups, educational institutions, government agencies and other groups as indicated in response to 7f (licensing agreements are attached as Exhibit G.)

7i Copy of Lease, entered into between The Community Memory Project and Mrs. Huggard with respect to the premises located at 2617 San Pablo Avenue attached, Exhibit H.

7j Samples of literature that the Community Memory Project distributes are attached as Exhibit I.

STATE OF CALIFORNIA

EXHIBIT A

FRANCHISE TAX BOARD
SACRAMENTO, CALIFORNIA 95857
TELEPHONE: (916) 355-0392

March 21, 1977

In reply refer to
344:L:jl/g

Loving-Grace-Cybernetics
c/o Efrem Lipkin
1609 Virginia Street
Berkeley, CA 94703

Purpose: Social Welfare
Code Section: 23701f
Form of Organization: Corporation
Accounting Period Ending: December 31
Organization Number:

Based on your stated purposes and the understanding that your present operations will continue or will be as proposed in your application, you are exempt from state franchise or income tax under the provisions of the Revenue and Taxation Code Section indicated above. Any changes in operation, character or purposes must be reported to this office immediately for consideration of their effect upon your exempt status. You also must report any change in name or address.

You are required to file Form 199 (Exempt Organization Annual Information Return) or Form 199B (Exempt Organization Annual Information Statement) on or before the 15th day of the 5th month (4-1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to unrelated business income tax under Section 23731 of the Code or taxable income as a result of expenditures for political purposes under Section 23701r of the Code. In the event you have taxable income under Section 23701r, you are required to file Form 200 (Corporation Income Tax Return). Both returns are due by the 15th day of the 3rd month (2-1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 30 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

James H. Giroud
Manager,
Exempt Organization Section

☒ cc: Secretary of State (Corp.)

☐ cc: Registrar of Charitable Trusts

FTB 4207 (10-76)

EXHIBIT B

4042 1979

Internal Revenue Code:
Section 501(c)(4)
Key District:
San Francisco
Employer Identification Number:
94-2411889
Accounting Period Ending:
December 31
In Reply Refer to:
E:EO:T:R:2-5
Person to Contact:

Contact Telephone Number:

Loving Grace Cybernetics
1814 Ward Street
Berkeley, California 94703

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who earns $50 or more during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee who earns $50 or more during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to your key District Director.

If your purposes, character, or method of operations change, please let your key district know so that office can consider the effect of the change on your exempt status. Also, you should inform your key District Director of all changes in your name or address.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If employer identification number was not entered on your application, a number

... you will be advised of it. Please use ... t number on ...s you file and in all correspondence with the Internal Revenue Service.

... are informing your key District Director of this action. Because this ... could help resolve any questions about your exempt status, you should keep ...n your permanent records.

... you have any questions, please contact the person whose name and telephone ...umber are shown in the heading of this letter.

Sincerely yours,

Peter K. Bros

Peter K. Bros
Chief, Rulings Section 2
Exempt Organizations
Technical Branch

As a social welfare organization, contributions made to you are not deductible by the donors as charitable contributions as defined in section 170(c) of the Code. You should advise your contributors to that effect.

EXHIBIT G

Part IV Financial Data

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. **If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.**

A.—Statement of Revenue and Expenses

		Current tax year	3 prior tax years or proposed budget for 2 years			
		(a) From 1/1/91 to 8/31/91	(b) 1990	(c) 1989	(d) 1988	(e) TOTAL
Revenue	1 Gifts, grants, and contributions received (not including unusual grants—see instructions)	2145.53	100986.00	53920.00	60.00	155291.00
	2 Membership fees received					
	3 Gross investment income (see instructions for definition)	2724.30	7481.85	8268.00	4701.00	21771.22
	4 Net income from organization's unrelated business activities not included on line 3					
	5 Tax revenues levied for and either paid to or spent on behalf of the organization					
	6 Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge)					
	7 Other income (not including gain or loss from sale of capital assets) (attach schedule)	70851.60	12923.75	48280.00	107325.00	233967.85
	8 Total of lines 1 through 7	-75721.43	121391.60	110468.00	112086.00	411030.07
	9 Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513	301.19	1196.00	10.00	122.00	1542.59
	10 Total of lines 8 and 9	76022.62	122587.60	110478.00	112208.00	412572.66
	11 Gain or loss from sale of capital assets (attach schedule)					
	12 Unusual grants					
	13 Total revenue (add lines 10 through 12)	76022.62	122587.60	110478.00	112208.00	412572.66
Expenses	14 Fundraising expenses	10514.71	10712.52	7331.66		
	15 Contributions, gifts, grants, and similar amounts paid (attach schedule)					
	16 Disbursements to or for benefit of members (attach schedule)					
	17 Compensation of officers, directors, and trustees (attach schedule)					
	18 Other salaries and wages	44591.70	75399.98	46004.52	27424.00	
	19 Interest					
	20 Occupancy (rent, utilities, etc.)	7711.64	11616.27	10137.54	11118.00	
	21 Depreciation and depletion	2816.72	4171.77	3813.00	3902.00	
	22 Other (attach schedule)	23585.92	33510.30	18796.28	19738.00	
	23 Total expenses	89220.69	135410.84	86083.00	62182.00	
	24 Excess of revenue over expenses (line 13 minus line 23)	(13198.07)	(12823.24)	24395.00	50026.00	

COMMUNITY MEMORY PROJECT FORM 1023

94-2411889

1988

Page 8 Line #7 Other Income $107325.00

Royalties 107325.00

1989

Page 8 Line #7 Other Income $48280.00

Royalties 48280.00

1990

Page 8 Line #7 Other Income $12923.75

Royalties 12923.75

1991

Page 8 Line #7 Other Income $70851.60

Royalties 7937.50

Retired Golemics Loan 61595.00

Retired Lee Felsenstein Loan 1115.62

Interest on Rental Deposit 203.48

COMMUNITY MEMORY PROJECT FORM 1023

94-2411889

1988

Page 8 Line #22 $19738.00

Payroll Taxes	9669.00
Legal Fees	141.00
Supplies	488.00
Phone	3348.00
Postage/Shipping	345.00
Equipment Rental/Maint	2660.00
Printing/Publications	981.00
Fees, Taxes, Licenses	102.00
Insurance	924.00
Pilot Expansion	946.00
Subscriptions	15.00
Entertainment	109.00
Bank Service Charges	10.00

COMMUNITY MEMORY PROJECT FORM 1023

94-2411889

1989

Page 8 Line #22 $18796.28

Payroll Taxes	3781.20
Legal Fees	0.00
Supplies	3154.73
Phone	7296.52
Postage/Shipping	264.76
Equipment Rental/Maint	668.00
Printing/Publications	522.00
Fees, Taxes, Licenses	261.00
Insurance	966.00
Pilot Expansion	0.00
Subscriptions	0.00
Entertainment	47.00
Bank Service Charges	0.00
Other Employee Benefits	539.43
Travel	12.64
Professional Service	1070.00
Electronic Mail	111.00
Advertising	102.00

COMMUNITY MEMORY PROJECT FORM 1023

94-2411889

1990

Page 8 Line #22 $33510.30

Payroll Taxes	9372.82
Legal Fees	600.00
Supplies	3550.55
Phone	8667.64
Postage/Shipping	377.67
Equipment Rental/Maint	1314.32
Printing/Publications	2152.01
Fees, Taxes, Licenses	232.23
Insurance	1400.93
Pilot Expansion	0.00
Subscriptions	0.00
Entertainment	0.00
Bank Service Charges	84.84
Other Employee Benefits	2186.14
Travel	0.00
Professional Service	3571.15
Electronic Mail	0.00
Advertising	0.00

COMMUNITY MEMORY PROJECT FORM 1023

94-2411889

8-31-91

Page 8 Line #22 $23585.92

Payroll Taxes	3809.98
Legal Fees	283.56
Supplies	1405.25
Phone	5303.48
Postage/Shipping	1423.38
Equipment Rental/Maint	857.20
Printing/Publications	2085.86
Fees, Taxes, Licenses	239.78
Insurance-General	748.00
Insurance-Wkers Comp	205.33
Pilot Expansion	0.00
Subscriptions	104.68
Entertainment	0.00
Bank Service Charges	33.76
Other Employee Benefits	1011.65
Travel	6.49
Professional Service	3089.50
Electronic Mail	136.87
Advertising	390.73
Bookkeeping	2031.25
Copies/Duplication	101.66
Education	278.28
Volunteers Refreshment	29.63
Petty Cash Over/Short	9.60

Part IV **Financial Data** *(Continued)*

B.—Balance Sheet (at the end of the period shown)		Current tax year Date 8-31-91
Assets		
1 Cash	1	47034.85
2 Accounts receivable, net	2	
3 Inventories	3	
4 Bonds and notes receivable (attach schedule)	4	
5 Corporate stocks (attach schedule)	5	
6 Mortgage loans (attach schedule)	6	
7 Other investments (attach schedule)	7	270.00
8 Depreciable and depletable assets (attach schedule)	8	8216.76
9 Land	9	
10 Other assets (attach schedule)	10	1725.00
11 Total assets	11	57246.61
Liabilities		
12 Accounts payable	12	
13 Contributions, gifts, grants, etc., payable	13	
14 Mortgages and notes payable (attach schedule)	14	
15 Other liabilities (attach schedule)	15	- 445.53
16 Total liabilities	16	445.53
Fund Balances or Net Assets		
17 Total fund balances or net assets	17	56801.08
18 Total liabilities and fund balances or net assets (add line 16 and line 17)	18	57246.61

If there has been any substantial change in any aspect of your financial activities since the end of the period shown above, check the box and attach a detailed explanation ▶ ☐

SCHEDULE OF DEPRECIATION FOR 1991 FORM 1023

COMMUNITY MEMORY PROJECT 94-2411889

Thru August 31,1991

YR PURCH	ITEM	COST	METHOD	'90 ACCUM	'91 DEPR	TOTAL DEPR
'83	QUME	2000.00	S/L 5	2000.00	0.00	2000.00
'84	MEMORY	5053.00	"	5055.00	0.00	5055.00
'84	LDM'S	1055.00	"	1055.00	0.00	1055.00
'84	SIGNS	190.00	"	190.00	0.00	190.00
'84	ANS. MACH.	95.00	"	95.00	0.00	95.00
'85	LDM'S	513.00	"	515.00	0.00	515.00
'85	TERMINALS	414.00	"	415.00	0.00	415.00
'85	"	426.00	"	425.00	0.00	425.00
'85	LDM'S	173.00	"	175.00	0.00	175.00
'86	LDM'S	349.00	"	350.00	0.00	350.00
'87	ATARI	531.00	"	428.00	56.88	484.88
'88	FURNITURE	3000.00	"	1800.00	400.00	2200.00
'88	MODEMS	322.00	"	195.00	43.28	238.28
'88	PC'S	7371.00	"	4425.00	983.36	5408.36
'89	PC EQUIP	4012.00	"	1606.00	535.28	2141.28
'89	MAC	2617.00	"	1048.00	349.28	1397.28
'90	COMPUTER	1949.00	"	390.00	260.00	650.00
'90	2-XT'S	1054.00	"	211.00	140.64	351.64
'90	MODEM	145.00	"	29.00	19.36	48.36
'90	"	213.00	"	43.00	28.64	71.64
		31482.00		20450.00	2816.72	23266.72

COMMUNITY MEMORY PROJECT FORM 1023

94-2411889

Page 9 Line #7 Schedule

Stock $270.00 Pacfic Software - 2700 shares @ $.10/piece

Page 9 Line #10 Schedule

Other Assets - Prepaid Rent & Rent deposit	$1725.00
Last Month's Ren	725.00
Rent Security Deposit	1000.00

Page 9 Line #15 Schedule

Other Liabilities - Payroll Taxes Payable	$ 445.53
Calif. State Inc Withld	331.13
" Disability "	114.40

EXHIBIT I

Community Memory

A public access information and resource exchange

THE COMMUNITY MEMORY PROJECT

Our purpose is to bring together local people and groups to share information and resources, and to discuss critical issues affecting our community. Through the use of an electronic bulletin board with ten public access computer sites in Berkeley, the Community Memory Project both encourages and facilitates dialogue, information-sharing and constituency-building.

Community Memory's unique design demands that users behave, not simply as information consumers, but as active participants and builders of an information exchange. Anyone can read or write messages about any subject they choose. 2000 people each month use Community Memory to meet each other, share ideas and inspirations, exchange goods and services, argue, gossip, debate and support each other.

WHAT IS EVERYBODY TALKING ABOUT?

Community Memory currently includes 61 on-line forums, ranging from job listings to discussions of local issues to jokes. Seventeen of these forums are hosted by community agencies.

An additional 68 community groups use Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing. In addition, 79 small businesses use the system to promote their services, or, occasionally, to find new employees.

Uses of Community Memory are as diverse as the system's participants:

The following examples suggest the flavor of the Community Memory on-line community.

- The City Clerk provides the City Council Agenda and Calendar of the Day.
- Homeless participants use the system to find services, jobs, and places to live.
- The City's cable television consultant responded personally to queries and comments from local cable subscribers as part of her community needs assessment.
- Political alerts about the tuna boycott, Redwood Summer, the B-1 bomber, Operation Rescue and other issues are listed.
- Local poets publish verse about a range of themes and in a number of styles.

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

- A group of veterans and other volunteers are creating an Alameda County Veteran's Memorial, listing all Alameda County military personnel killed in twentieth century wars.

- The City Personnel Department lists monthly job listings.

- Magick forum participants, who dicussed the link between social action and individual transformation, held a summer soltice celebration as a result of their on-line friendship.

- Jokes often have a Berkeley slant or deal with up-to-the-minute issues.

- Requests in the Dining Out forum for recipes resulted in the creation of a recipes and cooking forum.

- An Ecology Center Board Member fielded questions about Berkeley's recyling program.

- Current "hot topics" include an analysis of the rise of racist hate crimes in the East Bay, dialogue about the animal rights movement, debate as to whether buying crystals is bad for the environment, conversation about the nature of community, and dialogue about whether women and men communicate differently.

A complete list of sites and forums is included in our brochure. For additional information, please contact us at the Community Memory Project, 2617 San Pablo Avenue, Berkeley, CA 94702, (415) 841-1114

11/90



Community Memory

A public access information and resource exchange

The Community Memory Project is a California non-profit corporation, dedicated to studying and promoting the use of new technology in community development. We developed a unique model for a community-based information utility, designed from the ground up as a tool for full participation. Full participation means removing economic, educational, and cultural barriers to the use of the system, and allowing each user full expression. We have named this model Community Memory. Our commitments include:

Insuring all members of the community are able to participate by providing public access to the Community Memory network: All of our terminals are in public locations such as libraries, senior centers, and laundromats. Users may access information at the terminals for free, and contribute their own messages for a mere 25¢. Therefore, use is not limited to only those who own terminals and modems.

Extending anonymity to all who publish their views and ideas: Authors can write messages using their real names or pseudonyms. All author names are password protected, therefore all messages are the property of their authors. Authors are free to edit or erase their messages at a later date.

Providing users the opportunity to respond to all information found on the network: This gives rise to the fullest range of expressions and viewpoints on any subject.

Providing access without requiring registration or subscription: The system is designed for casual, "drop in" use. People use Community Memory on an "as needed" basis. This contrasts with the subscription approach of most on-line information systems.

Making telecommunications tools elegant in their simplicity and usability: Community Memory has a simple, intuitive, visual interface. People can operate the terminals without prior computer experience. Community Memory is designed as a database, so that information on any subject from a wide variety of contributors can be located quickly. Expiration dates on messages can be designated by the authors.

Leveraging technology to maximize utility while minimizing costs and resources: A workstation/server architecture using local intelligence to handle all user interface functions delivers a high quality user interface at a low per-user cost. Community Memory, software supports two to five times the number of users as conventional architectures running on the same hardware. The user interface is stored as part of the database, and multiple simultaneous interfaces are supported. This feature can be used to provide the interface in a number of languages, or to customize versions for particular applications. Indexing systems for different interest areas are also independently customizable.

Community Memory is supported by funds from the Telecommunications Education Trust, established by the California Public Utilities Commission.

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Community Memory

A public access information and resource exchange

FOR IMMEDIATE RELEASE

CONTACT: YaVette Holts
(415) 841-1114

Another Kind Of Remembrance:
ALAMEDA COUNTY VETERAN'S MEMORIAL PROJECT

A group of eight volunteers and veterans and The Community Memory Project are building a 21st Century memorial to the nearly five thousand Alameda County veterans who sacrificed their lives in military service during World War I, World War II, the Korean War, the Vietnam War and now, Desert Storm.

The memorial project was conceived as a reminder of the loss and sorrow that results from war. Taking developments in the Persian Gulf into consideration, the volunteers recently voted to include information on deceased Alameda County Desert Storm veterans. This will be one of the first memorials to this international conflict.

The Alameda County Veteran's Memorial is a computerized memorial and can provide much more information than traditional memorials. Using data provided by the U. S. Department of Defense, the volunteers are able to chronicle not only the names of deceased Alameda County veterans, but their rank, gender and type of casualty suffered, as well. Community Memory permanently stores this information and users can access the memorial alphabetically, by gender (How many women died in Vietnam?), by rank (How many Corporals, how many Sergeants?), or by individual (What was Robert Jones' rank when he died?).

This memorial project was initiated last November when Country Joe McDonald asked the Community Memory Project about the feasibility of creating a computerized memorial. Community Memory staff and volunteers created a format for the memorial and put the user-friendly interface of Community Memory to work by entering information into the memorial, which is comprised of individual screens, one for each Alameda county veteran memorialized. These screens can be found on Community Memory under the <Veteran's Memorial> topic heading.

(more)

The Community Memory Project, a Berkeley based, non-profit organization, brings people and groups together to share knowledge, resources and friendship through the use of modern technology. The network's ten computer terminals are located at the South, Central, West and Claremont libraries, the South Berkeley Neighborhood Development Corporation, the North Berkeley Senior Center, UCB's International House, the Ecology Center, and Milt's Laundromats I and II. Community Memory can be used to read information on everything from city council meeting agendas to where to recycle to job hunting, and now the Alameda County Veteran's Memorial Project - all free of charge. In addition, anyone can write messages, for a quarter, recording any thought they may wish to share. In the case of the memorial, family and friends are encouraged to leave remembrances of their loved ones, which will be permanently stored in the memorial.

"The memorial is a unique and important part of Community Memory. The stereotype about computers is that they are impersonal. This project demonstrates how they can be a tool to share emotion and honor human courage. Reading the names is very powerful." said Community Memory's executive director, Eveyln Pine. "It's really incredible how it works," said Country Joe McDonald, "it's like a huge file cabinet with information stored everywhere."

The Community Memory Project encourages anyone interested in volunteering to help build The Alameda County Veteran's Memorial to contact YaVette Holts at the Community Memory office, 841-1114.

For more information, contact YaVette Holts at Community Memory (415) 841-1114

###

How do I do all this?

First, think of a subject you'd like to host. A forum can be as broad as *astronomy* or as narrow as *Saturn*. Next, sketch some sub-categories within that subject. In the case of *Saturn*, the index words could include *rings, moons,* or *Voyager pictures.*

In the case of *astronomy*, one of the index words could be *Saturn*, since the planet is a subset of the larger category of astronomy. This is not the same as creating a forum *Saturn*, with index words of it own.

Along with *Saturn*, the index words for the forum *astronomy* could include *asteroids, Earth* or *solar wind*. Suppose someone placed a message on the system, explaining this current theory in astronomy: a giant asteroid hit the Earth, raising clouds of debris that blocked the sunlight, causing the dinosaurs to die. That message could be indexed under *asteroids* or *Earth*.

The message could also be indexed under *dinosaurs*. Remember, authors have the option of creating their own index words. Don't expect to think of every possible index word. Just design a set of index words that covers all the areas of the subject you expect or want to discuss in your forum. You may change them later. We recommend you define a feedback, or ask-the-forum-host index word.

All the index words picked by authors, both host-provided and author-created, are placed in a list called user-defined index words. Only the CM system administrator can change the list, and it is updated periodically. This list is a good place to look for inspiration, and to learn which index words are actually being used by authors, so you can reorganize your sub-categories.

Forum hosts also can link messages in other forums to their forum. For example, you're browsing through a forum named *television* and you see a message describing an upcoming PBS show about the birth of galaxies. You, as forum host, can include it in your forum using the include command.

The converse is also true. You can unlink messages from your forum. Suppose someone puts a *for sale* message in your *astronomy* forum. If they're selling a telescope, you may decide to leave it alone. But if they're selling a '69 Volkswagen Beetle, you may want to purge it. A purged message is not erased; only its connection to your forum disappears. We ask that you purge only inappropriate messages, not those with which you disagree.

What if I want to quit?

You have three options. You can advertise within your forum for someone to take over as forum host. Simply give them the password used to create the forum so they can access the tools described above.

Or you could delete the entire forum. You must first unlink all the messages to the forum, then delete the forum description and the index words messages.

Lastly, you could call us. You're our most valuable resource; we'll try to give you all the support you need.

(See inside for step-by-step instructions.)

Community Memory

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

Forum Host's Guide

Welcome to Community Memory and thank you for your interest in becoming a forum host. If you have questions that aren't covered in this manual, please call or write the education/outreach coordinator, or use the **<SUGGESTIONS>** option at a CM terminal.

What is Community Memory?

Community Memory is a public bulletin board, similar to the corkboards found in some laundromats and grocery stores. Ours, however, uses a computer and is designed as a two-way system; we encourage responses to messages and dialogue between users.

Unlike other videotext services, The Community Memory Project, the non-profit corporation that created and operates the CM system, does not provide information. The messages that appear on CM come from the users. This makes CM unique. It is as interesting, as lively, and as accurate as the users make it.

What is a forum host?

Forum hosts create categories for grouping messages. For example, a corkboard may be divided into sections for selling cars, advertising for roommates, posting meeting notices, etc. CM has similar divisions. We call these categories *forums*.

Forums have two purposes. First, they organize the messages. Second, they attract new (and old) users who want to discuss that topic. And since a muddled system without any messages wouldn't be used, this makes the forum hosts the most important people on CM.

What do I have to do?

Your job is mostly organization. You will provide a structure that makes it easy to find messages about a certain topic, and about sub-categories within that topic. You don't even have to write messages if you don't want to.

You are responsible for naming the forum and defining those sub-categories. We call the list of sub-categories ***index words***. Index words are the smallest division in CM. Each person who writes a message has the opportunity to index it. You're also responsible for keeping the messages in your forum relevant to your topic.

continued on back page

The ***topics screen*** is the second screen you see upon entering CM. It consists of a list of topics, each enclosed in ***angle brackets*** (<>). Topics group forums, just like forums group messages.

A ***message tag*** is a five letter code (i.e. #abcde) identifying a message. It can be used to access a message directly. Everything in CM, including forum and author descriptions, is stored as a message.

Creating a forum

On screen	Your action
1) The topics screen	Press **F1**
2) Options menu	Choose **<ADVANCED>**
3) Another options menu	Choose **<CREATE>**

You'll now be led through a series of screens, described below, asking for information about your forum. It will help if you've done some preparation, although most items can be edited. Browse other forums for ideas.

The four screens, in the order they appear, ask for:

1) ***author name;***
2) ***password;***
3a) ***forum name***: shorter is better. Can't be changed;
3b) ***forum description***: will be truncated if longer than a line;
3c) ***index words***: CM will display what you enter here exactly as you entered it, so use the editing features to order and format the words. You have 15 lines with which to work. Remember to place angle brackets around each index word, so the computer can recognize it as such. Use plain text for comments or sub-headings.
4) ***topic words***: Remember, topic words group forums. The *astronomy* forum, for example, could go under *hobbies* or *science*. Choose **<FINISHED>** when done.

Editing the forum description and topic words

On screen	Your action
1) Topics screen	Press **F1**
2) Options menu	Choose **<SPECIFY>**
3) Typing box	Type *forums* or *cm system*
4) List of forums	Choose the **<Forums>** forum
5) List of index words for the **<Forums>** forum	Pick a word which groups your forum
6) Messages containing forum descriptions	Use arrow keys to highlight your forum description
7) Same, one highlighted	Press **F1**
8) Options menu	Choose **<EDIT>**

You can now edit the forum description. CM will check that you own it by asking you for the password used to create the forum.

To edit the topic words your forum uses, choose the **<INDEX>** option that appears in the lower right corner. The same index words list you saw in step 5) will appear. It may look a lot like the topics screen. This is because the **<Forums>** forum is a unique case in CM. All the topic words chosen by forum hosts become the index words for the **<Forums>** forum. In order to change the topic words under which your forum is listed, you must index it differently by choosing new index words from those associated with the **<Forums>** forum.

Purge

On screen	Your action
1) Message list, target message highlighted	Press **F1**
2) Options menu	Choose **<ADVANCED>**
3) Another options menu	Choose **<PURGE>**
4) List of forums	Highlight your forum and press **Enter**

Include

On screen	Your action
1) Message list, target message highlighted	Press **F1**
2) Options menu	Choose **<ADVANCED>**
3) Another options menu	Choose **<INCLUDE>**
4) Topics screen	Pick topic associated with your forum
5) List of forums	Highlight your forum and press **Enter**

You must be the forum host or the message's author to use these options. You'll be asked for a password as proof.

Editing the author description

Follow steps 1) through 6) for editing the forum description.

On screen	Your action
7) Same, one highlighted	Choose **<ABOUT MSG>**
8) Box with forum information	Use arrow keys to highlight author description message tag
9) Same, tag highlighted	Press **Enter**
10) Instruction box	Add author description message to list of current messages
11) Message list, newest message highlighted	Press **F1**
12) Options menu	Choose **<EDIT>**

Editing index words

Follow steps 1) through 6) for editing the forum description.

On screen	Your action
7) Same, one highlighted	Choose **<ABOUT MSG>**
8) Box with forum information	Use arrow keys to highlight index word message tag
9) Same, tag highlighted	Press **Enter**
10) Instruction box	Add index word message to list of current messages
11) Message list, newest message highlighted	Press **F1**
12) Options menu	Choose **<EDIT>**

Deleting a forum

1) **<PURGE>** all the messages from your forum.
2) Follow steps 1) through 11) for editing index words.
3) Choose **<ERASE>** from the options menu.
4) Follow steps 1) through 7) for editing the forum description.
5) Choose **<ERASE>** from the options menu.

OFF-LINE

At Communtiy Memory, there's nothing we like more than someone with a story to tell. Gert Chiarito, *a diligent CM volunteer, has a plethora of great stories. Here's just a sample.*

In the '50's and '60's when Berkeley was moving fast, I had a late night Folk music program on KPFA. The Midnight Special was not a show for professionals, but a showcase for amateurs with new ideas.

Some of these people became pretty well known, for instance, Country Joe McDonald. When I heard that Joe was brainstorming a Veteran's Memorial with Community Memory, figuring I owed him a couple, I went down to Community Memory's office to see what it was all about and offer my assistance.

I enjoy working on the Vet's Memorial Project with some fine people. I was surprised at how much else is happening at CM, like all the information on community services, the heated conversations that take place over the computer and even the poetry. I'm also surprised at how quickly I've learned to use Community Memory.

I've been lucky enough to see a lot of things come and go. I've watched the times change and the mood of the community change with it. It's true that twenty or thirty years ago, Berkeley was moving fast. I see that coming around again, and I hope to see Community Memory hanging in there for the long haul.

Bridging The Gap (con't.)

younger kids to use Community Memory. In particular, there's Elbow Room which is a new forum on Community Memory where kids 7-12 are given the space to do their own thing. The particpants are making new friends, gaining computer experience, practicing self-expression and having fun joining in on a bunch of innovative and thought provoking projects. Elbow Room is piloted out of Berkeley Library's South Branch and ties into their summer reading program.

Young people have always managed to find a means of expression - some of which have been more effective than others - and traditionally these means have been counter to mainstream society. Putting Community Memory in the hands of Berkeley youths may provide them with the perfect tool for the new decade while providing some of us "former youths" with much needed insight. We're looking forward to the possiblilities.

There are 10 Community Memory Locations

- **Central Library**
  Shattuck and Kitteridge
- **Claremont Library**
  2940 Benvenue (at Ashby)
- **South Library**
  1901 Russell (at MLK, Jr. Way)
- **West Library**
  1125 University (near San Pablo)
- **North Berkeley Senior Center**
  1901 Hearst (at MLK , Jr.Way)
- **Milt's Coin-Op**
  3055 Telegraph (at Webster)
- **International House**
  2299 Piedmont (at Bancroft Way)
- **Milt's Coin-Op II**
  2483 Hearst (at Euclid)
- **Ecology Center Complex**
  2530 San Pablo (bet. Parker & Blake)
- **S. Berk. Nghbrhd. Devel. Corp.**
  1767 Alcatraz (near Adeline)

Village Design
2617 San Pablo Avenue
Berkeley, California 94702

Nonprofit Org.
U. S. Postage
PAID
Berkeley, CA
Permit No. 100

Community
Memory

The Community Memory
NETWORK
Vol. I, Issue III Summer 1991

Expanded Access

Take Us Home

A lot of you have been asking us to let you participate in Community Memory from your home. You want to tap into the 100 plus discussion and information forums on Community Memory from your living room.

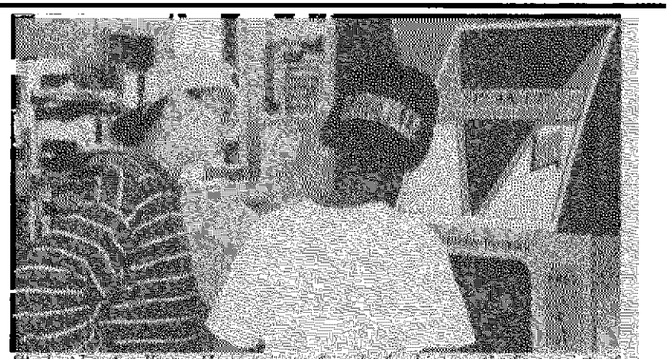
We're now gearing up to offer Expanded Access to our public access information and opinion exchange. You'll be able to zero in on local information, yak with other members of the CM community, and share your own ideas and opinions about any topic you choose — from your home or office.

To help underwrite the costs of managing our nonprofit public network, the Community Memory Project will eventually provide dial-in disks on a subscription basis. Before we can do that, however, we want to test our Expanded Access software.

We're now ready to begin testing and we need your help.

To participate you need a PC computer, a modem, and a willingness to tap into Community Memory at least once a week, reading forums and leaving messages. Naturally, we'd be delighted if you decide to host a forum or provide a lot of information on-line.

(continued on page 2)



Student Leader Kuang Hsieng gives a friend a few hints on the finer points of using CM, at the South Branch.

Bridging The Gap

Operation: In Effect!! Helps Young People Get Heard

Imagine that you're teenager (again?). Isn't one of your biggest obstacles finding the places that offer services or goods truly fashioned to <u>your</u> liking as opposed to what your parents or other adults decide is best for you? Finding places where <u>you</u> can be heard, where <u>your</u> opinion matters is difficult, if not impossible. Sure, there's a lot of places that <u>claim</u> they know what you like - but, more often than not, those places are run by adults who do more telling than asking.

This summer, Community Memory faces this socio-generation gap head on by bringing in young adults to call the shots. It's called **Operation: In Effect!!** and ±

(continued on page 3)

The Community Memory Project brings together people and groups to share information, resources and opinions. Through the use of an electronic network with ten public access computer sites in Berkeley, the Community Memory Project both encourages and facilitates dialogue, information-sharing, and constituency-building.

Expanded Access (con't.)

We're particularly interested in providing Expanded Access to existing groups of individuals who might use the system to share information about a hot issue, work together on an important task, or discuss topics about which they feel passionate. If you and your friends, neighbors or colleagues are such a group, let us know. We'll supply software and support.

To receive a complimentary dial-in disk, please fill out the survey on below and return it to us as soon as possible.

Be forewarned, this is a test. If you have problems with the software or the system, we want to know about them and solve them. We will also be surveying or interviewing you further down the line to get your ideas and feedback.

In the meantime, send back that survey. And have the whole of Berkeley over a couple of times a week - without having to supply the refreshments.

Network is the quarterly newsletter of the Community Memory Project.

YaVette Holts, Editor
Printed by Inkworks

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Carl Farrington, Design & Delivery
Lee Felsenstein, Golemics
Evelyn Pine, Community Memory Project
Richard Weiss, Bank of America **

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** For identification purposes only

The Community Memory Project is sustained by local imagination, volunteer energy, donations and grants. We are supported by funds from the Telecommunications Education Trust, established by the California Public Utilities Commission. Write Community Memory at 2617 San Pablo Avenue, Berkeley, CA 94702; or call (415) 841-1114.

To participate in Community Memory's Expanded Access testing, complete the survey and return it to us at 2617 San Pablo Ave., Berkeley, CA 94702

COMMUNITY MEMORY'S EXPANDED ACCESS INTRODUCTION SURVEY

Name: _____ *Date:* _____
Address: _____
Phone: _____

1. *Are you willing to tap into Community Memory at least once a week for two months over Expanded Access?*
2. *Why are you interested in Expanded Access to Community Memory?*
3. *Will you be using Expanded Access from your home or office?*
4. *Do you have call forwarding or call waiting services on your telephone?*
5. *How experienced are you at using computers?*
6. *What kind of computer do you use? What kind of modem?*
7. *What computer bulletin boards and/or on-line services do you use, if any?*
8. *What do you plan to do with Community Memory's Expanded Access?*
9. *Do you currently use Community Memory at the public sites? Where and how often?*
10. *Other comments:*

Bridging The Gap (con't.)

provides neighborhood teens with the tools to build the missing link between what's regularly on their menu and what they're REALLY looking for.

Through **Operation: In Effect!!**, young people from all around Berkeley are creating information and discussion forums that directly address their needs and interests. A good example is the Young People's Yellow Pages. The **Operation: In Effect!!** participants (or Student Leaders) research information on city services, organizations and anything else that interests them, then make their own decisions about what will be included in this one-of-a-kind information resource. When finished, the Young People's Yellow Pages will be the first, and probably the only, place built by teens, for teens where they can get the "411" on everything from local events and hang outs to scholarships, jobs & services, and recreation. And that's just the beginning.

Using Community Memory to host the Young People's Yellow Pages and the other forums that will result from **Operation In Effect!!** is a natural. Not only is Community Memory one of the most effective ways of getting the word out, its flexibility makes it a perfect vehicle for connecting the many varieties of youth "styles" in Berkeley. "I like working with the Young People's Yellow Pages," said Student Leader Annetta Harris, "because you get to learn more about the city you're in. And using Community Memory is pretty easy. I'm glad because I was sure it would be difficult since I'm coming into a new surrounding. But, no problems so far!"

The Student Leaders are putting their ideas on the system and then putting their new skills to work teaching

(continued on page 4)

·BUZZWORDS·

You can now contribute money to the **Comnmunity Memory Project** through the **United Way**. When you fill out your employee contribution sheet, list **Village Design** as your designated recipient. The folks at Village Design will direct your hard earned cash to support our public access network. And we'll thank you.... Community Memory welcomes our newest staff addition, System Administrator, **Nancy Kern**. Talk about jumping right in: in addition to updating and maintaining information on the system, Nancy is organizing CM's Expanded Access test program.... The third and final phase of suggested adjustments to CM's software has been completed and will be running by late July. CM's **Board of Technical Advisors** suggested these changes to make CM even easier to use..... CM's chief programmer en gratis, Carl Farrington, delivered a presentation to the Berkeley chapter of **Computer Professionals for Social Responsibility**. And keeping the ball rolling, he will also speak at the **Alliance for Public Technology**'s Technology of Freedom conference on 7/25 and 26.

Let us know what you're up to. Leave items on Community Memory or drop a line to YaVette Holts, The Community Memory Project, 2617 San Pablo Avenue, Berkeley, CA 94702, (415) 841-11114

The world's greatest ideas start with "What if...?" Plug into Community Memory and explore the possibilities!!

CLIP AND SEND

Very, very interesting! I'd like to receive more information on Community Memory.

Name _____
Street Address _____
City, State, Zip _____
Phone _____

Send to Community Memory Project at 2617 San Pablo Avenue, Berkeley, CA 94702

I'm especially interested in:

☐ hosting a forum ☐ hands-on training
☐ using CM from home ☐ tax-deductible donations

Everybody's Computer Network

Anybody can use Community Memory -- a community bulletin board created by linking public access computer terminals to a central memory.

You can use Community Memory to browse through events calendars, to find a buyer for your car, to share your feelings about the Greenhouse Effect, or to create a poem or an editorial.

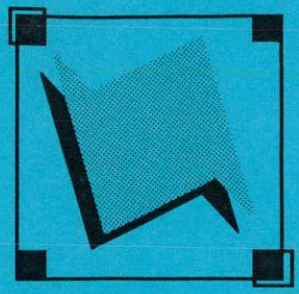
Flexible & User-Friendly

Because Community Memory is a two-way network, everyone can add information by writing messages. You'll connect with aspects of Berkeley you never knew existed -- new people, new ideas, and unique services.

On-Line to All of Berkeley

In addition to reading the messages written by others, you can engage in dialogue, debate, and controversy by responding immediately to any information that you see. Once you write a message at any Community Memory terminal, it is instantly accessible at all the other terminals.

Read thousands of messages for free. Browse through a range of messages or zoom in on messages about a particular subject. Adding a message only costs a quarter.



There are 10 Community Memory Locations

- **Central Library**
  Shattuck and Kitteridge
- **Claremont Library**
  2940 Benvenue (at Ashby)
- **South Library**
  1901 Russell (at MLK, Jr. Way)
- **West Library**
  1125 University (near San Pablo)
- **International House**
  2299 Piedmont (at Bancroft Way)
- **North Berkeley Senior Center**
  1901 Hearst (at MLK , Jr.Way)
- **Milt's Coin-Op**
  3055 Telegraph (at Webster)
- **Milt's Coin-Op II**
  2483 Hearst (at Euclid)
- **Ecology Center Complex**
  2530 San Pablo (bet. Parker & Blake)
- **S. Berk. Nghbrhd. Devel. Corp.**
  1767 Alcatraz (near Adeline)

The Community Memory Project
2617 San Pablo Avenue
Berkeley, CA 94702
(510) 841-1114

A User-Created Information Bank

Because all the messages are supplied by the system's users, the information and ideas on Community Memory are as original and lively as Berkeley.

Individuals aren't the only ones on the system. Local groups use Community Memory to publicize their events and services, to communicate with members, and to solicit new ideas and opinions.

For the Computer Novice Or the Old Hand

Even if you have no previous computer experience, you can learn to write messages, find messages written by others, and respond to any messages that you read. With the help of five color-coded keys -- and hunt-and-peck typing -- you can get in touch with hundreds of individuals and organizations.

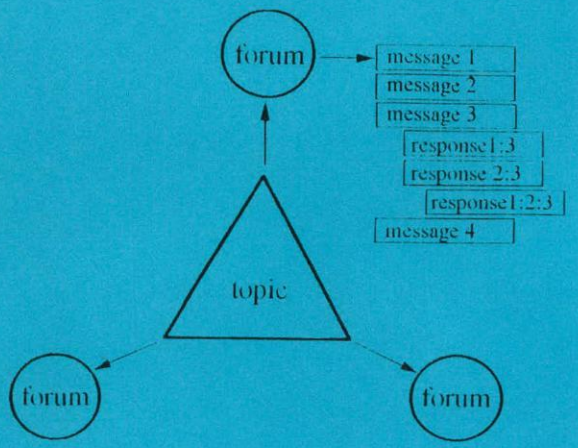
In ten minutes, a friend can show you the basics. Individualized, hands-on training is available to you -- free. Just send in the attached tear-off.

Press Any Key . . .

Getting into Community Memory is easy: press any key. Getting out is even easier: just walk away and the computer will reset itself for the next user. You can also use the <EXIT> option.

Easy-To-Find Information

Once you understand Community Memory's basic structure, the network becomes very accessible.



When you enter Community Memory, you're offered a menu of **topics**. For example, if you pick the topic, <jobs>, a list of forums appears including <help wanted>, <help offered>, <employment services> and <jobhunt publications>. Each **forum** is a grouping of related messages.

Messages -- notes of interest from local groups and individuals -- are the basic unit of information on Community Memory. Messages are linked by **index words** which describe the content of the message.

At the time you write a message, you are asked to attach index words to it so others can find it. You can select index words from a suggested list, or specify one of your own.

Share Your Vision

If there is a subject that particularly interests you, you can set up a forum about it. The City of Berkeley, Berkeley TRIP, and the Berkeley Information Network all host Community Memory forums. Many of the most freewheeling forums, including <pOeT/ tRy>, <Automobiles> and <Q&A>, are hosted by individuals.

Create Your Own Network

The **forum host** structures and moderates the forum. Hosting a forum is a great way to connect with people who share your interests, and creating a forum only costs four quarters. Use the tear-off on this brochure to request a free copy of the **Forum Host's Guide.**

Who We Are

The Community Memory Project is a nonprofit organization, founded in 1977, to explore the potential of universally accessible, low-cost, community communications systems. We consult with visitors from across the country and around the world about making democratic telecommunications a reality. Our first Berkeley-based network linked terminals in Whole Earth Access, La Pena, and the Co-Op Stores. The lessons we learned from that pilot shaped the current system's design. A campus-wide Community Memory is planned for San Francisco State University in 1990.

Community Memory is supported by funds from the Telecommunications Education Trust, established by the California Public Utilities Commission.

We Want Your Mind

We are sustained by local imagination, volunteer energy, donations, and grants. To learn more about Community Memory, mail in this coupon.

___ Put me on your mailing list.

___ I want to attend a free, hands-on **Introduction to Community Memory**.

___ I want to know how to get my group's information on Community Memory. Organization name:

_____

_____

___ I want to use Community Memory from my home or office computer. Let me know when dial-in access is available.

___ I want to be an insider and volunteer at Community Memory. My skills/interests include:_____

_____

___ I want to host a forum about the following topic: _____

_____

I've enclosed a self-addressed, stamped envelope for the **Forum Host's Guide.**

Name: _____

Address:_____

_____

Phone: _____

Mail to: Community Memory Project
2617 San Pablo Ave., Berkeley 94702
(510) 841-1114

Arts

<Cable TV> Consultant reports
<**Music Exchange**> ultimate music resource
<**Classic Rockline**> Info on the best classic rock bands
<**alexandria Forest**> seashell star ephemeris
<**an estimated terrapin**> Grateful Dead info and more
<**Poetry II- The 5 C's**> For poets & readers
<**museums**> Bay Area Museums

Education

<**Merrit College**> All about Merritt College
<**Community Affairs**> issues affecting So. Berkeley
<**PTA Berkeley**> News, comments, etc.
<**Homework Help K-12**> Parents, Teachers & teenagers help grade school students
<**Adult Education**> ways to keep learning
<**School Calendar**> Berkeley Unified School District
<**Job Training at Vista**> Community College
<**CM Training**> Learning to use Community Memory

Environment

<**Community Affairs**> issues affecting So. Berkeley
<...TO THE WHITE HOUSE> Letters to the President
<**People's Park**> Discussion Surrounding People's Park
<**Hazardous Waste**> Reductions Programs & Tips
<**bioforum**> discussion of ecological issues
<**environmental**> calendar of events
<**Backpacking & Hiking**> About hikes, walks, & nature

(more)

Government

<...TO THE WHITE HOUSE> Letters to the President
<**People's Park**> Discussion Surrounding People's Park
<**Cable TV**> Consultant's Report
<**Issues & Elections**> **Regional and Natinal Elections**
<**Next Agenda**> for Berkeley City Council
<**City Services**> List of Berkeley City Services
<**Who**> represents Berkeley
<**Old Agendas**> Past City Council Meetings
<**Resist**> information to stop the war
<**War Memorial Project**> Alameda County Veterans' Memorial
<**Military Life - Facts**> Look before you join
<**Anarchy**> You be the host
<**Disabilities**> Info & resources for folks w/ disabilities

Humor

<**Jokes**> . . . so you think it's funny?!!
<**alexandria forest**> The seashell star ephemeris
<**funLINES**> 24-hr warmlines, Info-lines, funlines
<**Q/A**> an information free-for-all

Leisure

<**Cover to Cover**> A reading game for young adults
<**hacking**> Confessions of Programming Addicts
<**Physical Fitness**> Where, When, How
<**Beauty Treatment**> Advice & Recommendations to beautify
<...TO THE WHITE HOUSE> Letters to the President
<NITE LIFE> Where to/How to Party

(more)

<**Dining Out**> Bay Area Good Food
<**Backpacking & Hiking**>
<**person-to-person**> the personals
<**museums**> Bay Area Museums
<VDC> Vietnam Day Committee - 25 yr reunion
<**MAGICK**> To discuss all forms of magick
<**Community Events**>
<**FunLINES**>
<**Books**>
<**Recipes & Cooking**> for good eating

For Seniors

<**Senior Resources**> Info for Older Adults
<**Senior Cuisine**> Senior Centers' Menus
<**Disabilities**> Info & resources for folks w/ disabilities
<**Adult Education**> Ways to keep learning & growing

For Young People

<**Cover to Cover**> A reading game for young adults
<**Discussions**> Issues worth talking about
<**Beauty Treatment**> Advice & Recommendations to beautify
<**Story Writing Contest**> Fact is Stranger Than Fiction
<**Movie Reviews**> Especially for Movie Freaks
<**Y.P. Yellow Pages**> Especially for teens & young people
<**Elbow Room**> Especially for kids 7 to 12 years old

Homeless

<**People's Park**> Discussion surrounding People's Park
<**Shelter**> Emergency shelters in the Bay Area
<**Social Services**> food, shelter & medicine

(more)

<**Medical Assistance**> free, low-cost health assistance
<**Food Assistance**> free, cheap, emergency food programs
<**Employment services**> job-finding assistance

Veterans Memorial

<**Guest Book**> Your comments are welcome
<**Persian Gulf War**> We remember those who died . . .
<**Vietnam War Memorial**> We remember those who died . . .
<**Korean War Memorial**> We remember those who died . . .
<**World War II Memorial**> We remember those who died . . .
<**World War I Memorial**> We remember those who died . . .
<**War Memorial Project**> Veterans' Memorial Project Information

About Community Memory

<**Expirations**> tags of expiring messages
<**Teaser Messages**> Flash your message on CM!!!
<HOW TO> find, read & write messages
<**recent messages**> all the latest
<**background**> of Community Memory
<**comments**> from Community Memory users
<**CM Usage**> Forum & Site activity
<**CM Training**> Community Memory training
<**Hosts**> Forum Hosts Talk



GET INTO COMMUNITY MEMORY!!

2617 San Pablo Avenue
Berkeley, CA 94702
(510) 841-1114

A FOUNTAIN OF INFORMATION ON COMMUNITY MEMORY MAY 1991

<Forums> are bulletin boards, calendars, and conversations. You can host a forum about any topic that interests you. To learn more, contact us at 841-1114.

News/Alerts

<People's Park> Discussion surrounding People's Park
<Community Affairs> issues affecting So. Berkeley
<...TO THE WHITE HOUSE> letters to the President
<NEWS> events & items of interest
<teaser messages> special announcements
<Disabilities> Info & Resources for folks w/disabilities
<Resist> Information to stop the war
<Community Events> calendar of events

Ideas

<Hacking> confessions of programming addicts
<Beauty Treatment> Advice & Recommendations to beautify
<...TO THE WHITE HOUSE> letters to the President
<War Memorial Project> Alameda County Veterans' Memorial
<Anarchy> You be the host
<Q/A> An information free-for-all

Discussions

<People's Park> Discussion surrounding People's Park
<Hacking> confessions of programming addicts
<Community Affairs> issues affecting So. Berkeley

(more)

<Disabilities> Info & Resources for folks w/disabilities
<Bisexuality> issues; community building
<Resist> Information to stop the war
<an estimated terrapin> Grateful Dead info and more
<Anarchy> You be the host
<POETRY II - the 5 C's> For poets and readers
<person-to-person> the personals
<Q/A> An information free-for-all
<WOMEN> for, by, & about women
<MAGICK>
<Dreams>
<Books>
<jokes> So you think it's funny...
<Kids> for sharing tips on parenting
<VDC Reunion> Vietnam Day Committee
<earthquake> events of 10/17/89
<Automobiles> What they do to & for us

Calendars

<Community Affairs> issues affecting So. Berkeley
<Music Exchange> The ultimate musical resource
<Classic Rockline> Info on the best classic rock bands
<alexandria forest> seashell star ephemeris
<Poetry Readings> Of special note
<an estimated terrapin> Grateful Dead info and more
<NITE-LIFE> Where to/How to Party
<Community Events>
<School Calendars>
<Senior Cuisine> Senior Centers' Lunch Menu

(more)

Graffiti

<...TO THE WHITE HOUSE> letters to the President
<Music Exchange> ultimate musical resource
<Classic Rockline> Info on the best classic rock bands
<Person-to-Person> A meeting place with a twist
<Q/A> An information free-for-all
<pOeT/Ry>

Buy/Sell

<Beauty Treatment> Advice & Recommendations to beautify
<Music Exchange> ultimate musical resource
<used car lot> buy/sell/trade
<household items> STUFF for sale!
<Computers> sell hardware and software
<Music Exchange> ultimate musical resource

Jobs

<Community Affairs> issues affecting So. Berkeley
<Self Employed> Service People, odd jobbers, consultants
<jobhunt publications>
<help offered>
<help wanted>
<employment services>
<Job Training at VISTA> Community college
<MILITARY LIFE - FACTS> Look before you join

Food

<Recipes & Cooking>
<Food Assistance>
<Dining out>
<Senior Cuisine> Senior Centers' Lunch Menu
<Social Services> food, shelter, and medicine

(more)

Housing

<Community Affairs> issues affecting So. Berkeley
<Shelter> Emergency Shelters in the Bay Area
<Housing Available>
<Housing Wanted>
<Disabilities> Info &resources for folks w/disabilities
<Social Services> food, shelter, and medicine

Medical Care

<Medical Assistance>
<Disabilities> Info & resources for folks w/disabilities
<Social Services> food, shelter, and medicine

Transportation

<Community Affairs> issues affecting So. Berkeley
<Berkeley TRiP> getting around the Bay Area
<automobiles> what they do to & for us
<used CAR lot> buy/sell/trade
<Disabilities> Info & resources for folks w/disabilities
<an estimated terrapin> Grateful Dead info and more

Assistance

<Community Affairs> issues affecting So. Berkeley
<Homework Help K-12> Parents, Teachers & teenagers help grade school students
<Assistance Wanted> people & facilities
<Crisis Lines> hotlines & referrals
<rental space> spaces for meetings & events
<groups & organizations>
<information> where to find it
<Self-help law> free/low cost legal help
<Social Services> food, shelter, and medicine

(more)

EXHIBIT A

State of California

OFFICE OF THE SECRETARY OF STATE

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

MAR 2 1 1977



March Fong Eu

Secretary of State

EXHIBIT A

811262

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
MAR 21 1977
MARCH FONG EU, Secretary of State
Irene Keeler
Deputy

ARTICLES OF INCORPORATION

FOR

LOVING GRACE CYBERNETICS

I

The name of this corporation is: LOVING GRACE CYBERNETICS.

II

The purposes for which this corporation are formed are:

(a) the specific and primary purposes are: to establish low-cost, community-based information and data-communications systems for use in communities and by the general public, using the media of print, electronic computer-assisted information storage and retrieval, film, television and video, radio, or any other media system; to aid and nurture the development and proto-typing of decentralized and appropriate technology and to foster access to information and resources within communities, utilizing such systems; to establish schools and courses, to hold events of public interest and merit in communities, and to produce and direct such events for the benefit of communities.

(b) the general purposes and powers are:

(1) to organize and conduct such educational programs as may be necessary to further the primary purposes of the organization, and to conduct research and developmental

design as necessary to establish and impliment such systems in keeping with the primary purposes of the organization

(2) to buy, lease, rent or otherwise acquire, hold, use, own, enjoy, sell, exchange, lease as lessor, mortgage, deed in trust, pledge, encumber, hold in trust, transfer on trust, or otherwise dispose of any and all property, real, personal or mixed, and to receive property by devise, bequest, upon trust or otherwise, anywhere in the world;

(3) to borrow money and contract debts, to issue bonds, notes, and other evidence of indebtedness, and to secure them by any and all of the property of this corporation, or to issue them unsecured, anywhere in the world;

(4) to enter into, make, perform, and carry out contracts of every kind for any lawful purpose and without limit as to amount, with any person, firm, corporation or government, anywhere in the world, and;

(5) to have and to exercise all the powers conferred by the California General Nonprofit Corporation Law, as that law is now in effect or as it may be hereafter amended, and to operate anywhere in the world.

III

This corporation shall be conducted exclusively for charitable, scientific, literary and educational purposes, and no part of its net income or profits shall inure to the benefit of any private shareholder, member or individual; no substantial part of its activities shall consist of propaganda, attempts to influence legislation or participation in any political campaign or intervention on behalf of any candidate for public office, including the publication or distribution of statements.

Notwithstanding any of the above statements of purposes and powers, this corporation shall not engage in activities that in themselves are not in furtherance of the purposes set forth in paragraph (a) of Article II, and nothing contained in the foregoing statement of purposes shall be construed to authorize this corporation to carry on any activities for the profit of its members, or to distribute any gains, profits, or dividends to any of its members as such.

IV

This corporation is organized under the General Nonprofit Corporation Law of the State of California.

V

The county of this State where the principal office of this corporation for the transaction of its business is to be located is Alameda County.

VI

The names and addresses of the persons who are to act in the capacity of Directors until the selection of their successors are:

EFREM LIPKIN	1609 Virginia St. Berkeley, CA 94703
KENNETH COLSTAD	1140 1/2 Delaware St. Berkeley, CA 94703
LEE FELSENSTEIN	1807 Delaware St. Berkeley, CA 94703

The number of Directors may be fixed or changed from time to time by amendment of the Articles of Incorporation of this organization or by and amendment of the Bylaws of the corporation adopted by the vote or written consent of the members of this corporation entitled to exercise a majority of the voting power, or the vote of a majority of a quorum at a meeting of the members called pursuant to the By-laws.

VII

The authorized number and qualifications of memberships in this corporation, the different classes of membership, if more than one class, and the property, voting and other rights and privileges of members, and their liabilities to dues and assessments, and the method of collection of dues and assessments shall be as set forth in the By-laws.

VIII

This corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to its members, and is organized solely for nonprofit purposes. The property, assets, profits and net income of this corporation are irrevocably dedicated to charitable, scientific, educational and literary purposes, and no part of the profits or net income of this corporation shall ever inure to the benefit of any Director, officer, or member or to the benefit of any private shareholder or individual. On dissolution or winding up of this corporation, its assets remaining after the payment of, or provision for payment of, all debts and liabilities of this corporation shall be distribute to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for literary, educational, scientific or charitable purposes and that has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.

If this corporation holds any assets in trust, they shall be disposed of in such a manner as may be directed by judgement of the Superior Court of the county in which this corporation's principal office is located, on petition by the Attorney General or by any person concerned in the liquidation.

IN WITNESS WHEREOF, we, the undersigned, being the persons named above as the first Directors, have executed these Articles of Incorporation for LOVING GRACE CYBERNETICS on this 26th day of the month of February, 1977.



/s/ Efrem Lipkin
EFREM LIPKIN

/s/ Lee Felsenstein
LEE FELSENSTEIN

/s/ Kenneth Colstad
KENNETH COLSTAD

(notary seal)

STATE OF CALIFORNIA)
) SS.
COUNTY OF ALAMEDA)

ON THIS DAY, the 26th of February, 1977, before me, a Notary Public, personally appeared:

Lee Felsenstein
Efrem Lipkin
Kenneth Colstad

who are known to me to be the persons whose names are subscribed herein to these Articles of Incorporation for LOVING GRACE CYBERNETICS, and they acknowledged to me ~~that~~ they executed them.

/s/ Glen H. Spain
GLEN H. SPAIN
Notary Public
State of California

...ton, D.C. 20224

EXHIBIT B

...2 ... 1979

Internal Revenue Code:
Section 501(c)(4)
Key District:
San Francisco
Employer Identification Number:
94-2411889
Accounting Period Ending:
December 31
In Reply Refer to:
E:EO:T:R:2-5
Person to Contact:
Contact Telephone Number:

Loving Grace Cybernetics
1814 Ward Street
Berkeley, California 94703

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who earns $50 or more during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee who earns $50 or more during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to your key District Director.

If your purposes, character, or method of operations change, please let your key district know so that office can consider the effect of the change on your exempt status. Also, you should inform your key District Director of all changes in your name or address.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If employer identification number was not entered on your application, a number

... you and you will be advised of it. Please use ... t number on ...s you file and in all correspondence with the Internal Revenue Service.

... are informing your key District Director of this action. Because this ... could help resolve any questions about your exempt status, you should keep ...n your permanent records.

... you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Peter K. Bros

Peter K. Bros
Chief, Rulings Section 2
Exempt Organizations
Technical Branch

As a social welfare organization, contributions made to you are not deductible by the donors as charitable contributions as defined in section 170(c) of the Code. You should advise your contributors to that effect.

Exhibit C

State of California

OFFICE OF THE SECRETARY OF STATE

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

NOV 28 1978



March Fong Eu

Secretary of State

EXHIBIT C

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
NOV 20 1978
MARCH FONG EU, Secretary of State
By JAMES E. HARRIS
Deputy

CERTIFICATE OF AMENDMENT

OF

ARTICLES OF INCORPORATION

Efrem Lipkin and Lee Felsenstein certify:

1. That they are the president and secretary, respectively, of Loving Grace Cybernetics, a California non-profit corporation.

2. That at a meeting of the board of directors of said corporation, duly held at Berkeley, California, on August 23, 1978, the following resolution was adopted:

> "RESOLVED: That Article I of the articles of incorporation of this corporation be amended to read as follows:
> 'The name of this corporation shall be:
>
> The Community Memory Project.'

3. That at a meeting of the members of said corporation, duly held at Berkeley, California, on August 23, 1978, a resolution was adopted, and the wording of the amended article as set forth in the members' resolution is the same as that set forth in the directors' resolution in Paragraph 2 of this certificate. The directors constitute the sole voting membership of the corporation.

4. That the number of members who voted affirmatively for the adoption of said resolution is three, and that the number of members constituting a quorum is two.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

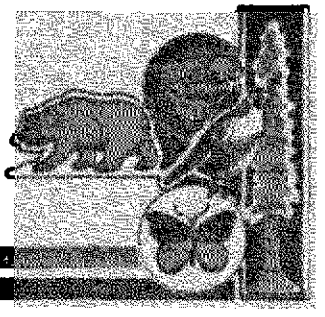
Each of the undersigned declares under penalty of perjury that the matters set forth in the foregoing certificate are true and correct. Executed at Berkeley, California, on November 14, 1978.

Efrem Lipkin
Efrem Lipkin, President

Lee Felsenstein
Lee Felsenstein, Secretary

EXHIBIT D

A408184



State of California

OFFICE OF THE SECRETARY OF STATE

CORPORATION DIVISION

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

SEP 11 1991



March Fong Eu

Secretary of State

EXHIBIT D

A408184

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
SEP 11 1991
MARCH FONG EU, Secretary of State

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

RESTATED ARTICLES OF INCORPORATION OF

The Community Memory Project

A California Nonprofit Public Benefit Corporation

Richard Weiss and Lee Felsenstein certify that:

1. They are the President and the Secretary, respectively, of The Community Memory Project, a California Nonprofit Corporation.

2. The articles of incorporation of this corporation are amended and restated to read as follows:

I

The name of the corporation is The Community Memory Project.

II

(a) This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

(b) The general purpose for which this nonprofit corporation is formed is to enhance and encourage full participation and free expression in society by providing and promoting tools through which individuals and groups can share knowledge, opinion, resources, and friendship.

(c) Within the context of the general purpose stated above, this corporation shall further said purpose by developing and managing public access community telecommunication systems; by working with other nonprofit groups, providing training and literature, to enable them to disseminate their message to the community; by developing and licensing software to enable those normally unable to use computers to access and contribute to the community database;

Corporate # : 811262

by consulting with and publishing and presenting materials to nonprofit organizations, governments, businesses, and educational institutions about democratic participatory community telecommunication systems.

III

This corporation is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law.

IV

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Section 501(h) of the Internal Revenue Code of 1986, and this corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office except as provided in Section 501(h) of the Internal Revenue Code of 1986.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article II, above. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up or dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for charitable, scientific, literary or educational purposes which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) and which has established its tax exempt status under Section 23701d of the California Revenue and Taxation Code (or the corresponding section of any future California revenue and tax law).

V

In accordance with the provisions of Section 9913 of the California Corporations Code, this corporation elects to be governed by all of the provisions of the California Nonprofit Corporation

Law of 1980 not otherwise applicable to it under Part 5 thereof.

VI

This corporation shall have no members. Upon the amendment of the articles of incorporation as hereinabove set forth, each outstanding membership is canceled.

3. The foregoing amendment and restatement of articles of incorporation have been duly approved by the board of directors.

4. The foregoing amendment and restatement of articles of incorporation have been duly approved by the required vote of members.

IN WITNESS WHEREOF, the undersigned have executed this certificate on Sept. 10, 1991.

Richard Weiss, President

Lee Felsenstein, Secretary

Verification

The undersigned, Richard Weiss and Lee Felsenstein, the President and Secretary, respectively, of The Community Memory Project, each declares under penalty of perjury under the laws of the State of California that the matters set out in the foregoing Certificate of Amendment are true and correct of his own knowledge.

Executed at Berkeley, California on Sept. 10, 1991.

Richard Weiss, President

Lee Felsenstein, Secretary

EXHIBIT E

BYLAWS

OF

THE COMMUNITY MEMORY PROJECT, INC.

Article I

OFFICES

Section 1.1. PRINCIPAL EXECUTIVE OFFICE. The principal executive office for the transaction of the business of The Community Memory Project, Inc. ("the Corporation") shall be located at such place within the County of Alameda as the Board of Directors of the Corporation ("the Board") shall from time to time determine.

Section 1.2. OTHER OFFICES. Other offices of the Corporation may at any time be established by the Board within the County of Alameda.

Article II

DIRECTORS

Section 2.1. POWERS OF DIRECTORS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Corporation's Articles of Incorporation or Bylaws and any Board resolution, the Corporation's activities and affairs shall be under the direction of the Board. The Directors' specific powers shall include but not be limited as follows:

a. to conduct, manage and control the affairs of the business of the Corporation, and to adopt rules and regulations not inconsistent with relevant law or the Corporation's Articles of Incorporation and Bylaws;

b. to borrow money and incur indebtedness for the purposes of the Corporation, and for that purpose to execute or cause to be executed and delivered, in the corporate name, promissory notes, bonds, deeds of trust, mortgages, pledges or other evidence of debt and equity; and

c. to determine the expenditure of the net income of the Corporation, in a manner consistent with the policies and procedures of the Corporation.

Section 2.2. AUTHORIZED NUMBER AND QUALIFICATIONS. The authorized number of Directors shall be eleven (11), which shall include at least one (1) Director elected by the Corporation's employees, and the Executive Director of the Corporation, who shall serve Ex Officio.

Section 2.3. ELECTION, DESIGNATION AND TERM OF OFFICE. All of the elected Directors shall be elected at the annual meeting of the Board, to hold office for a two (2) year term of office, with such elections to be held at the annual meetings of the Board; provided, however, that if any Directors are not elected at any annual meeting, they may be elected at any special Board meeting held for that purpose. Unless his or her term of office is otherwise terminated in accordance with these Bylaws, each Director, whenever elected, shall hold office only until the next annual meeting and until his or her successor has been elected and qualified.

Section 2.4. TERMINATION OF DIRECTORS.

a. Except as provided below, any Director may resign by giving written notice to the President of the Board of Directors. That resignation shall be effective when the notice is given, unless it specifies a later time for the resignation to become effective. If a Director's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no Director may resign if the Corporation would be left without a duly elected Director or Directors.

b. The death of a Director shall immediately terminate his or her directorship.

c. A director may be removed from office, with or without cause, by a vote of a two thirds (2/3) vote of the Board.

Section 2.5. VACANCIES.

a. No reduction in the authorized number of Directors shall have the effect of removing any Director before his or her term of office expires.

b. All vacancies on the Board shall be filled by elec-

tion by a majority of the Directors. A successor Director elected to fill a vacancy shall serve for the unexpired term of his or her predecessor.

Section 2.6. MEETINGS OF DIRECTORS.

a. Place of Meetings. Meetings of the Board shall be held at any place within the County of Alameda that has been designated by resolution of the Board or, if not so designated, at the principal office of the Corporation.

b. Meetings By Telephone. Where the circumstances warrant, any meeting of the Board may be held by conference telephone or similar communication equipment, so long as all Directors participating in the meeting can hear one another. All such Directors shall be deemed to be present in person at such a meeting.

c. Annual Meeting. The Board shall hold its annual meeting for the purposes of organizing itself and the transaction of such other business as might properly come before it.

d. Regular Meetings. The Board shall hold its regular meetings at such dates, times and places as it shall designate from time to time by Board resolution. Notice of such meetings shall be given to the Directors in the minutes of the preceding regular meeting and by posting in the principal offices of the Corporation at least seven (7) calendar days prior to the date of the meeting.

e. Special Meetings. Special meetings of the Board may be called for any purpose(s) at any time by an elected Officer of the Board or by written request by any two (2) Directors.

1. Notice. Written notice to Directors of Special Meetings shall be given by one (1) of the following methods: (a) by personal delivery of written notice; (b) by first class mail, postage prepaid, addressed to the last address shown on the Corporation's records; (c) by telephone either directly to the Director or to a person at the Director's home or office who would reasonably be expected to communicate that notice promptly to the Director; (d) by telegram, charges prepaid; or (e) if the address and telephone number of the Director are not readily ascertainable from the Corporation's records, by first class mail, postage prepaid, addressed to the place where the meetings of the Board are regularly held.

All oral notices shall be given and all written notices mailed not later than fourteen (14) days prior to the Special Meeting. All notices shall include the date, time and place of the Special Meeting and a description of the general purpose of the Special Meeting.

2. No business other than the business set forth in the notice may be transacted at a special meeting.

f. Quorum(s). A majority of the elected Directors shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be the act of the Board, subject to the more stringent provisions, if any, of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to: (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest; (b) approval of certain transactions between the Corporation and any other corporation having common directorships; (c) creation of and appointments to committees of the Board; and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of one (1) or more Directors, so long as any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

g. Waiver of Notice. A Director's attendance at a meeting shall constitute a waiver of notice of and presence at that meeting, unless the Director objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Also, attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice of meeting but not so included, if that objection is expressly made at the meeting.

h. Action Without Meeting. Any Board action may be taken without a meeting if all members of the Board consent in writing, either individually or collectively, to such action. Such written consent(s) shall be made a part of the minutes of the Board's proceedings.

Section 2.7. BOARD COMMITTEES. The Board, in its sole discretion, may appoint an Executive Committee, which shall be composed of two (2) or more elected Directors who are Officers of the Corporation. Further, the Board may, in its

sole discretion, create such other committees as it deems necessary for the conduct of the Corporation's business. The Board may, subject to the limitations hereinbelow, delegate to those committees any of the Board's powers and authorities; provided, however, that no committee, regardless of Board resolution, may:

a. fill vacancies on the Board or any committee that has the authority of the Board;

b. fix compensation of the Directors for serving on the Board or on any committee of the Board;

c. amend or repeal bylaws or adopt new bylaws;

d. amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;

e. create any other committee(s) of the Board or appoint the members of any committee(s) of the Board;

f. expend corporate funds to support a nominee for Director; or

g. approve any contract or transaction to which the Corporation is a party and in which one (1) or more of its Directors has a material financial interest, except as provided for in Section 5233(d)(3) of the California Corporations Code.

III

OFFICERS

Section 3.1. The Officers of the Corporation shall be the President, Vice-President, Secretary, Treasurer and Executive Director, if any, and such other Officers as the Directors shall determine and elect. The Officers of the Corporation shall be Directors of the Corporation. One (1) person may hold two (2) or more offices, except that the offices of President and Executive Director and of President and Secretary or Treasurer may not be held by the same person.

Section 3.2. PRESIDENT. The President shall preside at all meetings of the Board of Directors and shall be primarily

responsible for carrying out the orders and resolutions of the Board. The President shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.3. VICE-PRESIDENT. In the absence or disability of the President, the Vice-President shall perform all the duties of the President. The Vice-President shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.4. SECRETARY. The Secretary shall keep a full and complete record of the proceedings of the Board, shall keep the seal of the Corporation and affix it to such papers and instruments as may be required in the regular course of the Corporation's business, shall cause to have made the service of such notices as may be required by these Bylaws, and shall supervise the keeping of the records of the Corporation. The Secretary shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.5. TREASURER.

a. Books of Account. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

b. Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation.

c. Bond. If required by the Board, the Treasurer shall, subject to reimbursement by the Corporation, give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office of Treasurer and for restoration to the Corporation of all its books, papers, vouchers, money and other property of every kind in his or her possession or under his or her control on his or her death, resignation, retirement or removal from office.

d. Other Powers. The Secretary shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.6. EXECUTIVE DIRECTOR. The Executive Director shall have responsibility for the general day-to-day supervision, direction and control of the business affairs of the Corporation.

IV

INDEMNIFICATION

Section 4.1. To the fullest extent permitted by law, the Corporation may indemnify its Directors, Officers, Employees, Volunteers, and other persons described in Section 9246(a) of the California Corporations Code, including persons formerly occupying any such positions, against all expenses, judgments, liens, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding" as that term is used in that Section, and including any action by or in the right of the Corporation, by reason of the fact that such person is or was a person described in that Section. The term "Expenses," as used in this Bylaw, shall have the same meaning as in Section 9246(a) of the California Corporations Code.

Section 4.2. On written request to the Board by any person seeking indemnification under Section 9246(b) or 9246(c) of the California Corporations Code, the Board shall promptly determine in accordance with Section 9246(a) of the California Corporations Code whether the applicable standard of conduct set forth in Section 9246(b) or 9246(c) has been met and, if it has, the Board shall authorize indemnification.

Section 4.3. Advancement of Expenses. To the fullest extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered herein shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

Section 4.4. The Corporation shall have the power to purchase and maintain insurance on behalf of its Directors, Officers, employees and volunteers and other agents against any liability asserted against or incurred by any such Director, Officer, employee, volunteer or agent in such capacity or arising out of the Director's, Officer's, employee's, volunteer's or agent's status as such.

V

CORPORATE RECORDS

Section 5.1. In addition to those corporate records required to be kept in accordance with any law or Bylaw hereinabove, the Corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and Bylaws, as amended to date, a record of the Directors' names and addresses, and the books and records and minutes of proceedings of the Board and its committees, all of which shall be open to inspection by the Directors upon reasonable notice, at all reasonable times, during business hours.

Section 5.2. Every Director shall have the absolute right at any reasonable time during business hours to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation for any purpose reasonably related to the Director's interests as a Director.

VI

CONSTRUCTION AND DEFINITIONS

Section 6.1. Unless the context requires otherwise, the general provisions, rules of construction, and definitions of the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular and the term "person" includes both a legal entity and a natural person.

VII

AMENDMENTS

Section 7.1. Bylaws may be adopted, amended or repealed by a two thirds (2/3) majority vote of the Board. Such vote shall be taken at a Board meeting only after the proposed adoption, amendment or repeal has been introduced by resolution for consideration at the immediately previous Board meeting.

VIII

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of The Community Memory Project, Inc., the "Corporation" herein, a California nonprofit public benefit corporation, that the above Bylaws, consisting of nine (9) numbered pages, are the Bylaws of this Corporation as adopted by its Board of Directors on 2/19/91, 1991, and that they have not been amended or modified since that date.

Executed on the 16 th day of SEPT., 1991, at BERKELEY, California.

Lee Felsenstein

LEE FELSENSTEIN

EXHIBIT "F"

COMMUNITY MEMORY SOFTWARE LICENSE PRICING

Runtime license (up to 10 users) -- $2500
(larger systems) -- call for quote

Support (phone support, upgrades) -- $200/month

Consulting -- call for quote

Installation and Training -- call for quote

Source license -- $6000

Binary re-license (requires source license) -- $1000/copy, or call for quote on quantity discount

Arts

<Cable TV> Consultant reports
<**Music Exchange**> ultimate music resource
<**Classic Rockline**> Info on the best classic rock bands
<**alexandria Forest**> seashell star ephemeris
<**an estimated terrapin**> Grateful Dead info and more
<**Poetry II- The 5 C's**> For poets & readers
<**museums**> Bay Area Museums

Education

<**Merrit College**> All about Merritt College
<**Community Affairs**> issues affecting So. Berkeley
<**PTA Berkeley**> News, comments, etc.
<**Homework Help K-12**> Parents, Teachers & teenagers help grade school students
<**Adult Education**> ways to keep learning
<**School Calendar**> Berkeley Unified School District
<**Job Training at Vista**> Community College
<**CM Training**> Learning to use Community Memory

Environment

<**Community Affairs**> issues affecting So. Berkeley
<...TO THE WHITE HOUSE> Letters to the President
<**People's Park**> Discussion Surrounding People's Park
<**Hazardous Waste**> Reductions Programs & Tips
<**bioforum**> discussion of ecological issues
<**environmental**> calendar of events
<**Backpacking & Hiking**> About hikes, walks, & nature

(more)

Government

<...TO THE WHITE HOUSE> Letters to the President
<**People's Park**> Discussion Surrounding People's Park
<**Cable TV**> Consultant's Report
<**Issues & Elections**> **Regional and Natinal Elections**
<**Next Agenda**> for Berkeley City Council
<**City Services**> List of Berkeley City Services
<**Who**> represents Berkeley
<**Old Agendas**> Past City Council Meetings
<**Resist**> information to stop the war
<**War Memorial Project**> Alameda County Veterans' Memorial
<**Military Life - Facts**> Look before you join
<**Anarchy**> You be the host
<**Disabilities**> Info & resources for folks w/ disabilities

Humor

<**Jokes**> . . . so you think it's funny?!!
<**alexandria forest**> The seashell star ephemeris
<**funLINES**> 24-hr warmlines, Info-lines, funlines
<**Q/A**> an information free-for-all

Leisure

<**Cover to Cover**> A reading game for young adults
<**hacking**> Confessions of Programming Addicts
<**Physical Fitness**> Where, When, How
<**Beauty Treatment**> Advice & Recommendations to beautify
<...TO THE WHITE HOUSE> Letters to the President
<NITE LIFE> Where to/How to Party

(more)

<**Dining Out**> Bay Area Good Food
<**Backpacking & Hiking**>
<**person-to-person**> the personals
<**museums**> Bay Area Museums
<VDC> Vietnam Day Committee - 25 yr reunion
<**MAGICK**> To discuss all forms of magick
<**Community Events**>
<**FunLINES**>
<**Books**>
<**Recipes & Cooking**> for good eating

For Seniors

<**Senior Resources**> Info for Older Adults
<**Senior Cuisine**> Senior Centers' Menus
<**Disabilities**> Info & resources for folks w/ disabilities
<**Adult Education**> Ways to keep learning & growing

For Young People

<**Cover to Cover**> A reading game for young adults
<**Discussions**> Issues worth talking about
<**Beauty Treatment**> Advice & Recommendations to beautify
<**Story Writing Contest**> Fact is Stranger Than Fiction
<**Movie Reviews**> Especially for Movie Freaks
<**Y.P. Yellow Pages**> Especially for teens & young people
<**Elbow Room**> Especially for kids 7 to 12 years old

Homeless

<**People's Park**> Discussion surrounding People's Park
<**Shelter**> Emergency shelters in the Bay Area
<**Social Services**> food, shelter & medicine

(more)

<**Medical Assistance**> free, low-cost health assistance
<**Food Assistance**> free, cheap, emergency food programs
<**Employment services**> job-finding assistance

Veterans Memorial

<**Guest Book**> Your comments are welcome
<**Persian Gulf War**> We remember those who died . . .
<**Vietnam War Memorial**> We remember those who died . . .
<**Korean War Memorial**> We remember those who died . . .
<**World War II Memorial**> We remember those who died . . .
<**World War I Memorial**> We remember those who died . . .
<**War Memorial Project**> Veterans' Memorial Project Information

About Community Memory

<**Expirations**> tags of expiring messages
<**Teaser Messages**> Flash your message on CM!!!
<HOW TO> find, read & write messages
<**recent messages**> all the latest
<**background**> of Community Memory
<**comments**> from Community Memory users
<CM Usage> Forum & Site activity
<**CM Training**> Community Memory training
<Hosts> Forum Hosts Talk



GET INTO COMMUNITY MEMORY!!

2617 San Pablo Avenue
Berkeley, CA 94702
(510) 841-1114

A FOUNTAIN OF INFORMATION ON COMMUNITY MEMORY MAY 1991

<Forums> are bulletin boards, calendars, and conversations. You can host a forum about any topic that interests you. To learn more, contact us at 841-1114.

News/Alerts

<People's Park> Discussion surrounding People's Park
<Community Affairs> issues affecting So. Berkeley
<...TO THE WHITE HOUSE> letters to the President
<NEWS> events & items of interest
<teaser messages> special announcements
<Disabilities> Info & Resources for folks w/disabilities
<Resist> Information to stop the war
<Community Events> calendar of events

Ideas

<Hacking> confessions of programming addicts
<Beauty Treatment> Advice & Recommendations to beautify
<...TO THE WHITE HOUSE> letters to the President
<War Memorial Project> Alameda County Veterans' Memorial
<Anarchy> You be the host
<Q/A> An information free-for-all

Discussions

<People's Park> Discussion surrounding People's Park
<Hacking> confessions of programming addicts
<Community Affairs> issues affecting So. Berkeley

(more)

<Disabilities> Info & Resources for folks w/disabilities
<Bisexuality> issues; community building
<Resist> Information to stop the war
<an estimated terrapin> Grateful Dead info and more
<Anarchy> You be the host
<POETRY II - the 5 C's> For poets and readers
<person-to-person> the personals
<Q/A> An information free-for-all
<WOMEN> for, by, & about women
<MAGICK>
<Dreams>
<Books>
<jokes> So you think it's funny...
<Kids> for sharing tips on parenting
<VDC Reunion> Vietnam Day Committee
<earthquake> events of 10/17/89
<Automobiles> What they do to & for us

Calendars

<Community Affairs> issues affecting So. Berkeley
<Music Exchange> The ultimate musical resource
<Classic Rockline> Info on the best classic rock bands
<alexandria forest> seashell star ephemeris
<Poetry Readings> Of special note
<an estimated terrapin> Grateful Dead info and more
<NITE-LIFE> Where to/How to Party
<Community Events>
<School Calendars>
<Senior Cuisine> Senior Centers' Lunch Menu

(more)

Graffiti

<...TO THE WHITE HOUSE> letters to the President
<Music Exchange> ultimate musical resource
<Classic Rockline> Info on the best classic rock bands
<Person-to-Person> A meeting place with a twist
<Q/A> An information free-for-all
<pOeT/tRy>

Buy/Sell

<Beauty Treatment> Advice & Recommendations to beautify
<Music Exchange> ultimate musical resource
<used car lot> buy/sell/trade
<household items> STUFF for sale!
<Computers> sell hardware and software
<Music Exchange> ultimate musical resource

Jobs

<Community Affairs> issues affecting So. Berkeley
<Self Employed> Service People, odd jobbers, consultants
<jobhunt publications>
<help offered>
<help wanted>
<employment services>
<Job Training at VISTA> Community college
<MILITARY LIFE - FACTS> Look before you join

Food

<Recipes & Cooking>
<Food Assistance>
<Dining out>
<Senior Cuisine> Senior Centers' Lunch Menu
<Social Services> food, shelter, and medicine

(more)

Housing

<Community Affairs> issues affecting So. Berkeley
<Shelter> Emergency Shelters in the Bay Area
<Housing Available>
<Housing Wanted>
<Disabilities> Info &resources for folks w/disabilities
<Social Services> food, shelter, and medicine

Medical Care

<Medical Assistance>
<Disabilities> Info & resources for folks w/disabilities
<Social Services> food, shelter, and medicine

Transportation

<Community Affairs> issues affecting So. Berkeley
<Berkeley TRiP> getting around the Bay Area
<automobiles> what they do to & for us
<used CAR lot> buy/sell/trade
<Disabilities> Info & resources for folks w/disabilities
<an estimated terrapin> Grateful Dead info and more

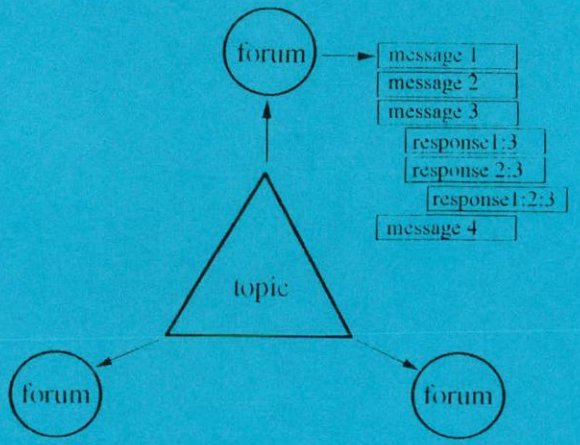
Assistance

<Community Affairs> issues affecting So. Berkeley
<Homework Help K-12> Parents, Teachers & teenagers help grade school students
<Assistance Wanted> people & facilities
<Crisis Lines> hotlines & referrals
<rental space> spaces for meetings & events
<groups & organizations>
<information> where to find it
<Self-help law> free/low cost legal help
<Social Services> food, shelter, and medicine

(more)

Easy-To-Find Information

Once you understand Community Memory's basic structure, the network becomes very accessible.



When you enter Community Memory, you're offered a menu of **topics**. For example, if you pick the topic, <jobs>, a list of forums appears including <help wanted>, <help offered>, <employment services> and <jobhunt publications>. Each **forum** is a grouping of related messages.

Messages -- notes of interest from local groups and individuals -- are the basic unit of information on Community Memory. Messages are linked by **index words** which describe the content of the message.

At the time you write a message, you are asked to attach index words to it so others can find it. You can select index words from a suggested list, or specify one of your own.

Share Your Vision

If there is a subject that particularly interests you, you can set up a forum about it. The City of Berkeley, Berkeley TRIP, and the Berkeley Information Network all host Community Memory forums. Many of the most freewheeling forums, including <pOeT/ tRy>, <Automobiles> and <Q&A>, are hosted by individuals.

Create Your Own Network

The **forum host** structures and moderates the forum. Hosting a forum is a great way to connect with people who share your interests, and creating a forum only costs four quarters. Use the tear-off on this brochure to request a free copy of the **Forum Host's Guide.**

Who We Are

The Community Memory Project is a nonprofit organization, founded in 1977, to explore the potential of universally accessible, low-cost, community communications systems. We consult with visitors from across the country and around the world about making democratic telecommunications a reality. Our first Berkeley-based network linked terminals in Whole Earth Access, La Pena, and the Co-Op Stores. The lessons we learned from that pilot shaped the current system's design. A campus-wide Community Memory is planned for San Francisco State University in 1990.

Community Memory is supported by funds from the Telecommunications Education Trust, established by the California Public Utilities Commission.

We Want Your Mind

We are sustained by local imagination, volunteer energy, donations, and grants. To learn more about Community Memory, mail in this coupon.

___ Put me on your mailing list.

___ I want to attend a free, hands-on **Introduction to Community Memory**.

___ I want to know how to get my group's information on Community Memory. Organization name:

_____

_____

___ I want to use Community Memory from my home or office computer. Let me know when dial-in access is available.

___ I want to be an insider and volunteer at Community Memory. My skills/interests include:_____

_____

___ I want to host a forum about the following topic: _____

_____

I've enclosed a self-addressed, stamped envelope for the **Forum Host's Guide.**

Name: _____

Address:_____

_____

Phone: _____

Mail to: Community Memory Project
2617 San Pablo Ave., Berkeley 94702
(510) 841-1114

Everybody's Computer Network

Anybody can use Community Memory -- a community bulletin board created by linking public access computer terminals to a central memory.

You can use Community Memory to browse through events calendars, to find a buyer for your car, to share your feelings about the Greenhouse Effect, or to create a poem or an editorial.

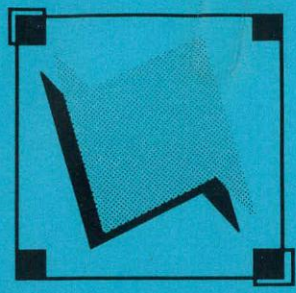
Flexible & User-Friendly

Because Community Memory is a two-way network, everyone can add information by writing messages. You'll connect with aspects of Berkeley you never knew existed -- new people, new ideas, and unique services.

On-Line to All of Berkeley

In addition to reading the messages written by others, you can engage in dialogue, debate, and controversy by responding immediately to any information that you see. Once you write a message at any Community Memory terminal, it is instantly accessible at all the other terminals.

Read thousands of messages for free. Browse through a range of messages or zoom in on messages about a particular subject. Adding a message only costs a quarter.



There are 10 Community Memory Locations

- **Central Library**
  Shattuck and Kitteridge
- **Claremont Library**
  2940 Benvenue (at Ashby)
- **South Library**
  1901 Russell (at MLK, Jr. Way)
- **West Library**
  1125 University (near San Pablo)
- **International House**
  2299 Piedmont (at Bancroft Way)
- **North Berkeley Senior Center**
  1901 Hearst (at MLK , Jr.Way)
- **Milt's Coin-Op**
  3055 Telegraph (at Webster)
- **Milt's Coin-Op II**
  2483 Hearst (at Euclid)
- **Ecology Center Complex**
  2530 San Pablo (bet. Parker & Blake)
- **S. Berk. Nghbrhd. Devel. Corp.**
  1767 Alcatraz (near Adeline)

The Community Memory Project
2617 San Pablo Avenue
Berkeley, CA 94702
(510) 841-1114

A User-Created Information Bank

Because all the messages are supplied by the system's users, the information and ideas on Community Memory are as original and lively as Berkeley.

Individuals aren't the only ones on the system. Local groups use Community Memory to publicize their events and services, to communicate with members, and to solicit new ideas and opinions.

For the Computer Novice Or the Old Hand

Even if you have no previous computer experience, you can learn to write messages, find messages written by others, and respond to any messages that you read. With the help of five color-coded keys -- and hunt-and-peck typing -- you can get in touch with hundreds of individuals and organizations.

In ten minutes, a friend can show you the basics. Individualized, hands-on training is available to you -- free. Just send in the attached tear-off.

Press Any Key . . .

Getting into Community Memory is easy: press any key. Getting out is even easier: just walk away and the computer will reset itself for the next user. You can also use the <EXIT> option.

Exhibit "G"

Community Memory

A public access information and resource exchange

THE COMMUNITY MEMORY PROJECT

Our purpose is to bring together local people and groups to share information and resources, and to discuss critical issues affecting our community. Through the use of an electronic bulletin board with ten public access computer sites in Berkeley, the Community Memory Project both encourages and facilitates dialogue, information-sharing and constituency-building.

Community Memory's unique design demands that users behave, not simply as information consumers, but as active participants and builders of an information exchange. Anyone can read or write messages about any subject they choose. 2000 people each month use Community Memory to meet each other, share ideas and inspirations, exchange goods and services, argue, gossip, debate and support each other.

WHAT IS EVERYBODY TALKING ABOUT?

Community Memory currently includes 61 on-line forums, ranging from job listings to discussions of local issues to jokes. Seventeen of these forums are hosted by community agencies.

An additional 68 community groups use Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing. In addition, 79 small businesses use the system to promote their services, or, occasionally, to find new employees.

Uses of Community Memory are as diverse as the system's participants:

The following examples suggest the flavor of the Community Memory on-line community.

- The City Clerk provides the City Council Agenda and Calendar of the Day.
- Homeless participants use the system to find services, jobs, and places to live.
- The City's cable television consultant responded personally to queries and comments from local cable subscribers as part of her community needs assessment.
- Political alerts about the tuna boycott, Redwood Summer, the B-1 bomber, Operation Rescue and other issues are listed.
- Local poets publish verse about a range of themes and in a number of styles.

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- A group of veterans and other volunteers are creating an Alameda County Veteran's Memorial, listing all Alameda County military personnel killed in twentieth century wars.

- The City Personnel Department lists monthly job listings.

- Magick forum participants, who dicussed the link between social action and individual transformation, held a summer soltice celebration as a result of their on-line friendship.

- Jokes often have a Berkeley slant or deal with up-to-the-minute issues.

- Requests in the Dining Out forum for recipes resulted in the creation of a recipes and cooking forum.

- An Ecology Center Board Member fielded questions about Berkeley's recyling program.

- Current "hot topics" include an analysis of the rise of racist hate crimes in the East Bay, dialogue about the animal rights movement, debate as to whether buying crystals is bad for the environment, conversation about the nature of community, and dialogue about whether women and men communicate differently.

A complete list of sites and forums is included in our brochure. For additional information, please contact us at the Community Memory Project, 2617 San Pablo Avenue, Berkeley, CA 94702, (415) 841-1114

11/90

Community Memory

A public access information and resource exchange

The Community Memory Project is a California non-profit corporation, dedicated to studying and promoting the use of new technology in community development. We developed a unique model for a community-based information utility, designed from the ground up as a tool for full participation. Full participation means removing economic, educational, and cultural barriers to the use of the system, and allowing each user full expression. We have named this model Community Memory. Our commitments include:

Insuring all members of the community are able to participate by providing public access to the Community Memory network: All of our terminals are in public locations such as libraries, senior centers, and laundromats. Users may access information at the terminals for free, and contribute their own messages for a mere 25¢. Therefore, use is not limited to only those who own terminals and modems.

Extending anonymity to all who publish their views and ideas: Authors can write messages using their real names or pseudonyms. All author names are password protected, therefore all messages are the property of their authors. Authors are free to edit or erase their messages at a later date.

Providing users the opportunity to respond to all information found on the network: This gives rise to the fullest range of expressions and viewpoints on any subject.

Providing access without requiring registration or subscription: The system is designed for casual, "drop in" use. People use Community Memory on an "as needed" basis. This contrasts with the subscription approach of most on-line information systems.

Making telecommunications tools elegant in their simplicity and usability: Community Memory has a simple, intuitive, visual interface. People can operate the terminals without prior computer experience. Community Memory is designed as a database, so that information on any subject from a wide variety of contributors can be located quickly. Expiration dates on messages can be designated by the authors.

Leveraging technology to maximize utility while minimizing costs and resources: A workstation/server architecture using local intelligence to handle all user interface functions delivers a high quality user interface at a low per-user cost. Community Memory software supports two to five times the number of users as conventional architectures running on the same hardware. The user interface is stored as part of the database, and multiple simultaneous interfaces are supported. This feature can be used to provide the interface in a number of languages, or to customize versions for particular applications. Indexing systems for different interest areas are also independently customizable.

Community Memory is supported by funds from the Telecommunications Education Trust, established by the California Public Utilities Commission.

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Community Memory

A public access information and resource exchange

FOR IMMEDIATE RELEASE

CONTACT: YaVette Holts
(415) 841-1114

Another Kind Of Remembrance:
ALAMEDA COUNTY VETERAN'S MEMORIAL PROJECT

A group of eight volunteers and veterans and The Community Memory Project are building a 21st Century memorial to the nearly five thousand Alameda County veterans who sacrificed their lives in military service during World War I, World War II, the Korean War, the Vietnam War and now, Desert Storm.

The memorial project was conceived as a reminder of the loss and sorrow that results from war. Taking developments in the Persian Gulf into consideration, the volunteers recently voted to include information on deceased Alameda County Desert Storm veterans. This will be one of the first memorials to this international conflict.

The Alameda County Veteran's Memorial is a computerized memorial and can provide much more information than traditional memorials. Using data provided by the U. S. Department of Defense, the volunteers are able to chronicle not only the names of deceased Alameda County veterans, but their rank, gender and type of casualty suffered, as well. Community Memory permanently stores this information and users can access the memorial alphabetically, by gender (How many women died in Vietnam?), by rank (How many Corporals, how many Sergeants?), or by individual (What was Robert Jones' rank when he died?).

This memorial project was initiated last November when Country Joe McDonald asked the Community Memory Project about the feasibility of creating a computerized memorial. Community Memory staff and volunteers created a format for the memorial and put the user-friendly interface of Community Memory to work by entering information into the memorial, which is comprised of individual screens, one for each Alameda county veteran memorialized. These screens can be found on Community Memory under the <Veteran's Memorial> topic heading.

(more)

The Community Memory Project, a Berkeley based, non-profit organization, brings people and groups together to share knowledge, resources and friendship through the use of modern technology. The network's ten computer terminals are located at the South, Central, West and Claremont libraries, the South Berkeley Neighborhood Development Corporation, the North Berkeley Senior Center, UCB's International House, the Ecology Center, and Milt's Laundromats I and II. Community Memory can be used to read information on everything from city council meeting agendas to where to recycle to job hunting, and now the Alameda County Veteran's Memorial Project - all free of charge. In addition, anyone can write messages, for a quarter, recording any thought they may wish to share. In the case of the memorial, family and friends are encouraged to leave remembrances of their loved ones, which will be permanently stored in the memorial.

"The memorial is a unique and important part of Community Memory. The stereotype about computers is that they are impersonal. This project demonstrates how they can be a tool to share emotion and honor human courage. Reading the names is very powerful." said Community Memory's executive director, Eveyln Pine. "It's really incredible how it works," said Country Joe McDonald, "it's like a huge file cabinet with information stored everywhere."

The Community Memory Project encourages anyone interested in volunteering to help build The Alameda County Veteran's Memorial to contact YaVette Holts at the Community Memory office, 841-1114.

For more information, contact YaVette Holts at Community Memory (415) 841-1114

###

How do I do all this?

First, think of a subject you'd like to host. A forum can be as broad as *astronomy* or as narrow as *Saturn*. Next, sketch some sub-categories within that subject. In the case of *Saturn*, the index words could include *rings, moons,* or *Voyager pictures.*

In the case of *astronomy*, one of the index words could be *Saturn*, since the planet is a subset of the larger category of astronomy. This is not the same as creating a forum *Saturn*, with index words of it own.

Along with *Saturn*, the index words for the forum *astronomy* could include *asteroids, Earth* or *solar wind*. Suppose someone placed a message on the system, explaining this current theory in astronomy: a giant asteroid hit the Earth, raising clouds of debris that blocked the sunlight, causing the dinosaurs to die. That message could be indexed under *asteroids* or *Earth*.

The message could also be indexed under *dinosaurs*. Remember, authors have the option of creating their own index words. Don't expect to think of every possible index word. Just design a set of index words that covers all the areas of the subject you expect or want to discuss in your forum. You may change them later. We recommend you define a feedback, or ask-the-forum-host index word.

All the index words picked by authors, both host-provided and author-created, are placed in a list called user-defined index words. Only the CM system administrator can change the list, and it is updated periodically. This list is a good place to look for inspiration, and to learn which index words are actually being used by authors, so you can reorganize your sub-categories.

Forum hosts also can link messages in other forums to their forum. For example, you're browsing through a forum named *television* and you see a message describing an upcoming PBS show about the birth of galaxies. You, as forum host, can include it in your forum using the include command.

The converse is also true. You can unlink messages from your forum. Suppose someone puts a *for sale* message in your *astronomy* forum. If they're selling a telescope, you may decide to leave it alone. But if they're selling a '69 Volkswagen Beetle, you may want to purge it. A purged message is not erased; only its connection to your forum disappears. We ask that you purge only inappropriate messages, not those with which you disagree.

What if I want to quit?

You have three options. You can advertise within your forum for someone to take over as forum host. Simply give them the password used to create the forum so they can access the tools described above.

Or you could delete the entire forum. You must first unlink all the messages to the forum, then delete the forum description and the index words messages.

Lastly, you could call us. You're our most valuable resource; we'll try to give you all the support you need.

(See inside for step-by-step instructions.)

Community Memory

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

Forum Host's Guide

Welcome to Community Memory and thank you for your interest in becoming a forum host. If you have questions that aren't covered in this manual, please call or write the education/outreach coordinator, or use the **<SUGGESTIONS>** option at a CM terminal.

What is Community Memory?

Community Memory is a public bulletin board, similar to the corkboards found in some laundromats and grocery stores. Ours, however, uses a computer and is designed as a two-way system; we encourage responses to messages and dialogue between users.

Unlike other videotext services, The Community Memory Project, the non-profit corporation that created and operates the CM system, does not provide information. The messages that appear on CM come from the users. This makes CM unique. It is as interesting, as lively, and as accurate as the users make it.

What is a forum host?

Forum hosts create categories for grouping messages. For example, a corkboard may be divided into sections for selling cars, advertising for roommates, posting meeting notices, etc. CM has similar divisions. We call these categories *forums*.

Forums have two purposes. First, they organize the messages. Second, they attract new (and old) users who want to discuss that topic. And since a muddled system without any messages wouldn't be used, this makes the forum hosts the most important people on CM.

What do I have to do?

Your job is mostly organization. You will provide a structure that makes it easy to find messages about a certain topic, and about sub-categories within that topic. You don't even have to write messages if you don't want to.

You are responsible for naming the forum and defining those sub-categories. We call the list of sub-categories ***index words***. Index words are the smallest division in CM. Each person who writes a message has the opportunity to index it. You're also responsible for keeping the messages in your forum relevant to your topic.

continued on back page

The ***topics screen*** is the second screen you see upon entering CM. It consists of a list of topics, each enclosed in ***angle brackets*** (<>). Topics group forums, just like forums group messages.

A ***message tag*** is a five letter code (i.e. #abcde) identifying a message. It can be used to access a message directly. Everything in CM, including forum and author descriptions, is stored as a message.

Creating a forum

On screen	Your action
1) The topics screen	Press **F1**
2) Options menu	Choose **<ADVANCED>**
3) Another options menu	Choose **<CREATE>**

You'll now be led through a series of screens, described below, asking for information about your forum. It will help if you've done some preparation, although most items can be edited. Browse other forums for ideas.

The four screens, in the order they appear, ask for:

1) ***author name;***
2) ***password;***
3a) ***forum name***: shorter is better. Can't be changed;
3b) ***forum description***: will be truncated if longer than a line;
3c) ***index words***: CM will display what you enter here exactly as you entered it, so use the editing features to order and format the words. You have 15 lines with which to work. Remember to place angle brackets around each index word, so the computer can recognize it as such. Use plain text for comments or sub-headings.
4) ***topic words***: Remember, topic words group forums. The *astronomy* forum, for example, could go under *hobbies* or *science*.

Choose **<FINISHED>** when done.

Editing the forum description and topic words

On screen	Your action
1) Topics screen	Press **F1**
2) Options menu	Choose **<SPECIFY>**
3) Typing box	Type *forums* or *cm system*
4) List of forums	Choose the **<Forums>** forum
5) List of index words for the **<Forums>** forum	Pick a word which groups your forum
6) Messages containing forum descriptions	Use arrow keys to highlight your forum description
7) Same, one highlighted	Press **F1**
8) Options menu	Choose **<EDIT>**

You can now edit the forum description. CM will check that you own it by asking you for the password used to create the forum.

To edit the topic words your forum uses, choose the **<INDEX>** option that appears in the lower right corner. The same index words list you saw in step 5) will appear. It may look a lot like the topics screen. This is because the **<Forums>** forum is a unique case in CM. All the topic words chosen by forum hosts become the index words for the **<Forums>** forum. In order to change the topic words under which your forum is listed, you must index it differently by choosing new index words from those associated with the **<Forums>** forum.

Purge

On screen	Your action
1) Message list, target message highlighted	Press **F1**
2) Options menu	Choose **<ADVANCED>**
3) Another options menu	Choose **<PURGE>**
4) List of forums	Highlight your forum and press **Enter**

Include

On screen	Your action
1) Message list, target message highlighted	Press **F1**
2) Options menu	Choose **<ADVANCED>**
3) Another options menu	Choose **<INCLUDE>**
4) Topics screen	Pick topic associated with your forum
5) List of forums	Highlight your forum and press **Enter**

You must be the forum host or the message's author to use these options. You'll be asked for a password as proof.

Editing the author description

Follow steps 1) through 6) for editing the forum description.

On screen	Your action
7) Same, one highlighted	Choose **<ABOUT MSG>**
8) Box with forum information	Use arrow keys to highlight author description message tag
9) Same, tag highlighted	Press **Enter**
10) Instruction box	Add author description message to list of current messages
11) Message list, newest message highlighted	Press **F1**
12) Options menu	Choose **<EDIT>**

Editing index words

Follow steps 1) through 6) for editing the forum description.

On screen	Your action
7) Same, one highlighted	Choose **<ABOUT MSG>**
8) Box with forum information	Use arrow keys to highlight index word message tag
9) Same, tag highlighted	Press **Enter**
10) Instruction box	Add index word message to list of current messages
11) Message list, newest message highlighted	Press **F1**
12) Options menu	Choose **<EDIT>**

Deleting a forum

1) **<PURGE>** all the messages from your forum.
2) Follow steps 1) through 11) for editing index words.
3) Choose **<ERASE>** from the options menu.
4) Follow steps 1) through 7) for editing the forum description.
5) Choose **<ERASE>** from the options menu.

OFF-LINE

Community Memory stalwart, "flipper", hosts the <Bioforum> where participants discuss everything from gardening to deep ecology to in-fighting and factions. Network *asked the articulate cetacean for his view of Community Memory.*

The thing I like best about this software is the new literary form it's spawned. Little 50 line packets networking back and forth, branches upon branches. One comment giving way to 75 messages in a response chain only three layers deep says that we've gone a bit past the "call and response" method of conversation. Instead, we have this cascade of words breaking and getting larger and wider with each step. And me, I enjoy surfing along on that shockwave.

Community Memory is, to me, an idea that is *almost* more exciting in its potential than it is in its present state. That doesn't mean that I'm not thrilled with the way it is now. But somehow, there is only a hint of the magnitude of the yet-to-be-tapped potential within CM. Imagine...a cheap and egalitarian mode of mass communications with twice as many locations and colorful "hold my hand while I figure this thing out" screen graphics - that's the kind of potential I see.

Outside of that, there isn't much I'd change about the system as it is. I think the primary barrier that stands in the way of greater public use is a basic fear of computers, not flaws in the way the system is set up. It reminds me of those people who take 10 or 15 minutes just to get $20 out of their ATM. It's just fear that they'll do something wrong.

Plug Into What's Happening - Become a Community Memory Volunteer!!

The <BioForum > can be found under the topic words <discussions> or <environment>.

Collective Minds (con't.)

easily access this community-created file cabinet. As always, we believe the more of our heads we put together, the more compelling and pertinent this collective mind — this Community Memory — will be.

-Evelyn Pine

There are 10 Community Memory Locations

- **Central Library**
  Shattuck and Kitteridge
- **Claremont Library**
  2940 Benvenue (at Ashby)
- **South Library**
  1901 Russell (at MLK, Jr. Way)
- **West Library**
  1125 University (near San Pablo)
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- **North Berkeley Senior Center**
  1901 Hearst (at MLK , Jr.Way)
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  3055 Telegraph (at Webster)
- **Milt's Coin-Op II**
  2483 Hearst (at Euclid)
- **Ecology Center Complex**
  2530 San Pablo (bet. Parker & Blake)
- **S. Berk. Nghbrhd. Devel. Corp.**
  1767 Alcatraz (near Adeline)

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Community Memory

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The Community Memory
NETWORK

Vol. I, Issue I Winter 1991

What's New with the Collective Mind

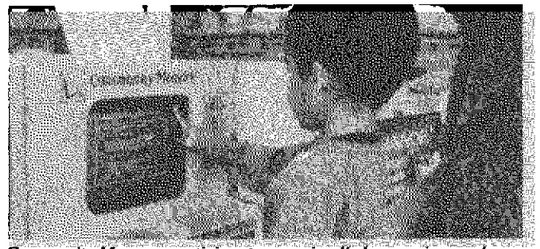
Two thousand people each month use Community Memory to share ideas and inspirations, exchange goods and services, meet, talk, gossip, debate and support each other. Since we launched the network last February, we've watched a variety of people use Community Memory in ways which have surprised and delighted us.

Community Memory encourages you to break free from simply being an information consumer. Instead, you become an active participant in a growing information and idea exchange. You discover that in some forums you're the expert — and in others, there are issues you've never before considered.

Right now, Community Memory is home to 61 forums or discussions, ranging from job listings to debates about the environment to jokes. Seventeen of these forums are hosted by community agencies.

Naturally, a lot of participants use Community Memory as a bulletin board — to post messages about needing a roommate or selling a bicycle, finding a new employee or promoting a babysitting service. Others use Community Memory to track down information

(continued on page 3)



Community Memory participants come in all shapes, sizes and ages. This young poet expresses himself at Milt's Coin Op .

The Muse meets The Memory :

Profile of A Community Memory Poet

Can poetry be an effective means for change? Community Memory participant and active poet, RV Cottam believes so, even in the United States where - "our 'private-profit' lives are fueled, not by unity or common beliefs, but by a 'divide and conquer' mentality".

RV began writing poetry 15 years ago because he decided poetry was an effective way of transforming society. Before that, he'd experimented with various political parties and philosophical theories. But, he came to the conclusion that the things that need changing have to be brought to light in order for a philosophy or party to be effective. Now he uses Community Memory as a tool to share his insight into American society.

"Community Memory has provided me an on-going medium, with the potential of

(continued on page 2)

The Community Memory Project brings together people and groups to share information, resources and opinions. Through the use of an electronic network with ten public access computer sites in Berkeley, the Community Memory Project both encourages and facilitates dialogue, information-sharing, and constituency-building.

Network is the quarterly newsletter of the Community Memory Project.

YaVette Holts, Editor
Printed by Inkworks

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Sandy Emerson, Sybase
Carl Farrington, Design & Delivery
Lee Felsenstein, Golemics
Evelyn Pine, Community Memory Project
Richard Weiss, Bank of America

Staff
Evelyn Pine, Executive Director
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Carl Farrington, Chief Programmer
Will Thomas, Programmer
Greg Williamson, Programmer

Advisors
Earl Crabb, InterMedia Development Corp...Taleb Jenkins, South Berkeley Neighborhood Development Corp....Philip Kohn, International Computer Science Institute...Louis Labat, Alameda County Department of Aging...Regina Minudri, Berkeley Public Library...Mimi Recker, University of California, Berkeley...Bert Scharlach

The Community Memory Project is sustained by local imagination, volunteer energy, donations and grants. We are supported by funds from the Telecommunications Education Trust, established by the California Public Utilities Commission. Write Community Memory at 2617 San Pablo Avenue, Berkeley, CA 94702; or call (415) 841-1114.

New Software Features

We're in the process of implementing new features to make Community Memory easier to use:

Adding Messages Will Be Easier
A single option will allow you to either ADD a new message or RESPOND to the message you're reading. After you type a message, Community Memory will ask you if your entry is a new message, a response or a suggestion.

More Options For Forum Hosts
Forum hosts will be able to pull responses from other forums and add them as messages into their forums. This will make reading debates and on-line conversations more direct, without always having to climb through all the branches of a discussion tree.

Community Memory Accounts
Our 25 cent message fee serves as a filter. Participants have to stop and think if they really want to add their message to Community Memory. To encourage our ongoing participants, we're setting up a system to give 'accounts'. These could be used in several ways: 1) users could send in money which would be 'credited' to their account and then they wouldn't need a quarter every time they wanted to leave a message; 2) forum hosts could receive a certain number of free messages to help vitalize their forum, or as compensation for hosting a forum; 3) enthusiastic participants could be rewarded with free messages (kind of like the frequent flyer program); 4) we could start a Message of the Week contest and award free messages to the winning author.

Any ideas on how to best distribute these accounts? Your suggestions on how to improve Community Memory are not only welcome, but encouraged.

Muse and Memory (con't.)

being alive on a day-to-day basis," RV told us. Traditionally, publishing can be such a lengthy process. Topical work can become outdated before the reader sees it. With Community Memory, ideas and messages are published as soon as they are posted.

RV hosts the POETRY II forum where local poets, like Jack Hirschman, Julia Vinograd and John Hatch, regularly publish their work. This open and diverse forum can be found under the <discussions> topic, with 'The 5 C's as it's subheading. The 5 C's are RV's goal for this forum - "communicate conscience and consciousness of community creatively".

Of utmost importance to RV, is encouraging poets to write. As a founder of the Mature Poets group - which meets weekly at the North Berkeley Senior Center - RV makes regular and concerted efforts to support new poets, and to give and receive feedback from the more seasoned poets.

"Words are tools to communicate thoughts and feelings, therefore all those who write anything are poets. Not everyone is a good poet, but everyone is a poet." And, according to RV "good" poetry is not what it's about, really. Expression and investigation are more important. "So, it doesn't matter if you use pen and paper, a typewriter or a computer keyboard. It's the thoughts that are important because they can bring change," RV argues.

RV encourages writers of all persuasions to post poetry, stories and ideas on Community Memory. Because he hopes to eventually publish a printed anthology of poetry from his forum, include your name and address (or phone number, but not both) with your poetry, so that you can be contacted.

- YaVette Holts

Coming In The Next Issue of Network.....
Inside The Memorial :
The making of the Alameda County War Memorial

What's New (con't.)

from local institutions - to scan the Berkeley City Council agenda, to find social service information for seniors or homeless people. Political alerts about the tuna boycott, Redwood Summer, Operation Rescue and war in the Middle East have dotted the net.

But Community Memory is more than a bulletin board. It's a direct line between two people, between an individual and the community, and between communities.

Berkeley's cable TV consultant answered queries from cable subscribers as part of her community needs assessment. An Ecology Center Board Member fielded questions about recycling. Country Joe McDonald has pulled together a group to create an interactive Veteran's Memorial. The *East Bay Express* saluted our <Jokes> forum. (A reader's favorite joke: "What are the two types of Alaska salmon?" "Regular and unleaded.")

At the Community Memory office, there have been more changes. Tom Nemcik, who for two years served as Project Director, is now instigating environmental activism. Will Thomas, a longtime Community Memory volunteer, has come on staff as a programmer. YaVette Holts has been hired as Outreach Coordinator. Her goal is to double usage at the public terminals in the next year. Evelyn Pine is now Executive Director.

Since 1973, we've been bringing communication tools to a wide range of people. This new ten-terminal, public access network puts these tools in the hands of homeless people, seniors, youth and low income people.

This year we intend to offer dial-in access to Community Memory, so individuals and local groups can more

(continued on page 4)

:B U Z Z W O R D S:

Community Memory activists do much more than hack away at computers ....Recently, **Country Joe McDonald** joined the ranks of CM forum hosts. He'll be hosting the **Alameda County War Memorial Project** which will list all deceased and MIA veterans from Alameda county. Friends and relatives are encouraged to participate by adding messages about their loved ones. Volunteers are needed to help 'build' the memorial. Anyone interested should contact Community Memory for more details.....**Greg Williamson,** a Community Memory "sysop", was honored, along with the entire *Processed World* magazine collective, by the Bay Area Media Alliance for outstanding community journalism. Their new book, Bad Attitude, is now on the shelves of Berkeley's better book stores.....**Sandy Emerson,** Director of Technical Publications for Sybase, gave a presentation on "Community Memory: Democratic Telecommunications in Action" at the national conference of the Union of Democratic Telecommunications....Richard Weiss, longtime Community Memory supporter, was elected President of the Board at the November board member's meeting.

Let us know what you're up to. Leave items on Community Memory or drop a line to YaVette Holts, Community Memory Project, 2617 San Pablo Avenue, Berkeley, CA 94702.

CLIP AND SEND

Very, very interesting! I'd like to receive more information on Community Memory.

Name _____
Street Address _____
City, State, Zip _____
Phone _____

Send to Community Memory Project at 2617 San Pablo Avenue, Berkeley, CA 94072

I'm especially interested in:
☐ hosting a forum ☐ hands-on training
☐ using CM from home ☐ tax-deductible donations

EXHIBIT "H"

COMMUNITY MEMORY PROJECT PUBLIC EDUCATION PRESENTATIONS
1990-91

EDUCATIONAL PANELS AND PRESENTATIONS

Alliance for Public Technology -- Technologies of Freedom: Implementing the APT Vision at the Grassroots -- "Innovations in Telecommunications"
California Congress of Seniors -- Seniors Telecommunicate
Computer Professionals For Social Responsibility -- "Computers and the Berkeley Community"
National Federation of Local Cable Programmers Tri-Regional Conference -- "Access Centers of the 21st Century"
"Board Development and Recruitment"
National Federation of LocaL Cable Programmers Far West Region Conference -- "Vision Quest"
National Society of Fundraising Executives -- Nonprofits On Line: An Introduction to Telecomputing -- "Nonprofits in Action"
SeniorNet -- Senior Fest '90 -- Third Annual Conference of Computer-Using Seniors -- "Public Networks"
The Support Center -- The Challenge of Leadership -- "Computer Issues: At last, the Final Answer", 6/25/1990
Union of Democratic Communications World Information Order: Iniatives for Cultural Autonomy -- "Micro computers and Democracy"
Your Expanding InfoSphere Public Broadcasting Radio Show.

GROUP TRAINING PRESENTATIONS

Alameda County Veteran's Memorial Project
Albany Berkeley Independent Elders Network
Alternative Leisure Learning -- "Introduction to Community Memory"
Berkeley Asian Youth Center
Berkeley High School Volunteerism Department
The Computer Academy (Berkeley High School)
Ecology Center
KALX Radio
Nature Poets (North Berkeley Senior Center)
North Berkeley Senior Center
PG&E Employees with Disabilities
Resistance 500
South Berkeley Library
South Berkeley Neighborhood Development Corporation
Young Adults Advisory Committee (Berkeley Library)

MEETING PLANNING AND FACILITATION

Bay Area Nonprofit Computer Consortium
Bay Area Progressive Information Providers
Berkeley Cares Bank Task Force

PRESENTATIONS PENDING

Alameda County Boy Scouts
Alameda County Girl Scouts
Berkeley Parent-Teacher Association
Tubman Neighborhood Watch Group's Information Fair
West Berkeley Health Center's Multicultural Health Fair

EXHIBIT "1"

CITY OF BERKELEY
CONSENT CALENDAR INFORMATION

Deadline for Council Action:

From: Councilmember Nancy Skinner Date: June 21, 1989

IT IS RECOMMENDED THAT THE CITY COUNCIL: COMMEND "THE COMMUNITY MEMORY PROJECT" FOR INSTALLING ITS PUBLIC ACCESS DATABASE AND INFORMATION EXCHANGE IN BERKELEY PUBLIC LIBRARY BRANCHES, DIRECT THE CITY CLERK TO PROVIDE COUNCIL AGENDAS AND SUMMARIES IN MACHINE-READABLE FORM FOR THIS DATABASE, AND DIRECT CITY STAFF TO PROVIDE COMMISSION AGENDAS, CITY JOB LISTINGS, AND CERTAIN OTHER CITY INFORMATION IN MACHINE-READABLE FORM FOR THIS AND OTHER DATABASES

1. COMMENTS, LEGAL DEPARTMENT:

2. BACKGROUND AND NEED FOR COUNCIL ACTION:

Community Memory, a Berkeley-based non-profit, is slated to receive a grant from the Telecommunications Education Trust to install a ten-terminal network for its new public access database and information exchange. Four of these terminals will be installed in Berkeley Public Library branches (all except Northside, where there isn't sufficient space). Six additional terminals will be installed at other Berkeley sites as yet undetermined.

Community Memory has designed its new ten-terminal network to reach low-income groups presently without access to advanced telecommunications services and enable them to become familiar with this technology as well as to learn basic telecommunications skills. For further information on Community Memory and its new network, please see the attached copy of its grant proposal to the Telecommunications Education Trust.

Community Memory has requested that the City of Berkeley provide certain City information in machine-readable form so it can be made available in its public access database. The City Clerk's Office is already "uploading" (i.e., transmitting via telephone modem) City Council /Redevelopment Agency/Housing Agency agendas and summaries to the Police Department's "Guardian" computer bulletin board (644-6806), where they can be accessed (and obviously, "downloaded" in hardcopy) by anyone who owns a home computer equipped with a modem. Community Memory also intends to ask the City Clerk to upload this same material into its public access database so it will be available to people who do not own computers and modems. It would also like to include the following City information not presently available in any public access

bulletin board: City job listings (i.e., description and requirements for job openings, with filing deadlines) the agendas for meetings of Berkeley's citizen boards and commissions, location and schedules for City recreation programs, and a schedule of curbside recycling pickups and neighborhood cleanup days.

The Council should direct that the City Clerk's Office "upload" the Council agendas and summaries to the Community Memory public access database as it already does to the Police Department "Guardian" computer bulletin board. The Council should also direct City staff to similarly make available in machine-readable format Board and Commission agendas, City job listings, a schedule of curbside recyling pickups and neighborhood cleanup days, and information on City recreation and youth programs. This material should be sent by modem to Community Memory and any other computer bulletin boards that may request it.

3. FINANCIAL IMPLICATIONS (include any dollar amount, in-kind services, multi-year commitment) AND SOURCE OF FUNDS (for both cash and in-kind services; indicate if amount is currently budgeted and requirement for budget code). IF SUBMITTAL, AUTHORIZATION OR EXECUTION OF GRANTS IS INVOLVED (includes new grants or modification) AN FN006 (budget modification form) SHOULD BE SUBMITTED WITH ITEM. ITEM WILL NOT BE PROCESSED UNLESS FN006 IS INCLUDED.

4. COUNCIL POLICY AND LEGISLATIVE HISTORY, IF ANY:

5. COMMUNITY GROUPS AFFECTED:

6. BOARD(S), COMMISSION(S), COMMITTEE(S) OR DEPARTMENT(S) INVOLVED AND NAME, TITLE AND TELEPHONE NUMBER OF PERSON(S) TO CONTACT FOR ADDITIONAL INFORMATION:

Councilmember Nancy Skinner, 2-6359

EXHIBIT "5"

February 26, 1991

Joan H. Wylie, Executive Director
Luke B. Hancock Foundation
360 Bryant Street
Palo Alto, CA 94301

Dear Ms. Wylie:

Attached find the proposal for the Community Memory Youth Network which you asked me to develop and send to you when we spoke in December.

The project seeks to empower at-risk youth to participate effectively in personal, employment and political decisions that affect their lives, through the development of a young people's computer network. The project is structured to create a youth employment network with an on-line jobs club and job hunting information as well as to provide mainstream computer skills, develop peer support and build leadership. As you can see, from reviewing the proposal, the project is broader than just the jobs component. The eighteen month project includes on-going participant tracking.

Because the project is experimental in its development of a youth network, it is likely to be more difficult to fund from traditional sources. The project is already of interest to local groups for the new opportunities it presents to expand dialogue, participation, support and access to information for youth.

If you have any questions, please don't hesitate to contact me. I would particularly like to meet with you face to face to answer any questions you might have about this innovative and important program or about the Community Memory Project.

Thank you for all the help you have given me. I look forward to speaking with you.

Best wishes,

Evelyn Pine
Executive Director

enclosures

EXHIBIT "J"

Community Memory

A public access information and resource exchange

THE COMMUNITY MEMORY YOUTH NETWORK

The purpose of the Community Memory Youth Network is to empower at-risk youth to participate effectively in personal, employment, and political decisions that affect their lives.

Youths will work together to develop a young people's electronic bulletin board and computer network to encourage ongoing discussion and debate on issues that impact them. The project is structured to create a youth employment information network, provide mainstream computer skills, build leadership, and develop peer support.

I. PROGRAM ELEMENTS

1. Need for the Project

The goals of the Community Memory Youth Network Project have emerged from the identification of four key needs of youthful job seekers.

A. Cultivation of mainstream computer and information management skills.

Limited education and lack of employment opportunities prevent young people from breaking through economic barriers. In California the public high school drop out rate is 31.5%, 11th in the nation. As in many urban communities, although the black population of Berkeley has fallen below 15% of the total population, the public schools are 45% black. According to EDD, the Alameda County unemployment rate for 16-19 year olds is 16.5%; for black 16-19 year olds it is 32.5; and for African-American males in the same age group, 37%.

For disadvantaged youth, the advent of the Information Age may well reinforce inequalities and lack of opportunities. According to the Employment Development Department, at least seven of the top ten growth jobs in Alameda County demand computer expertise. The fastest single growing occupation is that of computer repair; the fastest growing professional or technical occupation will be systems analyst; and one of the only expanding manufacturing sectors in the county is computer and high tech manufacturing. In the services sector, more and more jobs -- whether in retail, financial, business services or administration -- are computer-based.

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

Clearly, youthful jobseekers without a comfortable familiarity and useful skills with computers will be at a great disadvantage in an increasingly competitive, recessionary job market.

B. Information about jobs, jobs training, and job search skills.

Without access to up-to-date, pertinant information, youthful job seekers often struggle to make effective employment decisions.

There is a breadth of employment resources and information available to young people: nonprofit employment services, job training oppportunities, internships, publications with job hunting tips and job listings, employment hotlines, and so on. However, the information is often scattered, not easily accessible, or out of date.

Fortunately, jobs-related organizations which provide services to the young, as well as businesses looking for youthful employees, are seeking effective ways to connect with teenagers.

C. Participation in the development of community dialogue to foster leadership, confidence and independence.

The American dream of opportunity and advancement grows through participation -- in politics, culture, and commerce. Yet each year evidence mounts that youthful participation in American institutions is on the decline.

The most obvious measure of citizen's participation, voting, is of little interest to the majority of young people. In 1988, less than half of all those 18 to 24 were registered to vote. According to a 1990 Times Mirror poll, today's young people "know less and care less about news and public affairs than any other generation in the past 50 years."

Moreover, the societal issues that now fill the news are particularly crippling to the young and will affect them for years to come. War, homelessness, AIDS, a faltering economy, growing violence, substance abuse, gangs, environmental decay -- the very issues in which teenagers claim little interest -- are issues about which youngsters must make tough, personal decisions -- not in the future, but <u>now</u> -- in their daily lives.

Poverty, limited opportunities, and increasing anti-social behavior ensures spiraling powerlessness, for both the individual and the community. Community members cannot speak meaningfully with the wider society about their own realities, until they are empowered to be effective decision makers in their own lives.

Few leaders or activists are currently emerging because there is no opportunity for these kids to ask the hard questions which will help them make the difficult decisions necessary to overcome crucial problems.

Teens need to speak frankly to each other -- and then to the wider community -- about the many issues that directly affect them. Without an opportunity to participate in the richness of cultural debate and dialogue, youth remain leaderless and effectively alone, alienated from the wider community in which they must work and live.

D. Peer support to reinforce positive activities and values as well as to track on-going success and progress.

In many communities, youthful values are created not by discussion and experience, but by the enforced peer pressure of gangs. In 1988, in Alameda County, the active juvenile probation caseload was 3,789. Across the United States almost eight million young people under 25 were arrested for major crimes against life and property: rapes, murders, assault, burglery, and grand theft.

The environment in which youth learn to express themselves and interact with others helps mould their attitudes, determination, and sense of self. A 1986 study conducted by California librarians found that for teenagers, "a lot of their information needs were really needs for guidance -- for interpersonal help -- rather than consumer information, stock quotes, or school material."

A 1988 report on Teen Parenting argued that limited opportunities for peer support, as well as lack of access to information about healthcare, social services, jobs, and legal rights, keep kids at risk. The report states that peer support is crucial for at-risk teens to deal with "tough life transitions, overcome loneliness and reduce mis-information."

Fortunately, new tools are available to help youth create an environment for information-sharing and opinion exchange where teens can discover their own values, ethics, compassion and potential for leadership. According to a report from the Congressional Office of Technology Assessment, computers can be a powerful tool to foster cooperative problem-solving among youth.

With assistance from Community Memory, youth can create an "on-line" community where their concerns as job-seekers and workers, citizens and future leaders are taken seriously. Teens become active participants in an ongoing youth meeting hall which encourages leadership and develops peer support as well as providing mainstream computer skills and forging youth employment opportunities. By demonstrating the power of youthful participation in dialogue about crucial issues, the Community Memory Youth Project creates a reassuring, replicable way for kids to participate in their community while gaining important skills and access to opportunity.

2. Project Description: Goals, Objectives & Activities

To empower Bay Area at-risk youth to fully participate in personal, employment, and political discussions and decisions that affect their lives, the Community Memory Project will work with a group of young people to create the Community Memory Youth Network. Young people will form an advisory group which will develop youth-related forums, facilitate discussions about key issues, promote opportunities for youth to get involved with the project, and manage a youth employment network.

The Community Memory Youth Network has four key goals:

1. Leadership development
2. Peer support
3. Training in mainstream computer skills
4. Youth Employment Network

GOAL 1: LEADERSHIP DEVELOPMENT

OBJECTIVE 1: Develop a 10-teen advisory group to work with Community Memory staff to develop Youth network.

Activities

- o meet with representatives of youth organizations and the high schools to let them know about the project. The Executive Director has already met with the director of the Berkeley High School Computer Lab and the Mentorship Coordinator for the South Berkeley Neighborhood Development Corporation.

- o recruit kids from High School and local youth groups to serve on Network advisory committee. Each committee member will be offered a small stipend.

- o convene advisory committee to outline initial forums and devise an outreach strategy as well as monthly meetings to monitor network participation and instigate activity on the system.

- o work with advisory group to decide what information about health, AIDS prevention, contraception, sexuality, substance abuse, students rights and youth events should go on-line and help them create a place for creativity and fun, including a place for poetry, song and story writing, and games

OBJECTIVE 2: Recruit and train twenty youths to be forum hosts and discussion facilitators on the system.

Activities

- o With help of the Youth Advisory Group, recruit youth from high schools and community groups to serve as forum hosts and discussion facilitators.

o Train forum hosts to set up forums and facilitate discussions for forums targetted by advisory group or forum hosts. Each forum host will receive a small stipend. These forums will include discussions of issues that have a direct impact on youth -- gangs, volunteer army, drugs, education, discrimination, free speech.

OBJECTIVE 3: Recruit and train 70 youth (14-16) to participate in on-line discussion.

Activities

o working with the advisory group and forum hosts, target a small number of youth to participate in a pilot project for CM's youth network. Work with advisory group and forum hosts to develop educational and outreach material and implement outreach plan to include articles, flyers, meetings with groups, press conference, "show and tell" sessions in schools.

o meet with school officials and youth group leaders to encourage them to build the network into classroom curriculum and extra-curricular activities.

o provide discs (and modems, if needed) to sites at high school and youth groups to serve as additional network access sites.

GOAL 2: PEER SUPPORT

OBJECTIVE 1 Provide an on-line environment which includes a variety of opportunities for peer support and dialogue.

Activities

o design and implement electronic mail system so kids can talk to each other privately about personal issues.

o work with interns to make all health and mental health resources from the Berkeley Information Network available on the system.

o Create on-line Jobs Club where job seekers can discuss their experiences, get feedback on resumes and letters of inquiry and share job leads.

GOAL 3: BASIC COMPUTER SKILLS TRAINING

OBJECTIVE 1 Create Information Management Internship program where youth from local computer training programs get a chance to use skills in a work environment.

Activities

o work with local computer job training program to create internships and recruit participants

o provide stipends to interns

o provide training in overall project managment to interns

OBJECTIVE 2: Teach students about how Community Memory system works as model telecommunications system of the future.

o provide four sessions teaching participants about telecommunications

o provide written overview of how the Community Memory system works

GOAL 4: YOUTH EMPLOYMENT NETWORK

OBJECTIVE 1: Expand Community Memory "Jobs" topic to include youth-oriented resources about job search skills

Activities

o design forums about job search skills (how to develop a resume, how to prepare for an interview) and employee/employer rights and encourage youth participants to list their skills in <help offered> forum

o meet with key nonprofit job referral organizations to inform them about the network

o produce fact sheet for employers to encourage them to submit listings and meet with business groups to encourage them to submit listings

3. Evaluation

The eighteen month project design takes advantage of two school years and provides for on-going tracking of participants.

Community Memory has in place a process of ongoing evaluation which provides immediate feedback to guide outreach efforts.

Central elements of our evaluation plan for this project include:

o tracking participants' job training and work experience over the life of the project, including special monitoring of interns and Job Club participants.

o examining the use of the system by youth, identifying obstacles to participation and strategies that encouraged use

o documenting the types of discussions and issues raised on the system and their impact on participants lives

Data sources for evaluation will include:

- o useage statistics collected automatically by the network itself, including most frequently used sites, forums, kinds of use, and so on.

- o information collected from participants through questionaires, and individual and group interviews

- o feedback from schools and organization who assist in participant recruitment

- o ongoing observation by staff

The Youth Advisory Group will also formally evaluate the project at a special meeting.

In-depth project evaluation will be documented every six months. If the project's value is demonstrated, we believe the project can become self-sustaining through the schools and local youth groups. Because the major developmental work is completed in the initial years, the project costs will also decrease.

Community Memory staff will use information from the evaluation as well as other materials to develop a packet to encourage project replication.

5. Itemized Program Budget: The Community Memory Project is seeking $25,000 from the Luke Hancock Foundation for this network.

	Year 1 12 mos.	Year 2 6 mos.	TOTAL
Personnel:			
Salaries			
Executive Director (1/4 time)	$8,750	$4,375	$13,125
Project Coordinator (24 hours/week)	17,000	8,500	25,500
Associate Programmer (1/4 time)	7,800	3,900	11,700
Taxes & Benefits (20%)	4,710	3,255	7,965
Total Salaries	38,260	20,030	58,290
Clerical Support/Bookkeeper	900	450	1,350
Stipends			
Advisory Group ($6/hr X 51 hrs X 10)	1,980	1,080	3,060
Forum Hosts ($6/hr X 30 hrs X 20)	2,160	1,440	3,600
Interns ($8/hr X 5 hrs/wk X 5)	5,200	5,200	10,400
Total Stipends	9,340	7,720	17,060
Total Personnel	48,500	28,200	76,700
Non-Personnel:			
Rent ($200/month)	2,400	1,200	3,600
Telephone/Utilities	1,200	600	1,800
Postage	600	300	900
Supplies	1,200	600	1,800
Travel ($.21/mile)	219	108	327
Insurance	720	360	1,080
Printing & Duplicating	2,000	1,000	3,000
Monthly network charges ($55/mo. X 10)	6,600	3,300	9,900
Network maintenance	4,392	2,196	6,588
Youth Group modems (3)	700		700
Youth Group phone lines (3)	1,980	990	2,970
Total Non-Personnel	22,011	10,654	32,665
TOTAL BUDGET	70,511	38,854	109,365

Cost per client is approximately $525 per participant per year. Note, however, that different young people will participate in different ways with varying levels of involvement. We are seeking additional funds from other foundations including the the San Francisco Foundation and the Clorox Company Foundation.

II. ORGANIZATIONAL CAPABILITY

1. Organizational Programs & Major Accomplishments

The Community Memory Project both encourages and facilitates dialogue, information-sharing and constituency building through the use of an electronic bulletin board with ten public access computer sites in Berkeley. This easy to use, community-based, two-way communication tool encourages all members of the community to move beyond passive consumption of information to become active participants and builders of an information and opinion exchange.

Founded in 1977, the Community Memory Project has been a leader in demonstrating the positive social potential of technology by bringing together diverse constituencies to share information and resources, and to discuss critical issues affecting their communities. We have initiated a number of community telecommunications networks and developed software to support these efforts.

In the late 1980's, the Board recognized the need to shift focus from the technology to the user. As the cornerstone of this effort, we created a model public electronic bulletin board where anyone can read or write messages about any subject they choose. This system currently serves about 2000 people each month, allowing them to share information, opinions and resources. Over half our terminal sites serve economically disadvantaged people who ordinarily have limited access to information and community decision-making.

Since the system's launch in February 1990, Community Memory has made significant strides toward expanding access to information and computer skills for low income people. Our achievements include:

o Training 200 people including 87 first time computer users, in basic computer and information management skills.

o Instigating 61 on-line forums, ranging from jobs listings to discussions of local issues to jokes. Seventeen of these forums are hosted by community agencies, including the City of Berkeley, the Cable TV Task Force, Revitalization Exchange, the Berkeley Public Library, and Vista Community College.

o Involving an additional 130 community groups and local businesses in Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing.

o Encouraging uses as diverse as the system's participants. Contributors have used the system to find housing and jobs, ask questions about cable TV, publish their poetry, discuss the value and impact of the census, debate the war in the Middle East, coordinate discussion groups, special events and celebrations, and share experiences of inner growth and outer change.

o Establishing a campus-wide Community Memory at San Francisco State University.

o Receiving two major grants from the Telecommunications Education Trust, established by the California Public Utilities Commission.

2. Leadership Capability

Staff

Executive Director, Evelyn Pine, launched the Community Memory training program in October 1989. For six years, she served as Deputy Director of the Foundation for Community Service Cable TV where she worked with communities to make effective use of new technologies. She is the co-author of two books: Community Channel, Free Speech and the Law: A Guide to Access Programming on Cable TV, and How to Get a Job In San Francisco: An Insider's Guide.

Chief Designer/Programmer, Carl Farrington, is responsible for designing the novel software which makes Community Memory a unique, community-based tool. He also consults on data communications projects through his company, Design and Delivery. He has a long-standing interest in education, having worked as a technical instructor and as a tutor for educationally-disadvantaged community college students.

Project Director, YaVette Holts served as Presentation Program Coordinator and Marketing Guide Editor in the Marketing/Communications Department of Santa Cruz Operations. She runs her own entertainment agency, Presence Productions, which represents the popular musical group, World Entertainment War. She is currently Outreach Coordinator for the Community Memory Project.

Programmer, Gregory Stuart Williamson, has been a computer programmer for more than a decade and a member of the Community Memory Project since 1988. He is also Director of the Bay Area Center for Art and Technology (BACAT), a San Francisco-based nonprofit which sponsors many projects, including performance pieces such as Project Face-to Face, an AIDS educational show currently at the Smithsonian, video projects by the Rainforest Action Network and Interference Television, and print projects such as Carbuncle and Processed World.

Programmer, Will Thomas has been working with the Community Memory Project as a programmer for the past year. Prior to working for Community Memory, he consulted on Federal Government and small business systems.

Community Memory Project Board of Directors

Richard Weiss (President)
Bank of America

Lee Felsenstein (Vice President/Secretary)
Golemics

Carl Farrington, (Treasurer)
Design & Delivery

Sandra Emerson
Director, Technical Publications Sybase

Evelyn Pine
Executive Director, the Community Memory Project

As part of the ongoing process of becoming user-driven, we are expanding and reorganizing our 5-member board, rooted in the computer industry, to an eleven-member board encompassing our community of users. A Board Development Criteria Sheet is attached.

The Board currently meets monthly and is responsible for fiscal and program oversight, resource development and long-term planning. For the past year and a half, the Board has undertaken a major program of organizational evaluation and development including updating our mission statement, governing documents, and long-term plan. To more particularly reflect our mission, the Community Memory Project has recently evolved from a membership organization, to a more streamlined nonprofit and is in the process of changing its status to a public benefit corporation from a 501(c)4. Until 501(c)3 status is granted, Village Design, a 501(c)3 dedicated to the human use of computers will serve as our fiscal agent for this project. (The Village Design Board list and IRS letter is attached.)

EXHIBIT "K"

HEWLETT PACKARD

COMMUNITY MINI-GRANT
Application Cover Page

Proposal Number: _____ (office use only)

Agency ID Number: _____

Agency Name (full): THE COMMUNITY MEMORY PROJECT

Contact Name: Evelyn Pine

Title or Department: Executive Director

Contact's Phone Number: (415) 841-1114

Address: 2617 San Pablo Avenue

Berkeley, CA 94702

Brief Description of Project: Through the use of an electronic bulletin board with 10 public access sites, the Community Memory Project facilitates dialogue, information-sharing, and constituency building. The project is designed to include economically disadvantaged people - homeless people, seniors, low income families and minority youth - constituencies otherwise barred from participating in community dialogue and decision-making.

Amount Requested: $_____

or Equipment Request: Vectra
Name Model #

(If request is for a Vectra System Grant, write Vectra.)

Incomplete applications cannot be considered. Please attach cover page to front of proposal. Review process may take three to five months.

EXHIBIT "K"

Community Memory

A public access information and resource exchange

THE COMMUNITY MEMORY PROJECT

The Community Memory Project brings together local people and groups to share information and resources, and to discuss critical issues affecting the Bay Area.

Through the use of an electronic bulletin board with ten public access computer sites, the Community Memory Project facilitates dialogue, information-sharing, and constituency-building. Because over half of our terminals are situated in institutions that serve the economically disadvantaged, our participants include homeless people, seniors, low income people, and minority youth -- constituencies who might otherwise be be barred from participating in community dialogue and decision-making. A catalyst for community life, we provide a broad range of people with access to pertinant local information, discussion, recreation, and services.

The Community Memory Project requests a 386 computer from Hewlett Packard to help us increase our participant base throughout Alameda County and to enhance our training program for minority youth.

ORGANIZATIONAL DESCRIPTION

Who We Serve

Over 2000 people from Alameda County use Community Memory each month. In 1990 we trained over 200 people to use the system, including 90 people who had never used computers before. Because we are committed to including those who might ordinarily never have access to computerized information services or on-line discussion, our sites include libraries, a senior center, laundramats, and neighborhood organizations. Special software has been developed so both the naive user and the old computer hand can participate as equals.

Unlike many bulletin board systems, Community Memory is organized so information is easy to find. Participants tap into almost 100 different community-created information and discussion forums or they can create their own messages and forums. This easy-to-use communication tool encourages community members to move beyond passive consumption of information to become active participants and builders of a knowledge and opinion exchange.

Our Purpose

The purpose of the Community Memory Project is to enhance and encourage full participation and free expression in society by providing and promoting tools through which individuals and groups can share knowledge, opinion, resources, and friendship. We meet this mandate in four ways:

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

o Creating and managing low-cost, publicly accessible computer networks for entire communities -- young and old, rich and poor, computer savvy or frankly techno-phobic.

o Assisting individuals and groups to work together over the network to make their community a better place to live by providing hands-on training and friendly hand-holding for those who might be intimidated or need help.

o Demonstrating that easy-to-use local community networks can be both participatory and accessible to the entire community by encouraging cross constituency communication.

o Educating telecommunication opinion-makers and the general public in the potential for democratic telecommunications by documenting and sharing effective models of how these tools can strengthen community.

Our Activities

OPERATION: IN EFFECT!!: At-risk youth participate in ongoing discussions about issues that matter to them as well as create a Young People's Yellow Pages. Developed in partnership with the Berkeley Public Library, the South Berkeley Neighborhood Development Corporation, Youth Employment Services, and The Computer Academy, Operation: In Effect!! is structured to build leadership and confidence, provide mainstream language and computer skills, develop peer support, and create an ongoing source of local information for youth.

COMPUTER SKILLS TRAININGS: Participants are trained in basic computer skills, telecommunicating, and information managment. We provide weekly training and help sessions to assist individuals in accessing resources and engaging in community discussion. Particular emphasis is placed on sites serving economically disadvantaged people. We have trained almost 250 people.

ALAMEDA COUNTY WAR MEMORIAL: Country Joe McDonald and a task force of Alameda County veterans and volunteers from across the political spectrum are developing an interactive, on-line memorial to Alameda County Vets who died in wars in this century. The project is slated for completion in November 1991.

ON-LINE SENIOR SERVICES: Resources for Alameda County Seniors are provided on-line with assistance from the Alameda County Department of Aging, Senior Services, the Vintage Health Library, the Independent Elder Network, and the North Berkeley Senior Center.

COMPUTERIZED INFORMATION CLEARINGHOUSE: We instigate almost 100 on-line forums, ranging from jobs listings to discussions of Bay Area issues to jokes. Seventeen of these forums are hosted by community agencies. An additional 150 community groups and local businesses use Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing.

EXPANDED ACCESS: A pilot program of dial-in access to Community Memory in

which local groups and individuals work together over the network on a collaborative task. The Parents-Teachers Association is the first organization to participate.

Our History

Incorporated in 1977, the Community Memory Project has created and managed four telecommunications pilot projects, developed innovative networking and database software, and advocated for the appropriate use of technology to enhance community development and facilitate neighborhood participation and understanding. By employing telecommunications technology as a tool for community development and civic involvement, the Community Memory Project encourages new modes of cooperation and innovative approaches to old problems. (A list of our Governing Board, staff, and volunteers is attached.)

Financial support for our $120,000 annual budget comes from computer software royalties, grants, licensing, donations, and consultation fees. We believe our programs of Expanded Access and Site Partnerhips will eventually help underwrite the costs of the project and make the network self-sustaining. (Our financial statements are attached.)

The Community Memory Project has recently evolved from a membership-based nonprofit organization to a more community-based nonprofit and is in the process of changing its status to a public benefit corporation from a 501(c)4. Until 501(c)3 status is granted, Village Design, a 501(c)3 dedicated to the human use of computers, serves as our fiscal agent. (The Village Design tax exemption letter is attached.)

WHAT WE ARE REQUESTING

The Community Memory Project seeks a 386 computer from Hewlett Packard with 32 ports expandable to 64, 8MG memory, a 150+ megabyte hard disk, plus a tape backup, and a copy of Santa Cruz Operations-AT&T Unix System V.

This donation would allow us to use our current 386 machine for development and the new machine to deliver greater services to human service organizations and individuals throughout Alameda County, by providing additional dial-in ports and memory.

This equipment expansion would be implemented by Community Memory System Operator Nancy Kern with assistance from our Technical Advisory Group including Community Memory Board members, Carl Farrington, Lee Felsenstein, and Richard Weiss as well as representatives from InterMedia, a videotext consulting firm; the University of California, Berkeley; and the International Computer Science Institute. Training for volunteers and workstudy students who assist with system operations will be coordinated by Carl Farrington, our original system designer.

NEED FOR THE PROJECT

The American tradition of opportunity and advancement grows through participation -- in politics, culture, and commerce, yet each year evidence mounts that participation in American institutions is on the decline. The most obvious measure of citizen's participation -- voting -- is of little

interest to the majority of Americans.

This apathy results in part from a growing fragmentation in our communities. The gap between rich and poor is growing and the Bay Area is becoming more culturally diverse. Commutes are long. TV and VCR's keep people in their homes. The societal issues that now fill the Bay Area news media make us fearful of those around us. Homelessness, AIDS, a faltering economy, growing violence, substance abuse, gangs, environmental decay are issues which seem so widespread and complex that we are left with grave feelings of powerlessness.

Powerlessness means community members cannot speak meaningfully with each other or the wider society about their own realities nor can they affect or become decision makers in their own lives. A generation is emerging without leaders or activists. For a community without a voice, the cycle of alienation becomes harder to break and the root causes remain largely ignored.

On the individual level, the environment in which we express ourselves and interact with others helps mould our attitudes, determination, and sense of self. A 1986 study conducted by California librarians found that for many, "a lot of information needs were really needs for guidance -- for interpersonal help -- rather than consumer information, stock quotes, or school material."

We need to speak frankly to each other -- and then to the wider community -- about the many issues that directly affect us. Without an opportunity to participate in the richness of public debate and dialogue, community is merely a governmental and geographic convenience, without shared values, connections and commitments.

Fortunately, new tools are available to help us create an environment for information-sharing and opinion exchange where Americans can discover their own values, ethics, compassion and potential for leadership. According to a report from the Congressional Office of Technology Assessment, computers can be a powerful tool to foster cooperative problem-solving among people.

Many more individuals and groups could benefit from access to computer networks than currently participate on-line. We have found that when ordinary people have access to these tools, they see the value of them in a unique way. For example, a senior citizen decided rather than listing local poetry readings (information easily available elsewhere), he would encourage local poets to publish their work on-line. Veterans responded to the troop build-up before the war with Iraq by creating an interactive Alameda County War Memorial. An out-of-work musician created a Musician's Exchange to share information about professional opportunities, and a high school student is using Community Memory to share and gather tips from kids for beating the video games.

Ironically, many who see computers as mysterious, impersonal, and threatening may actually have the most to gain. A young single mother who finds a babysitter over Community Memory begins to see computer networks not as instruments for the benefit of big business or the IRS, but as tools which she can use to gain greater control of her life. Over the network, a homeless person can interact with other community members not as a specimen

of social turmoil, but as an equal particpant in community life.

We believe that easy-to-use telecommunications can put diverse people in touch with their communities in new ways which revitalize links with neighbors and local institutions. The Community Memory Project proves that computer technology can enhance American life by providing pertinant, user-friendly tools which go far beyond word processing, Nintendo or ATM machines. If knowledge is power, actively using that knowledge is empowering. The Community Memory Project creates a reassuring, replicable way for a broad cross section of people to participate in community dialogue, debate, and discussion.

COMMUNITY MEMORY PROJECT GOVERNING BOARD

Richard Weiss (President) manages network systems for the Bank of America and is a member of the Center for Human Origins.

Lee Felsenstein (Secretary) is a founder of the Community Memory Project. The designer of the Osborne Computer, he runs a hardware development company, Golemics. He is a well-known writer and speaker about democratic telecommunications

Carl Farrington (Treasurer) designed the novel software which makes Community Memory a unique, community-based tool. He consults on data communications projects through his company, Design and Delivery.

Regina Minudri is the Director of the Berkeley Public Library. The Past President of the American Library Association, she has a long term commitment to freedom of information.

Margaret Russell is a professor of jurisprudence at Santa Clara University School of Law. She serves as the Northern California representative to the American Civil Liberties Union.

Evelyn Pine is the Executive Director of the Community Memory Project. For ten years, she has explored how local groups and individuals make meaningful use of new technologies. She directed Community Memory's Telecommunication Education project to ensure outreach and training to seniors, at-risk youth, and low income families. As Deputy Director of California's Foundation for Community Service Cable TV, she distributed over one million dollars to local groups and government agencies to encourage the use of local cable channels. She has co-authored two books: Community Channel, Free Speech and the Law: A Guide to Access Programming on Cable TV and How to Get a Job In San Francisco: An Insider's Guide.

We are in the process of expanding to an eleven member Board of Directors.

Key Personnel and Volunteers

Outreach Coordinator, YaVette Holts served as Presentation Program Coordinator and Marketing Guide Editor in the Marketing/Communications Department of Santa Cruz Operations. She runs her own entertainment agency, Presence Productions, which represents the musical group, World Entertainment War.

System Operator Nancy Kern served as a Staff Research Associate at the University of California, San Francisco, managing computer operations for a medical research project. A member of the International Interactive Communications Society, she is interested in developing computer-based learning tools.

In addition, three University of California Work Study Students serve as Administrative Assistant, Training and Outreach Assistant, and System Operations Assistant. Our work is fueled by local imagination and volunteer muscle. Twenty individuals serve as volunteer forum host and computer professionals serve as volunteer programmers.

EXHIBIT "E"

Dear Friend:

Two weeks after the Middle East war broke out, a man from South Berkeley told me, "For a week I've been glued to the tube, listening to the so-called experts. What a relief to get on Community Memory and see what the guy who lives down the street thinks -- and is doing -- about this war."

He's not alone. Since we launched our ten-terminal, community access network last year, people from across Alameda County have used Community Memory to mull over ideas, share inspirations, exchange goods and services, gossip, debate and support each other.

In a world of "smart" bombs, bulging credit bureau databases and impersonal automated telemarketing, the Community Memory Project proves that computers can be tools to bring us together, not tear us apart.

Over 2000 people a month use Community Memory at the library, the senior center, the neighborhood development corporation or the laundramat. Many are poor or have never touched a computer before -- much less used an on-line network to land a job, find a baby-sitter, ask a question about household toxics or give an answer based on their own wisdom and experience.

Community Memory currently includes 87 on-line forums, ranging from job listings to discussions about the environment, magick and womens issues to jokes. Seventeen of these forums are hosted by community agencies.

An additional 155 community groups and small businesses use Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing.

But on Community Memory, no one is programmed to simply consume information. Through us, people connect -- and the results are sometimes moving, often startling and, occasionally profound. Let me share three examples that capture the special character of our on-line community.

o Homeless participants use Community Memory to track down services, to find jobs and housing and to participate in community dialogue and debate.

o Viet Nam Veterans use the network to tell young people about their experiences to balance the rhetoric of military recruiters. (" . . . and of my beloved 'rat pack' of friends and buddies, I alone made it back . . . ") County Joe MacDonald, musician, veteran and peace activist, has convened local veterans and other volunteers from across the political spectrum, to develop an interactive county-wide veterans' memorial. Not only will the names of those who died in wars this century be listed, but those reading the forum will be able to leave memories and share thoughts about these individuals.

o A senior poet, who had never used a computer before, has anthologized 134 poems on-line -- the work of over 95 different local poets. His poetry forum brings these works to an audience who don't buy

poetry books or attend poetry readings.

Not affiliated with a big university or underwritten by tax dollars, the Community Memory Project depends on the support of people like you. With your help, we can continue to expand our community of participants and improve our tools for resource sharing, community dialogue and camaraderie.

We're building community in a new way. On Community Memory, people discover they don't have to turn to the experts for opinion and advice. We learn to trust our community, our friends and neighbors.

Please take a moment to return your gift to the Community Memory Project. You will have the satisfaction of knowing that the power of the Information Age isn't all in the hands of the the bigshots, the wealthy, and "the experts."

Best wishes,

Richard Weiss
President, Community Memory Board of Directors

P.S. The military budgets 38 billion dollars for non-classified research and development. Your gift of $25.00 or any amount ensures the Community Memory Project will continue bringing together individuals to share knowledge, resources and friendship.

EXHIBIT "M"

COMMERCIAL LEASE AND DEPOSIT RECEIPT

RECEIVED FROM The Community Memory Project, hereinafter referred to as LESSEE,

the sum of $2,087.50 (Two thousand eighty-seven & 50/100..... DOLLARS),

evidenced by ..... check ....., as a deposit which, upon acceptance of this lease, shall belong to Lessor and shall be applied as follows:

	RECEIVED	PAYABLE PRIOR TO OCCUPANCY
Rent for the period from August 15, 1985 to August 31, 1985	$ 362.50	$ 362.50
Last ..... month's rent	$ 725.00	$ 725.00
Security deposit	$ 1,000.00	$ 1,000.00
Other	$	$
TOTAL	$ 2,087.50	$ 2,087.50

In the event that this lease is not accepted by the Lessor within 7 business days, the total deposit received shall be refunded

Lessee hereby offers to lease from Lessor the premises situated in the City of Berkeley, County of Alameda

State of, California, described as 2617- San Pablo Ave.

upon the following TERMS and CONDITIONS:

1. **TERM:** The term hereof shall commence on August 15, 1985, and expire on August 15, 1987.

2. **RENT:** The total rent shall be $ 725.00/mo., payable as follows: due on the first day of each month mailed to T. Maggio 10303 So. Blaney Ave. Cupertino, Ca. 95014

USE - SABINA HAGGARD 408-253-6819 FOR PROBLEMS WITH THE PROPERTY AFTER 9/1/85

All rents shall be paid to Owner or his authorized agent, at the following address: see above

or at such other places as may be designated by Owner from time to time.

3. **USE:** The premises are to be used for the operation of development of software packages and related products.

and for no other purpose, without prior written consent of Lessor.

4. **USES PROHIBITED:** Lessee shall not use any portion of the premises for purposes other than those specified hereinabove, and no use shall be made or permitted to be made upon the premises, nor acts done, which will increase the existing rate of insurance upon the property, or cause cancellation of insurance policies covering said property. Lessee shall not conduct or permit any sale by auction on the premises.

5. **ASSIGNMENT AND SUBLETTING:** Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

6. **ORDINANCES AND STATUTES:** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee. The commencement or pendency of any state or federal court abatement proceeding affecting the use of the premises shall, at the option of the Lessor, be deemed a breach hereof.

7. **MAINTENANCE, REPAIRS, ALTERATIONS:** Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any air conditioning system or equipment upon the premises and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and: heating system.

which shall be maintained by Lessor. Lessee shall also maintain in good condition such portions adjacent to the premises, such as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor.

No improvement or alteration of the premises shall be made without the prior written consent of the Lessor. Prior to the commencement of any substantial repair, improvement or alteration, Lessee shall give Lessor at least 2 days written notice in order that Lessor may post appropriate notices to avoid any liability for liens.

Lessee shall not commit any waste upon the premises, or any nuisance or act which may disturb the quiet enjoyment of any tenant in the building.

8. **ENTRY AND INSPECTION:** Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to the expiration of this lease, to place upon the premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the premises thereafter.

9. **INDEMNIFICATION OF LESSOR:** Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.

10. **POSSESSION:** If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within ..... days of the commencement of the term hereof.

11. **INSURANCE:** Lessee, at his expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows: 100,000/ 300,000 liability, 5,000 medical, 10,000 property damage.

Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage.

To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist.

12. **UTILITIES:** Lessee agrees that he shall be responsible for the payment of all utilities, including water, gas, electricity, heat and other services delivered to the premises. (except for water and garbage).

13. **SIGNS:** Lessor reserves the exclusive right to the roof, side and rear walls of the Premises. Lessee shall not construct any projecting sign or awning without the prior written consent of Lessor which consent shall not be unreasonably withheld.

14. **ABANDONMENT OF PREMISES:** Lessee shall not vacate or abandon the premises at any time during the term hereof, and if Lessee shall abandon or vacate the premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the premises shall be deemed to be abandoned, at the option of Lessor.

15. **CONDEMNATION:** If any part of the premises shall be taken or condemned for public use, and a part thereof remains which is susceptible of occupation hereunder, this lease shall, as to the part taken, terminate as of the date the condemnor acquires possession, and thereafter Lessee shall be required to pay such proportion of the rent for the remaining term as the value of the premises remaining bears to the total value of the premises at the date of condemnation; provided however, that Lessee may at his option, terminate this lease as of the date the condemnor acquires possession. In the event that the demised premises are condemned in whole, or that such portion is condemned that the remainder is not susceptible for use hereunder, this lease shall terminate upon the date upon which the condemnor acquires possession. All sums which may be payable on account of any condemnation shall belong to the Lessor, and Lessee shall not be entitled to any part thereof, provided however, that Lessee shall be entitled to retain any amount awarded to him for his trade fixtures or moving expenses.

16. **TRADE FIXTURES:** Any and all improvements made to the premises during the term hereof shall belong to the Lessor, except trade fixtures of the Lessee. Lessee may, upon termination hereof, remove all his trade fixtures, but shall repair or pay for all repairs necessary for damages to the premises occasioned by removal.

17. **DESTRUCTION OF PREMISES:** In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party.

In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

In the event of any dispute between Lessor and Lessee with respect to the provisions hereof, the matter shall be settled by arbitration [illegible] the parties

...CY: In the event that a receiver shall be appointed to take over the business of the Lessee, or in the event that the Lessee shall make a general assign... benefit of creditors, or Lessee shall take or suffer any action under any insolvency or bankruptcy act, the same shall constitute breach of this lease by Lessee.

...DIES OF OWNER ON DEFAULT: In the event of any breach of this lease by lessee, lessor may, at his option terminate the lease and recover from lessee: ...worth at the time of award of the unpaid rent which was earned at the time of termination; (b) the worth at the time of award of the amount by which the unpaid ... which would have been earned after termination until the time of the award exceeds the amount of such rental loss that the lessee proves could have been reasonably ...ided; (c) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental ...ss that lessee proves could be reasonably avoided; and (d) any other amount necessary to compensate lessor for all detriment proximately caused by lessee's failure to ...erform his obligations under the lease or which in the ordinary course of things would be likely to result therefrom.

Lessor may, in the alternative, continue this lease in effect, as long as lessor does not terminate lessee's right to possession, and lessor may enforce all his rights ...d remedies under the lease, including the right to recover the rent as it becomes due under the lease. If said breach of lease continues, lessor may, at any time there...after, elect to terminate the lease.

Nothing contained herein shall be deemed to limit any other rights or remedies which lessor may have.

...0. SECURITY: The security deposit set forth above, if any, shall secure the performance of the Lessee's obligations hereunder. Lessor may, but shall not be obligated ... apply all or portions of said deposit on account of Lessee's obligations hereunder. Any balance remaining upon termination shall be returned to Lessee. Lessee shall not ...ave the right to apply the Security Deposit in payment of the last month's rent.

...21. DEPOSIT REFUNDS: The balance of all deposits shall be refunded within two weeks from date possession is delivered to Owner or his authorized Agent, together with a ...tatement showing any changes made against such deposits by Owner.

...2. ATTORNEY'S FEES: In case suit should be brought for recovery of the premises, or for any sum due hereunder or because of any act which may arise out of the possession ...f the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

...3. WAIVER: No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

...4. NOTICES: Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address ...hown below, or at such other places as may be designated by the parties from time to time.

...5. HOLDING OVER: Any holding over after the expiration of this lease, with the consent of Lessor, shall be construed as a month to month tenancy at a rental of ...er month, otherwise in accordance with the terms hereof, as applicable.

...6. TIME: Time is of the essence of this lease.

...7. HEIRS, ASSIGNS, SUCCESSORS: This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

...8. TAX INCREASE: In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such ...axes assessed for the tax year during which the term of this lease commences, whether because of increased rate or valuation, Lessee shall pay to Lessor upon presentation of paid tax ...ills an amount equal to .....% of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending ...eyond the term of the lease, the obligation of Lessee shall be proportionate to the portion of the lease term included in such year.

...9. COST OF LIVING INCREASE: The rent provided for in paragraph 2 shall be adjusted effective upon the first day of the month immediately following the expiration of ...12... months from the date of commencement of the term and upon the expiration of each 12 months thereafter in accordance with changes in the United States Consumer ...Price Index for All Urban Consumers (1967=100) hereinafter called the "CPI." The monthly rent shall be increased to an amount equal to the monthly rent set forth in paragraph 2 multiplied ...by a fraction the numerator of which is the CPI for the second calendar month immediately preceding the adjustment date and the denominator of which is the CPI for the second calendar ...month preceding the commencement of the lease term. Provided, however, in no event shall the monthly rent be less than the amount set forth in paragraph 2.

The second year rent will be increased to $750.00 per month plus any increase based on the Bay Area "CPI" index. The lessee shall have a two (2) year option to renew the lease at the end of the first two(2) years. The $1,725.00 (security deposit and last month's rent)shall be placed in an interest bearing account at a minimum of a day in and day out interest bearing account.

Any changes to be negotiated by Agents and Owner prior to Lessee's signature.

Figures to be completed by Agents and Owner prior to Lessee's signature. Lessee shall provide Landlord with proof of insurance naming Landlord as additional insured prior to occupancy. Lessee shall pay $ 50.00 per month for water.

...NTIRE AGREEMENT: The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following ...debts, if any, have been made a part of this lease before the parties' execution hereof: NONE

The undersigned Lessee hereby acknowledges receipt of a copy hereof.

DATED: August 1, 1995

...Agent	...Lessee
...Address: TOM GEE REALTOR ASSOC. 1600 SHATTUCK AVE. #214 BERKELEY, CA 94709	...Lessee
...Phone	...Address: 2M Parker St. Berkeley, CA 94704
	...Phone

ACCEPTANCE

The undersigned Lessor accepts the foregoing offer and agrees to lease the herein described premises on the terms and conditions herein specified. The Lessor agrees ...pay to ....., the Agent in this transaction, ...e sum of $ ..... (.....) DOLLARS ...r services rendered and authorizes Agent to deduct said sum from the deposit received from Tenant. This agreement shall not limit the rights of Agent provided for in ...y listing or other agreement which may be in effect between Owner and Agent. In the event Tenant shall purchase the property from Owner prior to the expiration ...this lease, Owner agrees to pay the Agent a sales commission of .....% of the sale price.

The undersigned Lessor hereby acknowledges receipt of a copy hereof.

DATED: .....

...Owner's Authorized Agent	...Lessor
...Address: TOM GEE REALTOR ASSOC. 1600 SHATTUCK AVE. #214 BERKELEY, CA 94709	...Lessor
...Phone	...Address

Tom Gee
REALTOR
1600 Shattuck no. 214
Berkeley, California 94709
Office 415 540-6547

August 28, 1989

The Community Memory Project
c/o Terre Beynat
2617 San Pablo Ave.
Berkeley, Ca. 94702

Re: Renewal and exercising 2 year lease as per letter dated 8/11/87 for the above address.

Dear Terre:

The following is an agreement for a renewed lease for 2617 San Pablo Ave., Berekeley, Ca. in which The Community Memory Project resides. The new term of the lease shall be for the period from September 15, 1989 to September 15, 1991. The agreed rent for these two years shall be $800.00 per month. Also contained in this agreement is an option to renew the lease with a two (2) year option at the expiration of this agreement. The rent at that time shall be renegotiated. All other terms and conditions as set forth in the original lease dated September 15, 1985 are unchanged.

Sincerely,
Tom Gee
Tom Gee

Acknowledged and Agreed,

Owner, Teresa Maggio

Terre Beynat, The Community Memory Project,

EXHIBIT F

BYLAWS

OF

THE COMMUNITY MEMORY PROJECT, INC.

Article I

OFFICES

Section 1.1. PRINCIPAL EXECUTIVE OFFICE. The principal executive office for the transaction of the business of The Community Memory Project, Inc. ("the Corporation") shall be located at such place within the County of Alameda as the Board of Directors of the Corporation ("the Board") shall from time to time determine.

Section 1.2. OTHER OFFICES. Other offices of the Corporation may at any time be established by the Board within the County of Alameda.

Article II

DIRECTORS

Section 2.1. POWERS OF DIRECTORS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Corporation's Articles of Incorporation or Bylaws and any Board resolution, the Corporation's activities and affairs shall be under the direction of the Board. The Directors' specific powers shall include but not be limited as follows:

a. to conduct, manage and control the affairs of the business of the Corporation, and to adopt rules and regulations not inconsistent with relevant law or the Corporation's Articles of Incorporation and Bylaws;

b. to borrow money and incur indebtedness for the purposes of the Corporation, and for that purpose to execute or cause to be executed and delivered, in the corporate name, promissory notes, bonds, deeds of trust, mortgages, pledges or other evidence of debt and equity; and

c. to determine the expenditure of the net income of the Corporation, in a manner consistent with the policies and procedures of the Corporation.

Section 2.2. AUTHORIZED NUMBER AND QUALIFICATIONS. The authorized number of Directors shall be eleven (11), which shall include at least one (1) Director elected by the Corporation's employees, and the Executive Director of the Corporation, who shall serve Ex Officio.

Section 2.3. ELECTION, DESIGNATION AND TERM OF OFFICE. All of the elected Directors shall be elected at the annual meeting of the Board, to hold office for a two (2) year term of office, with such elections to be held at the annual meetings of the Board; provided, however, that if any Directors are not elected at any annual meeting, they may be elected at any special Board meeting held for that purpose. Unless his or her term of office is otherwise terminated in accordance with these Bylaws, each Director, whenever elected, shall hold office only until the next annual meeting and until his or her successor has been elected and qualified.

Section 2.4. TERMINATION OF DIRECTORS.

a. Except as provided below, any Director may resign by giving written notice to the President of the Board of Directors. That resignation shall be effective when the notice is given, unless it specifies a later time for the resignation to become effective. If a Director's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no Director may resign if the Corporation would be left without a duly elected Director or Directors.

b. The death of a Director shall immediately terminate his or her directorship.

c. A director may be removed from office, with or without cause, by a vote of a two thirds (2/3) vote of the Board.

Section 2.5. VACANCIES.

a. No reduction in the authorized number of Directors shall have the effect of removing any Director before his or her term of office expires.

b. All vacancies on the Board shall be filled by elec-

tion by a majority of the Directors. A successor Director elected to fill a vacancy shall serve for the unexpired term of his or her predecessor.

Section 2.6. MEETINGS OF DIRECTORS.

a. Place of Meetings. Meetings of the Board shall be held at any place within the County of Alameda that has been designated by resolution of the Board or, if not so designated, at the principal office of the Corporation.

b. Meetings By Telephone. Where the circumstances warrant, any meeting of the Board may be held by conference telephone or similar communication equipment, so long as all Directors participating in the meeting can hear one another. All such Directors shall be deemed to be present in person at such a meeting.

c. Annual Meeting. The Board shall hold its annual meeting for the purposes of organizing itself and the transaction of such other business as might properly come before it.

d. Regular Meetings. The Board shall hold its regular meetings at such dates, times and places as it shall designate from time to time by Board resolution. Notice of such meetings shall be given to the Directors in the minutes of the preceding regular meeting and by posting in the principal offices of the Corporation at least seven (7) calendar days prior to the date of the meeting.

e. Special Meetings. Special meetings of the Board may be called for any purpose(s) at any time by an elected Officer of the Board or by written request by any two (2) Directors.

1. Notice. Written notice to Directors of Special Meetings shall be given by one (1) of the following methods: (a) by personal delivery of written notice; (b) by first class mail, postage prepaid, addressed to the last address shown on the Corporation's records; (c) by telephone either directly to the Director or to a person at the Director's home or office who would reasonably be expected to communicate that notice promptly to the Director; (d) by telegram, charges prepaid; or (e) if the address and telephone number of the Director are not readily ascertainable from the Corporation's records, by first class mail, postage prepaid, addressed to the place where the meetings of the Board are regularly held.

All oral notices shall be given and all written notices mailed not later than fourteen (14) days prior to the Special Meeting. All notices shall include the date, time and place of the Special Meeting and a description of the general purpose of the Special Meeting.

2. No business other than the business set forth in the notice may be transacted at a special meeting.

f. Quorum(s). A majority of the elected Directors shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be the act of the Board, subject to the more stringent provisions, if any, of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to: (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest; (b) approval of certain transactions between the Corporation and any other corporation having common directorships; (c) creation of and appointments to committees of the Board; and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of one (1) or more Directors, so long as any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

g. Waiver of Notice. A Director's attendance at a meeting shall constitute a waiver of notice of and presence at that meeting, unless the Director objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Also, attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice of meeting but not so included, if that objection is expressly made at the meeting.

h. Action Without Meeting. Any Board action may be taken without a meeting if all members of the Board consent in writing, either individually or collectively, to such action. Such written consent(s) shall be made a part of the minutes of the Board's proceedings.

Section 2.7. BOARD COMMITTEES. The Board, in its sole discretion, may appoint an Executive Committee, which shall be composed of two (2) or more elected Directors who are Officers of the Corporation. Further, the Board may, in its

sole discretion, create such other committees as it deems necessary for the conduct of the Corporation's business. The Board may, subject to the limitations hereinbelow, delegate to those committees any of the Board's powers and authorities; provided, however, that no committee, regardless of Board resolution, may:

a. fill vacancies on the Board or any committee that has the authority of the Board;

b. fix compensation of the Directors for serving on the Board or on any committee of the Board;

c. amend or repeal bylaws or adopt new bylaws;

d. amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;

e. create any other committee(s) of the Board or appoint the members of any committee(s) of the Board;

f. expend corporate funds to support a nominee for Director; or

g. approve any contract or transaction to which the Corporation is a party and in which one (1) or more of its Directors has a material financial interest, except as provided for in Section 5233(d)(3) of the California Corporations Code.

III

OFFICERS

Section 3.1. The Officers of the Corporation shall be the President, Vice-President, Secretary, Treasurer and Executive Director, if any, and such other Officers as the Directors shall determine and elect. The Officers of the Corporation shall be Directors of the Corporation. One (1) person may hold two (2) or more offices, except that the offices of President and Executive Director and of President and Secretary or Treasurer may not be held by the same person.

Section 3.2. PRESIDENT. The President shall preside at all meetings of the Board of Directors and shall be primarily

responsible for carrying out the orders and resolutions of the Board. The President shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.3. VICE-PRESIDENT. In the absence or disability of the President, the Vice-President shall perform all the duties of the President. The Vice-President shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.4. SECRETARY. The Secretary shall keep a full and complete record of the proceedings of the Board, shall keep the seal of the Corporation and affix it to such papers and instruments as may be required in the regular course of the Corporation's business, shall cause to have made the service of such notices as may be required by these Bylaws, and shall supervise the keeping of the records of the Corporation. The Secretary shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.5. TREASURER.

a. Books of Account. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

b. Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation.

c. Bond. If required by the Board, the Treasurer shall, subject to reimbursement by the Corporation, give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office of Treasurer and for restoration to the Corporation of all its books, papers, vouchers, money and other property of every kind in his or her possession or under his or her control on his or her death, resignation, retirement or removal from office.

d. Other Powers. The Secretary shall have such other powers and duties as may, from time to time, be prescribed by the Board.

Section 3.6. EXECUTIVE DIRECTOR. The Executive Director shall have responsibility for the general day-to-day supervision, direction and control of the business affairs of the Corporation.

IV

INDEMNIFICATION

Section 4.1. To the fullest extent permitted by law, the Corporation may indemnify its Directors, Officers, Employees, Volunteers, and other persons described in Section 9246(a) of the California Corporations Code, including persons formerly occupying any such positions, against all expenses, judgments, liens, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding" as that term is used in that Section, and including any action by or in the right of the Corporation, by reason of the fact that such person is or was a person described in that Section. The term "Expenses," as used in this Bylaw, shall have the same meaning as in Section 9246(a) of the California Corporations Code.

Section 4.2. On written request to the Board by any person seeking indemnification under Section 9246(b) or 9246(c) of the California Corporations Code, the Board shall promptly determine in accordance with Section 9246(a) of the California Corporations Code whether the applicable standard of conduct set forth in Section 9246(b) or 9246(c) has been met and, if it has, the Board shall authorize indemnification.

Section 4.3. Advancement of Expenses. To the fullest extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered herein shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

Section 4.4. The Corporation shall have the power to purchase and maintain insurance on behalf of its Directors, Officers, employees and volunteers and other agents against any liability asserted against or incurred by any such Director, Officer, employee, volunteer or agent in such capacity or arising out of the Director's, Officer's, employee's, volunteer's or agent's status as such.

V

CORPORATE RECORDS

Section 5.1. In addition to those corporate records required to be kept in accordance with any law or Bylaw hereinabove, the Corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and Bylaws, as amended to date, a record of the Directors' names and addresses, and the books and records and minutes of proceedings of the Board and its committees, all of which shall be open to inspection by the Directors upon reasonable notice, at all reasonable times, during business hours.

Section 5.2. Every Director shall have the absolute right at any reasonable time during business hours to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation for any purpose reasonably related to the Director's interests as a Director.

VI

CONSTRUCTION AND DEFINITIONS

Section 6.1. Unless the context requires otherwise, the general provisions, rules of construction, and definitions of the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular and the term "person" includes both a legal entity and a natural person.

VII

AMENDMENTS

Section 7.1. Bylaws may be adopted, amended or repealed by a two thirds (2/3) majority vote of the Board. Such vote shall be taken at a Board meeting only after the proposed adoption, amendment or repeal has been introduced by resolution for consideration at the immediately previous Board meeting.

VIII

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of The Community Memory Project, Inc., the "Corporation" herein, a California nonprofit public benefit corporation, that the above Bylaws, consisting of nine (9) numbered pages, are the Bylaws of this Corporation as adopted by its Board of Directors on 2/19/91, 1991, and that they have not been amended or modified since that date.

Executed on the 16 th day of SEPT., 1991, at BERKELEY, California.

Lee Felsenstein

LEE FELSENSTEIN

EXHIBIT J

COMMUNITY MEMORY PROJECT PUBLIC EDUCATION PRESENTATIONS
1990-91

EDUCATIONAL PANELS AND PRESENTATIONS

Alliance for Public Technology -- Technologies of Freedom: Implementing the APT Vision at the Grassroots -- "Innovations in Telecommunications"
California Congress of Seniors -- Seniors Telecommunicate
Computer Professionals For Social Responsibility -- "Computers and the Berkeley Community"
National Federation of Local Cable Programmers Tri-Regional Conference -- "Access Centers of the 21st Century"
"Board Development and Recruitment"
National Federation of LocaL Cable Programmers Far West Region Conference -- "Vision Quest"
National Society of Fundraising Executives -- Nonprofits On Line: An Introduction to Telecomputing -- "Nonprofits in Action"
SeniorNet -- Senior Fest '90 -- Third Annual Conference of Computer-Using Seniors -- "Public Networks"
The Support Center -- The Challenge of Leadership -- "Conputer Issues: At last, the Final Answer", 6/25/1990
Union of Democratic Communications World Information Order: Iniatives for Cultural Autonomy -- "Micro computers and Democracy"
Your Expanding InfoSphere Public Broadcasting Radio Show.

GROUP TRAINING PRESENTATIONS

Alameda County Veteran's Memorial Project
Albany Berkeley Independent Elders Network
Alternative Leisure Learning -- "Introduction to Community Memory"
Berkeley Asian Youth Center
Berkeley High School Volunteerism Department
The Computer Academy (Berkeley High School)
Ecology Center
KALX Radio
Nature Poets (North Berkeley Senior Center)
North Berkeley Senior Center
PG&E Employees with Disabilities
Resistance 500
South Berkeley Library
South Berkeley Neighborhood Development Corporation
Young Adults Advisory Committee (Berkeley Library)

MEETING PLANNING AND FACILITATION

Bay Area Nonprofit Computer Consortium
Bay Area Progressive Information Providers
Berkeley Cares Bank Task Force

PRESENTATIONS PENDING

Alameda County Boy Scouts
Alameda County Girl Scouts
Berkeley Parent-Teacher Association
Tubman Neighborhood Watch Group's Information Fair
West Berkeley Health Center's Multicultural Health Fair

EXHIBIT K

CITY OF BERKELEY
CONSENT CALENDAR INFORMATION

Deadline for Council Action:

From: Councilmember Nancy Skinner Date: June 21, 1989

IT IS RECOMMENDED THAT THE CITY COUNCIL: COMMEND "THE COMMUNITY MEMORY PROJECT" FOR INSTALLING ITS PUBLIC ACCESS DATABASE AND INFORMATION EXCHANGE IN BERKELEY PUBLIC LIBRARY BRANCHES, DIRECT THE CITY CLERK TO PROVIDE COUNCIL AGENDAS AND SUMMARIES IN MACHINE-READABLE FORM FOR THIS DATABASE, AND DIRECT CITY STAFF TO PROVIDE COMMISSION AGENDAS, CITY JOB LISTINGS, AND CERTAIN OTHER CITY INFORMATION IN MACHINE-READABLE FORM FOR THIS AND OTHER DATABASES

1. COMMENTS, LEGAL DEPARTMENT:

2. BACKGROUND AND NEED FOR COUNCIL ACTION:

Community Memory, a Berkeley-based non-profit, is slated to receive a grant from the Telecommunications Education Trust to install a ten-terminal network for its new public access database and information exchange. Four of these terminals will be installed in Berkeley Public Library branches (all except Northside, where there isn't sufficient space). Six additional terminals will be installed at other Berkeley sites as yet undetermined.

Community Memory has designed its new ten-terminal network to reach low-income groups presently without access to advanced telecommunications services and enable them to become familiar with this technology as well as to learn basic telecommunications skills. For further information on Community Memory and its new network, please see the attached copy of its grant proposal to the Telecommunications Education Trust.

Community Memory has requested that the City of Berkeley provide certain City information in machine-readable form so it can be made available in its public access database. The City Clerk's Office is already "uploading" (i.e., transmitting via telephone modem) City Council /Redevelopment Agency/Housing Agency agendas and summaries to the Police Department's "Guardian" computer bulletin board (644-6806), where they can be accessed (and obviously, "downloaded" in hardcopy) by anyone who owns a home computer equipped with a modem. Community Memory also intends to ask the City Clerk to upload this same material into its public access database so it will be available to people who do not own computers and modems. It would also like to include the following City information not presently available in any public access

bulletin board: City job listings (i.e., description and requirements for job openings, with filing deadlines) the agendas for meetings of Berkeley's citizen boards and commissions, location and schedules for City recreation programs, and a schedule of curbside recycling pickups and neighborhood cleanup days.

The Council should direct that the City Clerk's Office "upload" the Council agendas and summaries to the Community Memory public access database as it already does to the Police Department "Guardian" computer bulletin board. The Council should also direct City staff to similarly make available in machine-readable format Board and Commission agendas, City job listings, a schedule of curbside recyling pickups and neighborhood cleanup days, and information on City recreation and youth programs. This material should be sent by modem to Community Memory and any other computer bulletin boards that may request it.

3. FINANCIAL IMPLICATIONS (include any dollar amount, in-kind services, multi-year commitment) AND SOURCE OF FUNDS (for both cash and in-kind services; indicate if amount is currently budgeted and requirement for budget code). IF SUBMITTAL, AUTHORIZATION OR EXECUTION OF GRANTS IS INVOLVED (includes new grants or modification) AN FN006 (budget modification form) SHOULD BE SUBMITTED WITH ITEM. ITEM WILL NOT BE PROCESSED UNLESS FN006 IS INCLUDED.

4. COUNCIL POLICY AND LEGISLATIVE HISTORY, IF ANY:

5. COMMUNITY GROUPS AFFECTED:

6. BOARD(S), COMMISSION(S), COMMITTEE(S) OR DEPARTMENT(S) INVOLVED AND NAME, TITLE AND TELEPHONE NUMBER OF PERSON(S) TO CONTACT FOR ADDITIONAL INFORMATION:

Councilmember Nancy Skinner, 2-6359

EXHIBIT L

February 26, 1991

Joan H. Wylie, Executive Director
Luke B. Hancock Foundation
360 Bryant Street
Palo Alto, CA 94301

Dear Ms. Wylie:

Attached find the proposal for the Community Memory Youth Network which you asked me to develop and send to you when we spoke in December.

The project seeks to empower at-risk youth to participate effectively in personal, employment and political decisions that affect their lives, through the development of a young people's computer network. The project is structured to create a youth employment network with an on-line jobs club and job hunting information as well as to provide mainstream computer skills, develop peer support and build leadership. As you can see, from reviewing the proposal, the project is broader than just the jobs component. The eighteen month project includes on-going participant tracking.

Because the project is experimental in its development of a youth network, it is likely to be more difficult to fund from traditional sources. The project is already of interest to local groups for the new opportunities it presents to expand dialogue, participation, support and access to information for youth.

If you have any questions, please don't hesitate to contact me. I would particularly like to meet with you face to face to answer any questions you might have about this innovative and important program or about the Community Memory Project.

Thank you for all the help you have given me. I look forward to speaking with you.

Best wishes,

Evelyn Pine
Executive Director

enclosures



Community Memory

A public access information and resource exchange

THE COMMUNITY MEMORY YOUTH NETWORK

The purpose of the Community Memory Youth Network is to empower at-risk youth to participate effectively in personal, employment, and political decisions that affect their lives.

Youths will work together to develop a young people's electronic bulletin board and computer network to encourage ongoing discussion and debate on issues that impact them. The project is structured to create a youth employment information network, provide mainstream computer skills, build leadership, and develop peer support.

I. PROGRAM ELEMENTS

1. Need for the Project

The goals of the Community Memory Youth Network Project have emerged from the identification of four key needs of youthful job seekers.

A. Cultivation of mainstream computer and information management skills.

Limited education and lack of employment opportunities prevent young people from breaking through economic barriers. In California the public high school drop out rate is 31.5%, 11th in the nation. As in many urban communities, although the black population of Berkeley has fallen below 15% of the total population, the public schools are 45% black. According to EDD, the Alameda County unemployment rate for 16-19 year olds is 16.5%; for black 16-19 year olds it is 32.5; and for African-American males in the same age group, 37%.

For disadvantaged youth, the advent of the Information Age may well reinforce inequalities and lack of opportunities. According to the Employment Development Department, at least seven of the top ten growth jobs in Alameda County demand computer expertise. The fastest single growing occupation is that of computer repair; the fastest growing professional or technical occupation will be systems analyst; and one of the only expanding manufacturing sectors in the county is computer and high tech manufacturing. In the services sector, more and more jobs -- whether in retail, financial, business services or administration -- are computer-based.

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

Clearly, youthful jobseekers without a comfortable familiarity and useful skills with computers will be at a great disadvantage in an increasingly competitive, recessionary job market.

B. Information about jobs, jobs training, and job search skills.

Without access to up-to-date, pertinant information, youthful job seekers often struggle to make effective employment decisions.

There is a breadth of employment resources and information available to young people: nonprofit employment services, job training oppportunities, internships, publications with job hunting tips and job listings, employment hotlines, and so on. However, the information is often scattered, not easily accessible, or out of date.

Fortunately, jobs-related organizations which provide services to the young, as well as businesses looking for youthful employees, are seeking effective ways to connect with teenagers.

C. Participation in the development of community dialogue to foster leadership, confidence and independence.

The American dream of opportunity and advancement grows through participation -- in politics, culture, and commerce. Yet each year evidence mounts that youthful participation in American institutions is on the decline.

The most obvious measure of citizen's participation, voting, is of little interest to the majority of young people. In 1988, less than half of all those 18 to 24 were registered to vote. According to a 1990 Times Mirror poll, today's young people "know less and care less about news and public affairs than any other generation in the past 50 years."

Moreover, the societal issues that now fill the news are particularly crippling to the young and will affect them for years to come. War, homelessness, AIDS, a faltering economy, growing violence, substance abuse, gangs, environmental decay -- the very issues in which teenagers claim little interest -- are issues about which youngsters must make tough, personal decisions -- not in the future, but <u>now</u> -- in their daily lives.

Poverty, limited opportunities, and increasing anti-social behavior ensures spiraling powerlessness, for both the individual and the community. Community members cannot speak meaningfully with the wider society about their own realities, until they are empowered to be effective decision makers in their own lives.

Few leaders or activists are currently emerging because there is no opportunity for these kids to ask the hard questions which will help them make the difficult decisions necessary to overcome crucial problems.

Teens need to speak frankly to each other -- and then to the wider community -- about the many issues that directly affect them. Without an opportunity to participate in the richness of cultural debate and dialogue, youth remain leaderless and effectively alone, alienated from the wider community in which they must work and live.

D. Peer support to reinforce positive activities and values as well as to track on-going success and progress.

In many communities, youthful values are created not by discussion and experience, but by the enforced peer pressure of gangs. In 1988, in Alameda County, the active juvenile probation caseload was 3,789. Across the United States almost eight million young people under 25 were arrested for major crimes against life and property: rapes, murders, assault, burglery, and grand theft.

The environment in which youth learn to express themselves and interact with others helps mould their attitudes, determination, and sense of self. A 1986 study conducted by California librarians found that for teenagers, "a lot of their information needs were really needs for guidance -- for interpersonal help -- rather than consumer information, stock quotes, or school material."

A 1988 report on Teen Parenting argued that limited opportunities for peer support, as well as lack of access to information about healthcare, social services, jobs, and legal rights, keep kids at risk. The report states that peer support is crucial for at-risk teens to deal with "tough life transitions, overcome loneliness and reduce mis-information."

Fortunately, new tools are available to help youth create an environment for information-sharing and opinion exchange where teens can discover their own values, ethics, compassion and potential for leadership. According to a report from the Congressional Office of Technology Assessment, computers can be a powerful tool to foster cooperative problem-solving among youth.

With assistance from Community Memory, youth can create an "on-line" community where their concerns as job-seekers and workers, citizens and future leaders are taken seriously. Teens become active participants in an ongoing youth meeting hall which encourages leadership and develops peer support as well as providing mainstream computer skills and forging youth employment opportunities. By demonstrating the power of youthful participation in dialogue about crucial issues, the Community Memory Youth Project creates a reassuring, replicable way for kids to participate in their community while gaining important skills and access to opportunity.

2. Project Description: Goals, Objectives & Activities

To empower Bay Area at-risk youth to fully participate in personal, employment, and political discussions and decisions that affect their lives, the Community Memory Project will work with a group of young people to create the Community Memory Youth Network. Young people will form an advisory group which will develop youth-related forums, facilitate discussions about key issues, promote opportunities for youth to get involved with the project, and manage a youth employment network.

The Community Memory Youth Network has four key goals:

1. Leadership development
2. Peer support
3. Training in mainstream computer skills
4. Youth Employment Network

GOAL 1: LEADERSHIP DEVELOPMENT

OBJECTIVE 1: Develop a 10-teen advisory group to work with Community Memory staff to develop Youth network.

Activities

- o meet with representatives of youth organizations and the high schools to let them know about the project. The Executive Director has already met with the director of the Berkeley High School Computer Lab and the Mentorship Coordinator for the South Berkeley Neighborhood Development Corporation.

- o recruit kids from High School and local youth groups to serve on Network advisory committee. Each committee member will be offered a small stipend.

- o convene advisory committee to outline initial forums and devise an outreach strategy as well as monthly meetings to monitor network participation and instigate activity on the system.

- o work with advisory group to decide what information about health, AIDS prevention, contraception, sexuality, substance abuse, students rights and youth events should go on-line and help them create a place for creativity and fun, including a place for poetry, song and story writing, and games

OBJECTIVE 2: Recruit and train twenty youths to be forum hosts and discussion facilitators on the system.

Activities

- o With help of the Youth Advisory Group, recruit youth from high schools and community groups to serve as forum hosts and discussion facilitators.

o Train forum hosts to set up forums and facilitate discussions for forums targetted by advisory group or forum hosts. Each forum host will receive a small stipend. These forums will include discussions of issues that have a direct impact on youth -- gangs, volunteer army, drugs, education, discrimination, free speech.

OBJECTIVE 3: Recruit and train 70 youth (14-16) to participate in on-line discussion.

Activities

o working with the advisory group and forum hosts, target a small number of youth to participate in a pilot project for CM's youth network. Work with advisory group and forum hosts to develop educational and outreach material and implement outreach plan to include articles, flyers, meetings with groups, press conference, "show and tell" sessions in schools.

o meet with school officials and youth group leaders to encourage them to build the network into classroom curriculum and extra-curricular activities.

o provide discs (and modems, if needed) to sites at high school and youth groups to serve as additional network access sites.

GOAL 2: PEER SUPPORT

OBJECTIVE 1 Provide an on-line environment which includes a variety of opportunities for peer support and dialogue.

Activities

o design and implement electronic mail system so kids can talk to each other privately about personal issues.

o work with interns to make all health and mental health resources from the Berkeley Information Network available on the system.

o Create on-line Jobs Club where job seekers can discuss their experiences, get feedback on resumes and letters of inquiry and share job leads.

GOAL 3: BASIC COMPUTER SKILLS TRAINING

OBJECTIVE 1 Create Information Management Internship program where youth from local computer training programs get a chance to use skills in a work environment.

Activities

o work with local computer job training program to create internships and recruit participants

o provide stipends to interns

o provide training in overall project managment to interns

OBJECTIVE 2: Teach students about how Community Memory system works as model telecommunications system of the future.

o provide four sessions teaching participants about telecommunications

o provide written overview of how the Community Memory system works

GOAL 4: YOUTH EMPLOYMENT NETWORK

OBJECTIVE 1: Expand Community Memory "Jobs" topic to include youth-oriented resources about job search skills

Activities

o design forums about job search skills (how to develop a resume, how to prepare for an interview) and employee/employer rights and encourage youth participants to list their skills in <help offered> forum

o meet with key nonprofit job referral organizations to inform them about the network

o produce fact sheet for employers to encourage them to submit listings and meet with business groups to encourage them to submit listings

3. Evaluation

The eighteen month project design takes advantage of two school years and provides for on-going tracking of participants.

Community Memory has in place a process of ongoing evaluation which provides immediate feedback to guide outreach efforts.

Central elements of our evaluation plan for this project include:

o tracking participants' job training and work experience over the life of the project, including special monitoring of interns and Job Club participants.

o examining the use of the system by youth, identifying obstacles to participation and strategies that encouraged use

o documenting the types of discussions and issues raised on the system and their impact on participants lives

Data sources for evaluation will include:

- useage statistics collected automatically by the network itself, including most frequently used sites, forums, kinds of use, and so on.

- information collected from participants through questionaires, and individual and group interviews

- feedback from schools and organization who assist in participant recruitment

- ongoing observation by staff

The Youth Advisory Group will also formally evaluate the project at a special meeting.

In-depth project evaluation will be documented every six months. If the project's value is demonstrated, we believe the project can become self-sustaining through the schools and local youth groups. Because the major developmental work is completed in the initial years, the project costs will also decrease.

Community Memory staff will use information from the evaluation as well as other materials to develop a packet to encourage project replication.

5. Itemized Program Budget: The Community Memory Project is seeking $25,000 from the Luke Hancock Foundation for this network.

	Year 1 12 mos.	Year 2 6 mos.	TOTAL
Personnel:			
Salaries			
Executive Director (1/4 time)	$8,750	$4,375	$13,125
Project Coordinator (24 hours/week)	17,000	8,500	25,500
Associate Programmer (1/4 time)	7,800	3,900	11,700
Taxes & Benefits (20%)	4,710	3,255	7,965
Total Salaries	38,260	20,030	58,290
Clerical Support/Bookkeeper	900	450	1,350
Stipends			
Advisory Group ($6/hr X 51 hrs X 10)	1,980	1,080	3,060
Forum Hosts ($6/hr X 30 hrs X 20)	2,160	1,440	3,600
Interns ($8/hr X 5 hrs/wk X 5)	5,200	5,200	10,400
Total Stipends	9,340	7,720	17,060
Total Personnel	48,500	28,200	76,700
Non-Personnel:			
Rent ($200/month)	2,400	1,200	3,600
Telephone/Utilities	1,200	600	1,800
Postage	600	300	900
Supplies	1,200	600	1,800
Travel ($.21/mile)	219	108	327
Insurance	720	360	1,080
Printing & Duplicating	2,000	1,000	3,000
Monthly network charges ($55/mo. X 10)	6,600	3,300	9,900
Network maintenance.	4,392	2,196	6,588
Youth Group modems (3)	700		700
Youth Group phone lines (3)	1,980	990	2,970
Total Non-Personnel	22,011	10,654	32,665
TOTAL BUDGET	70,511	38,854	109,365

Cost per client is approximately $525 per participant per year. Note, however, that different young people will participate in different ways with varying levels of involvement. We are seeking additional funds from other foundations including the the San Francisco Foundation and the Clorox Company Foundation.

II. ORGANIZATIONAL CAPABILITY

1. Organizational Programs & Major Accomplishments

The Community Memory Project both encourages and facilitates dialogue, information-sharing and constituency building through the use of an electronic bulletin board with ten public access computer sites in Berkeley. This easy to use, community-based, two-way communication tool encourages all members of the community to move beyond passive consumption of information to become active participants and builders of an information and opinion exchange.

Founded in 1977, the Community Memory Project has been a leader in demonstrating the positive social potential of technology by bringing together diverse constituencies to share information and resources, and to discuss critical issues affecting their communities. We have initiated a number of community telecommunications networks and developed software to support these efforts.

In the late 1980's, the Board recognized the need to shift focus from the technology to the user. As the cornerstone of this effort, we created a model public electronic bulletin board where anyone can read or write messages about any subject they choose. This system currently serves about 2000 people each month, allowing them to share information, opinions and resources. Over half our terminal sites serve economically disadvantaged people who ordinarily have limited access to information and community decision-making.

Since the system's launch in February 1990, Community Memory has made significant strides toward expanding access to information and computer skills for low income people. Our achievements include:

o Training 200 people including 87 first time computer users, in basic computer and information management skills.

o Instigating 61 on-line forums, ranging from jobs listings to discussions of local issues to jokes. Seventeen of these forums are hosted by community agencies, including the City of Berkeley, the Cable TV Task Force, Revitalization Exchange, the Berkeley Public Library, and Vista Community College.

o Involving an additional 130 community groups and local businesses in Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing.

o Encouraging uses as diverse as the system's participants. Contributors have used the system to find housing and jobs, ask questions about cable TV, publish their poetry, discuss the value and impact of the census, debate the war in the Middle East, coordinate discussion groups, special events and celebrations, and share experiences of inner growth and outer change.

o Establishing a campus-wide Community Memory at San Francisco State University.

o Receiving two major grants from the Telecommunications Education Trust, established by the California Public Utilities Commission.

2. Leadership Capability

Staff

Executive Director, Evelyn Pine, launched the Community Memory training program in October 1989. For six years, she served as Deputy Director of the Foundation for Community Service Cable TV where she worked with communities to make effective use of new technologies. She is the co-author of two books: Community Channel, Free Speech and the Law: A Guide to Access Programming on Cable TV, and How to Get a Job In San Francisco: An Insider's Guide.

Chief Designer/Programmer, Carl Farrington, is responsible for designing the novel software which makes Community Memory a unique, community-based tool. He also consults on data communications projects through his company, Design and Delivery. He has a long-standing interest in education, having worked as a technical instructor and as a tutor for educationally-disadvantaged community college students.

Project Director, YaVette Holts served as Presentation Program Coordinator and Marketing Guide Editor in the Marketing/Communications Department of Santa Cruz Operations. She runs her own entertainment agency, Presence Productions, which represents the popular musical group, World Entertainment War. She is currently Outreach Coordinator for the Community Memory Project.

Programmer, Gregory Stuart Williamson, has been a computer programmer for more than a decade and a member of the Community Memory Project since 1988. He is also Director of the Bay Area Center for Art and Technology (BACAT), a San Francisco-based nonprofit which sponsors many projects, including performance pieces such as Project Face-to Face, an AIDS educational show currently at the Smithsonian, video projects by the Rainforest Action Network and Interference Television, and print projects such as Carbuncle and Processed World.

Programmer, Will Thomas has been working with the Community Memory Project as a programmer for the past year. Prior to working for Community Memory, he consulted on Federal Government and small business systems.

Community Memory Project Board of Directors

Richard Weiss (President)
Bank of America

Lee Felsenstein (Vice President/Secretary)
Golemics

Carl Farrington, (Treasurer)
Design & Delivery

Sandra Emerson
Director, Technical Publications Sybase

Evelyn Pine
Executive Director, the Community Memory Project

As part of the ongoing process of becoming user-driven, we are expanding and reorganizing our 5-member board, rooted in the computer industry, to an eleven-member board encompassing our community of users. A Board Development Criteria Sheet is attached.

The Board currently meets monthly and is responsible for fiscal and program oversight, resource development and long-term planning. For the past year and a half, the Board has undertaken a major program of organizational evaluation and development including updating our mission statement, governing documents, and long-term plan. To more particularly reflect our mission, the Community Memory Project has recently evolved from a membership organization, to a more streamlined nonprofit and is in the process of changing its status to a public benefit corporation from a 501(c)4. Until 501(c)3 status is granted, Village Design, a 501(c)3 dedicated to the human use of computers will serve as our fiscal agent for this project. (The Village Design Board list and IRS letter is attached.)

EXHIBIT M

HEWLETT PACKARD

COMMUNITY MINI-GRANT
Application Cover Page

Proposal Number: _____	(office use only)
Agency ID Number: _____	

Agency Name (full): THE COMMUNITY MEMORY PROJECT

Contact Name: Evelyn Pine

Title or Department: Executive Director

Contact's Phone Number: (415) 841-1114

Address: 2617 San Pablo Avenue
Berkeley, CA 94702

Brief Description of Project: Through the use of an electronic bulletin board with 10 public access sites, the Community Memory Project facilitates dialogue, information sharing, and constituency building. The project is designed to include economically disadvantaged people - homeless people, seniors, low income families and minority youth - constituencies otherwise barred from participating in community dialogue and decision-making.

Amount Requested: $_____

or Equipment Request: Vectra
Name Model #

(If request is for a Vectra System Grant, write Vectra.)

Incomplete applications cannot be considered. Please attach cover page to front of proposal. Review process may take three to five months.



Community Memory

A public access information and resource exchange

THE COMMUNITY MEMORY PROJECT

The Community Memory Project brings together local people and groups to share information and resources, and to discuss critical issues affecting the Bay Area.

Through the use of an electronic bulletin board with ten public access computer sites, the Community Memory Project facilitates dialogue, information-sharing, and constituency-building. Because over half of our terminals are situated in institutions that serve the economically disadvantaged, our participants include homeless people, seniors, low income people, and minority youth -- constituencies who might otherwise be be barred from participating in community dialogue and decision-making. A catalyst for community life, we provide a broad range of people with access to pertinant local information, discussion, recreation, and services.

The Community Memory Project requests a 386 computer from Newlett Packard to help us increase our participant base throughout Alameda County and to enhance our training program for minority youth.

ORGANIZATIONAL DESCRIPTION

Who We Serve

Over 2000 people from Alameda County use Community Memory each month. In 1990 we trained over 200 people to use the system, including 90 people who had never used computers before. Because we are committed to including those who might ordinarily never have access to computerized information services or on-line discussion, our sites include libraries, a senior center, laundramats, and neighborhood organizations. Special software has been developed so both the naive user and the old computer hand can participate as equals.

Unlike many bulletin board systems, Community Memory is organized so information is easy to find. Participants tap into almost 100 different community-created information and discussion forums or they can create their own messages and forums. This easy-to-use communication tool encourages community members to move beyond passive consumption of information to become active participants and builders of a knowledge and opinion exchange.

Our Purpose

The purpose of the Community Memory Project is to enhance and encourage full participation and free expression in society by providing and promoting tools through which individuals and groups can share knowledge, opinion, resources, and friendship. We meet this mandate in four ways:

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

o Creating and managing low-cost, publicly accessible computer networks for entire communities -- young and old, rich and poor, computer savvy or frankly techno-phobic.

o Assisting individuals and groups to work together over the network to make their community a better place to live by providing hands-on training and friendly hand-holding for those who might be intimidated or need help.

o Demonstrating that easy-to-use local community networks can be both participatory and accessible to the entire community by encouraging cross constituency communication.

o Educating telecommunication opinion-makers and the general public in the potential for democratic telecommunications by documenting and sharing effective models of how these tools can strengthen community.

Our Activities

OPERATION: IN EFFECT!!: At-risk youth participate in ongoing discussions about issues that matter to them as well as create a Young People's Yellow Pages. Developed in partnership with the Berkeley Public Library, the South Berkeley Neighborhood Development Corporation, Youth Employment Services, and The Computer Academy, Operation: In Effect!! is structured to build leadership and confidence, provide mainstream language and computer skills, develop peer support, and create an ongoing source of local information for youth.

COMPUTER SKILLS TRAININGS: Participants are trained in basic computer skills, telecommunicating, and information managment. We provide weekly training and help sessions to assist individuals in accessing resources and engaging in community discussion. Particular emphasis is placed on sites serving economically disadvantaged people. We have trained almost 250 people.

ALAMEDA COUNTY WAR MEMORIAL: Country Joe McDonald and a task force of Alameda County veterans and volunteers from across the political spectrum are developing an interactive, on-line memorial to Alameda County Vets who died in wars in this century. The project is slated for completion in November 1991.

ON-LINE SENIOR SERVICES: Resources for Alameda County Seniors are provided on-line with assistance from the Alameda County Department of Aging, Senior Services, the Vintage Health Library, the Independent Elder Network, and the North Berkeley Senior Center.

COMPUTERIZED INFORMATION CLEARINGHOUSE: We instigate almost 100 on-line forums, ranging from jobs listings to discussions of Bay Area issues to jokes. Seventeen of these forums are hosted by community agencies. An additional 150 community groups and local businesses use Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing.

EXPANDED ACCESS: A pilot program of dial-in access to Community Memory in

which local groups and individuals work together over the network on a collaborative task. The Parents-Teachers Association is the first organization to participate.

Our History

Incorporated in 1977, the Community Memory Project has created and managed four telecommunications pilot projects, developed innovative networking and database software, and advocated for the appropriate use of technology to enhance community development and facilitate neighborhood participation and understanding. By employing telecommunications technology as a tool for community development and civic involvement, the Community Memory Project encourages new modes of cooperation and innovative approaches to old problems. (A list of our Governing Board, staff, and volunteers is attached.)

Financial support for our $120,000 annual budget comes from computer software royalties, grants, licensing, donations, and consultation fees. We believe our programs of Expanded Access and Site Partnerships will eventually help underwrite the costs of the project and make the network self-sustaining. (Our financial statements are attached.)

The Community Memory Project has recently evolved from a membership-based nonprofit organization to a more community-based nonprofit and is in the process of changing its status to a public benefit corporation from a 501(c)4. Until 501(c)3 status is granted, Village Design, a 501(c)3 dedicated to the human use of computers, serves as our fiscal agent. (The Village Design tax exemption letter is attached.)

WHAT WE ARE REQUESTING

The Community Memory Project seeks a 386 computer from Hewlett Packard with 32 ports expandable to 64, 8MG memory, a 150+ megabyte hard disk, plus a tape backup, and a copy of Santa Cruz Operations-AT&T Unix System V.

This donation would allow us to use our current 386 machine for development and the new machine to deliver greater services to human service organizations and individuals throughout Alameda County, by providing additional dial-in ports and memory.

This equipment expansion would be implemented by Community Memory System Operator Nancy Kern with assistance from our Technical Advisory Group including Community Memory Board members, Carl Farrington, Lee Felsenstein, and Richard Weiss as well as representatives from InterMedia, a videotext consulting firm; the University of California, Berkeley; and the International Computer Science Institute. Training for volunteers and workstudy students who assist with system operations will be coordinated by Carl Farrington, our original system designer.

NEED FOR THE PROJECT

The American tradition of opportunity and advancement grows through participation -- in politics, culture, and commerce, yet each year evidence mounts that participation in American institutions is on the decline. The most obvious measure of citizen's participation -- voting -- is of little

interest to the majority of Americans.

This apathy results in part from a growing fragmentation in our communities. The gap between rich and poor is growing and the Bay Area is becoming more culturally diverse. Commutes are long. TV and VCR's keep people in their homes. The societal issues that now fill the Bay Area news media make us fearful of those around us. Homelessness, AIDS, a faltering economy, growing violence, substance abuse, gangs, environmental decay are issues which seem so widespread and complex that we are left with grave feelings of powerlessness.

Powerlessness means community members cannot speak meaningfully with each other or the wider society about their own realities nor can they affect or become decision makers in their own lives. A generation is emerging without leaders or activists. For a community without a voice, the cycle of alienation becomes harder to break and the root causes remain largely ignored.

On the individual level, the environment in which we express ourselves and interact with others helps mould our attitudes, determination, and sense of self. A 1986 study conducted by California librarians found that for many, "a lot of information needs were really needs for guidance -- for interpersonal help -- rather than consumer information, stock quotes, or school material."

We need to speak frankly to each other -- and then to the wider community -- about the many issues that directly affect us. Without an opportunity to participate in the richness of public debate and dialogue, community is merely a governmental and geographic convenience, without shared values, connections and commitments.

Fortunately, new tools are available to help us create an environment for information-sharing and opinion exchange where Americans can discover their own values, ethics, compassion and potential for leadership. According to a report from the Congressional Office of Technology Assessment, computers can be a powerful tool to foster cooperative problem-solving among people.

Many more individuals and groups could benefit from access to computer networks than currently participate on-line. We have found that when ordinary people have access to these tools, they see the value of them in a unique way. For example, a senior citizen decided rather than listing local poetry readings (information easily available elsewhere), he would encourage local poets to publish their work on-line. Veterans responded to the troop build-up before the war with Iraq by creating an interactive Alameda County War Memorial. An out-of-work musician created a Musician's Exchange to share information about professional opportunities, and a high school student is using Community Memory to share and gather tips from kids for beating the video games.

Ironically, many who see computers as mysterious, impersonal, and threatening may actually have the most to gain. A young single mother who finds a babysitter over Community Memory begins to see computer networks not as instruments for the benefit of big business or the IRS, but as tools which she can use to gain greater control of her life. Over the network, a homeless person can interact with other community members not as a specimen

of social turmoil, but as an equal particpant in community life.

We believe that easy-to-use telecommunications can put diverse people in touch with their communities in new ways which revitalize links with neighbors and local institutions. The Community Memory Project proves that computer technology can enhance American life by providing pertinant, user-friendly tools which go far beyond word processing, Nintendo or ATM machines. If knowledge is power, actively using that knowledge is empowering. The Community Memory Project creates a reassuring, replicable way for a broad cross section of people to participate in community dialogue, debate, and discussion.

COMMUNITY MEMORY PROJECT GOVERNING BOARD

Richard Weiss (President) manages network systems for the Bank of America and is a member of the Center for Human Origins.

Lee Felsenstein (Secretary) is a founder of the Community Memory Project. The designer of the Osborne Computer, he runs a hardware development company, Golemics. He is a well-known writer and speaker about democratic telecommunications

Carl Farrington (Treasurer) designed the novel software which makes Community Memory a unique, community-based tool. He consults on data communications projects through his company, Design and Delivery.

Regina Minudri is the Director of the Berkeley Public Library. The Past President of the American Library Association, she has a long term commitment to freedom of information.

Margaret Russell is a professor of jurisprudence at Santa Clara University School of Law. She serves as the Northern California representative to the American Civil Liberties Union.

Evelyn Pine is the Executive Director of the Community Memory Project. For ten years, she has explored how local groups and individuals make meaningful use of new technologies. She directed Community Memory's Telecommunication Education project to ensure outreach and training to seniors, at-risk youth, and low income families. As Deputy Director of California's Foundation for Community Service Cable TV, she distributed over one million dollars to local groups and government agencies to encourage the use of local cable channels. She has co-authored two books: Community Channel, Free Speech and the Law: A Guide to Access Programming on Cable TV and How to Get a Job In San Francisco: An Insider's Guide.

We are in the process of expanding to an eleven member Board of Directors.

Key Personnel and Volunteers

Outreach Coordinator, YaVette Holts served as Presentation Program Coordinator and Marketing Guide Editor in the Marketing/Communications Department of Santa Cruz Operations. She runs her own entertainment agency, Presence Productions, which represents the musical group, World Entertainment War.

System Operator Nancy Kern served as a Staff Research Associate at the University of California, San Francisco, managing computer operations for a medical research project. A member of the International Interactive Communications Society, she is interested in developing computer-based learning tools.

In addition, three University of California Work Study Students serve as Administrative Assistant, Training and Outreach Assistant, and System Operations Assistant. Our work is fueled by local imagination and volunteer muscle. Twenty individuals serve as volunteer forum host and computer professionals serve as volunteer programmers.

EXHIBIT N

Dear Friend:

Two weeks after the Middle East war broke out, a man from South Berkeley told me, "For a week I've been glued to the tube, listening to the so-called experts. What a relief to get on Community Memory and see what the guy who lives down the street thinks -- and is doing -- about this war."

He's not alone. Since we launched our ten-terminal, community access network last year, people from across Alameda County have used Community Memory to mull over ideas, share inspirations, exchange goods and services, gossip, debate and support each other.

In a world of "smart" bombs, bulging credit bureau databases and impersonal automated telemarketing, the Community Memory Project proves that computers can be tools to bring us together, not tear us apart.

Over 2000 people a month use Community Memory at the library, the senior center, the neighborhood development corporation or the laundramat. Many are poor or have never touched a computer before -- much less used an on-line network to land a job, find a baby-sitter, ask a question about household toxics or give an answer based on their own wisdom and experience.

Community Memory currently includes 87 on-line forums, ranging from job listings to discussions about the environment, magick and womens issues to jokes. Seventeen of these forums are hosted by community agencies.

An additional 155 community groups and small businesses use Community Memory to announce meetings, publicize events, promote services, recruit new members, find volunteers, advertise for staff, and assist in community organizing.

But on Community Memory, no one is programmed to simply consume information. Through us, people connect -- and the results are sometimes moving, often startling and, occasionally profound. Let me share three examples that capture the special character of our on-line community.

o Homeless participants use Community Memory to track down services, to find jobs and housing and to participate in community dialogue and debate.

o Viet Nam Veterans use the network to tell young people about their experiences to balance the rhetoric of military recruiters. (" . . . and of my beloved 'rat pack' of friends and buddies, I alone made it back . . . ") County Joe MacDonald, musician, veteran and peace activist, has convened local veterans and other volunteers from across the political spectrum, to develop an interactive county-wide veterans' memorial. Not only will the names of those who died in wars this century be listed, but those reading the forum will be able to leave memories and share thoughts about these individuals.

o A senior poet, who had never used a computer before, has anthologized 134 poems on-line -- the work of over 95 different local poets. His poetry forum brings these works to an audience who don't buy

poetry books or attend poetry readings.

Not affiliated with a big university or underwritten by tax dollars, the Community Memory Project depends on the support of people like you. With your help, we can continue to expand our community of participants and improve our tools for resource sharing, community dialogue and camaraderie.

We're building community in a new way. On Community Memory, people discover they don't have to turn to the experts for opinion and advice. We learn to trust our community, our friends and neighbors.

Please take a moment to return your gift to the Community Memory Project. You will have the satisfaction of knowing that the power of the Information Age isn't all in the hands of the the bigshots, the wealthy, and "the experts."

Best wishes,

Richard Weiss
President, Community Memory Board of Directors

P.S. The military budgets 38 billion dollars for non-classified research and development. Your gift of $25.00 or any amount ensures the Community Memory Project will continue bringing together individuals to share knowledge, resources and friendship.

EXHIBIT O

COMMERCIAL LEASE AND DEPOSIT RECEIPT

RECEIVED FROM The Community Memory Project, hereinafter referred to as LESSEE,

the sum of $2,087.50 (Two thousand eighty-seven & 50/100..... DOLLARS),

evidenced by check, as a deposit which, upon acceptance of this lease, shall belong to Lessor and shall be applied as follows:

	RECEIVED	PAYABLE PRIOR TO OCCUPANCY
Rent for the period from August 15, 1985 to August 31, 1985	$ 362.50	$ 362.50
Last month's rent	$ 725.00	$ 725.00
Security deposit	$ 1,000.00	$ 1,000.00
Other	$	$
TOTAL	$ 2,087.50	$ 2,087.50

In the event that this lease is not accepted by the Lessor within 7 business days, the total deposit received shall be refunded.

Lessee hereby offers to lease from Lessor the premises situated in the City of Berkeley, County of Alameda, State of California, described as 2617- San Pablo Ave.

upon the following TERMS and CONDITIONS:

1. **TERM:** The term hereof shall commence on August 15, 1985, and expire on August 15, 1987.

2. **RENT:** The total rent shall be $ 725.00/mo., payable as follows: due on the first day of each month mailed to T. Maggio 10303 So. Blancy Ave. Cupertino, Ca. 95014

"USE - SABINA HAGGARD 408-253-6819 FOR PROBLEMS WITH THE PROPERTY AFTER 9/1/85"

All rents shall be paid to Owner or his authorized agent, at the following address: see above

or at such other places as may be designated by Owner from time to time.

3. **USE:** The premises are to be used for the operation of development of software packages and related products.

and for no other purpose, without prior written consent of Lessor.

4. **USES PROHIBITED:** Lessee shall not use any portion of the premises for purposes other than those specified hereinabove, and no use shall be made or permitted to be made upon the premises, nor acts done, which will increase the existing rate of insurance upon the property, or cause cancellation of insurance policies covering said property. Lessee shall not conduct or permit any sale by auction on the premises.

5. **ASSIGNMENT AND SUBLETTING:** Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

6. **ORDINANCES AND STATUTES:** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee. The commencement or pendency of any state or federal court abatement proceeding affecting the use of the premises shall, at the option of the Lessor, be deemed a breach hereof.

7. **MAINTENANCE, REPAIRS, ALTERATIONS:** Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the premises and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and: heating system.

which shall be maintained by Lessor. Lessee shall also maintain in good condition such portions adjacent to the premises, such as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor.

No improvement or alteration of the premises shall be made without the prior written consent of the Lessor. Prior to the commencement of any substantial repair, improvement, or alteration, Lessee shall give Lessor at least 2 days written notice in order that Lessor may post appropriate notices to avoid any liability for liens.

Lessee shall not commit any waste upon the premises, or any nuisance or act which may disturb the quiet enjoyment of any tenant in the building.

8. **ENTRY AND INSPECTION:** Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to the expiration of this lease, to place upon the premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the premises thereafter.

9. **INDEMNIFICATION OF LESSOR:** Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.

10. **POSSESSION:** If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within ..... days of the commencement of the term hereof.

11. **INSURANCE:** Lessee, at his expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows: 100,000/ 300,000 liability, 5,000 medical, 10,000 property damage.

Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage.

To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist.

12. **UTILITIES:** Lessee agrees that he shall be responsible for the payment of all utilities, including water, gas, electricity, heat and other services delivered to the premises. (except for water and sprinkler).

13. **SIGNS:** Lessor reserves the exclusive right to the roof, side and rear walls of the Premises. Lessee shall not construct any projecting sign or awning without the prior written consent of Lessor which consent shall not be unreasonably withheld.

14. **ABANDONMENT OF PREMISES:** Lessee shall not vacate or abandon the premises at any time during the term hereof, and if Lessee shall abandon or vacate the premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the premises shall be deemed to be abandoned, at the option of Lessor.

15. **CONDEMNATION:** If any part of the premises shall be taken or condemned for public use, and a part thereof remains which is susceptible of occupation hereunder, this lease shall, as to the part taken, terminate as of the date the condemnor acquires possession, and thereafter Lessee shall be required to pay such proportion of the rent for the remaining term as the value of the premises remaining bears to the total value of the premises at the date of condemnation; provided however, that Lessee may at his option, terminate this lease as of the date the condemnor acquires possession. In the event that the demised premises are condemned in whole, or that such portion is condemned that the remainder is not susceptible for use hereunder, this lease shall terminate upon the date upon which the condemnor acquires possession. All sums which may be payable on account of any condemnation shall belong to the Lessor, and Lessee shall not be entitled to any part thereof, provided however, that Lessee shall be entitled to retain any amount awarded to him for his trade fixtures or moving expenses.

16. **TRADE FIXTURES:** Any and all improvements made to the premises during the term hereof shall belong to the Lessor, except trade fixtures of the Lessee. Lessee may, upon termination hereof, remove all his trade fixtures, but shall repair or pay for all repairs necessary for damages to the premises occasioned by removal.

17. **DESTRUCTION OF PREMISES:** In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party.

In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

In the event of any dispute between Lessor and Lessee with respect to the provisions hereof, the matter shall be settled by arbitration [illegible] the parties

...CY: In the event that a receiver shall be appointed to take over the business of the Lessee, or in the event that the lessee shall make a general assign... benefit of creditors, or Lessee shall take or suffer any action under any insolvency or bankruptcy act, the same shall constitute breach of this lease by Lessee.

...DIES OF OWNER ON DEFAULT: In the event of any breach of this lease by lessee, lessor may, at his option, terminate the lease and recover from lessee: ... worth at the time of award of the unpaid rent which was earned at the time of termination; (b) the worth at the time of award of the amount by which the unpaid ... which would have been earned after termination until the time of the award exceeds the amount of such rental loss that the lessee proves could have been reasonably ...oided; (c) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental ...ss that lessee proves could be reasonably avoided; and (d) any other amount necessary to compensate lessor for all detriment proximately caused by lessee's failure to ...erform his obligations under the lease or which in the ordinary course of things would be likely to result therefrom.

Lessor may, in the alternative, continue this lease in effect, as long as lessor does not terminate lessee's right to possession, and lessor may enforce all his rights ...ed remedies under the lease, including the right to recover the rent as it becomes due under the lease. If said breach of lease continues, lessor may, at any time there...fter, elect to terminate the lease.

Nothing contained herein shall be deemed to limit any other rights or remedies which lessor may have.

0. SECURITY: The security deposit set forth above, if any, shall secure the performance of the Lessee's obligations hereunder. Lessor may, but shall not be obligated ... apply all or portions of said deposit on account of Lessee's obligations hereunder. Any balance remaining upon termination shall be returned to Lessee. Lessee shall not ...ve the right to apply the Security Deposit in payment of the last month's rent.

21. DEPOSIT REFUNDS: The balance of all deposits shall be refunded within two weeks from date possession is delivered to Owner or his authorized Agent, together with a ...tatement showing any changes made against such deposits by Owner.

22. ATTORNEY'S FEES: In case suit should be brought for recovery of the premises, or for any sum due hereunder or because of any act which may arise out of the possession ... the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

23. WAIVER: No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

24. NOTICES: Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address ...hown below, or at such other places as may be designated by the parties from time to time.

25. HOLDING OVER: Any holding over after the expiration of this lease, with the consent of Lessor, shall be construed as a month to month tenancy at a rental of ...er month, otherwise in accordance with the terms herein, as applicable.

26. TIME: Time is of the essence of this lease.

27. HEIRS, ASSIGNS, SUCCESSORS: This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

28. TAX INCREASE: In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such ...axes assessed for the tax year during which the term of this lease commences, whether because of increased rate or valuation, Lessee shall pay, to Lessor upon presentation of paid tax ...ills an amount equal to .....% of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending ...eyond the term of the lease, the obligation of Lessee shall be proportionate to the portion of the lease term included in such year.

29. COST OF LIVING INCREASE: The rent provided for in paragraph 2 shall be adjusted effective upon the first day of the month immediately following the expiration of ...12... months from the date of commencement of the term and upon the expiration of each ...12... months thereafter in accordance with changes in the United States Consumer ...ce Index for All Urban Consumers (1967=100) hereinafter called the "CPI." The monthly rent shall be increased to an amount equal to the monthly rent set forth in paragraph 2 multiplied ...y a fraction the numerator of which is the CPI for the second calendar month immediately preceding the adjustment date and the denominator of which is the CPI for the second calendar ...onth preceding the commencement of the lease term. Provided, however, in no event shall the monthly rent be less than the amount set forth in paragraph 2.

The second year rent will be increased to $750.00 per month plus any increase based on the Bay Area "CPI" index. The lessee shall have a two (2) year option to renew the lease at the end of the first two(2) years. The $1,725.00 (security deposit and last month's rent)shall be placed in an interest bearing account at a minimum of a day in and day out interest bearing account. [illegible]

[illegible] to be completed by Agent [illegible]

...TIPE AGREEMENT: The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following ...ddenda, if any, have been made a part of this lease before the parties' execution hereof: .....NONE.....

The undersigned Lessee hereby acknowledges receipt of a copy hereof.

DATED: August 1, 1985

.....Agent	Jonathan L. Cohen Lessee
TOM GEE REALTOR ASSOC. .....Address	For Commonwealth Mortgage Lessee
1600 SHATTUCK AVE. #214	
BERKELEY, CA 94709 .....Phone	2M Baker St. .....Address
	Berkeley, CA 94708 .....Phone

ACCEPTANCE

The undersigned Lessor accepts the foregoing offer and agrees to lease the herein described premises on the terms and conditions herein specified. The Lessor agrees ...pay to ..... the Agent in this transaction, ...e sum of $ ..... (..... DOLLARS) ...r services rendered and authorizes Agent to deduct said sum from the deposit received from Tenant. This agreement shall not limit the rights of Agent provided for in ...y listing or other agreement which may be in effect between Owner and Agent. In the event Tenant shall purchase the property from Owner prior to the expiration ...this lease, Owner agrees to pay the Agent a sales commission of .....% of the sale price.

The undersigned Lessor hereby acknowledges receipt of a copy hereof.

DATED: .....

.....Owner's Authorized Agent	.....Lessor
TOM GEE REALTOR ASSOC. .....Address	.....Lessor
1600 SHATTUCK AVE. #214	
BERKELEY, CA 94709 .....Phone	.....Address

Tom Gee
REALTOR
1600 Shattuck no. 214
Berkeley, California 94709
Office 415 540-6547

August 28, 1989

The Community Memory Project
c/o Terre Beynat
2617 San Pablo Ave.
Berkeley, Ca. 94702

Re: Renewal and exercising 2 year lease as per letter dated 8/11/87 for the above address.

Dear Terre:

The following is an agreement for a renewed lease for 2617 San Pablo Ave., Berekeley, Ca. in which The Community Memory Project resides. The new term of the lease shall be for the period from September 15, 1989 to September 15, 1991. The agreed rent for these two years shall be $800.00 per month. Also contained in this agreement is an option to renew the lease with a two (2) year option at the expiration of this agreement. The rent at that time shall be renegotiated. All other terms and conditions as set forth in the original lease dated September 15, 1985 are unchanged.

Sincerely,
Tom Gee
Tom Gee

Acknowledged and Agreed,

Owner, Teresa Maggio

Terre Beynat, The Community Memory Project,

A408184

EXHIBIT E

State of California

OFFICE OF THE SECRETARY OF STATE

CORPORATION DIVISION

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

SEP 11 1991

March Fong Eu

Secretary of State

A408184

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
SEP 1 1 1991
MARCH FONG EU, Secretary of State

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

RESTATED ARTICLES OF INCORPORATION OF

The Community Memory Project

A California Nonprofit Public Benefit Corporation

Richard Weiss and Lee Felsenstein certify that:

1. They are the President and the Secretary, respectively, of The Community Memory Project, a California Nonprofit Corporation.

2. The articles of incorporation of this corporation are amended and restated to read as follows:

I

The name of the corporation is The Community Memory Project.

II

(a) This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

(b) The general purpose for which this nonprofit corporation is formed is to enhance and encourage full participation and free expression in society by providing and promoting tools through which individuals and groups can share knowledge, opinion, resources, and friendship.

(c) Within the context of the general purpose stated above, this corporation shall further said purpose by developing and managing public access community telecommunication systems; by working with other nonprofit groups, providing training and literature, to enable them to disseminate their message to the community; by developing and licensing software to enable those normally unable to use computers to access and contribute to the community database;

Corporate # : F11262

by consulting with and publishing and presenting materials to nonprofit organizations, governments, businesses, and educational institutions about democratic participatory community telecommunication systems.

III

This corporation is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law.

IV

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Section 501(h) of the Internal Revenue Code of 1986, and this corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office except as provided in Section 501(h) of the Internal Revenue Code of 1986.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article II, above. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up or dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for charitable, scientific, literary or educational purposes which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) and which has established its tax exempt status under Section 23701d of the California Revenue and Taxation Code (or the corresponding section of any future California revenue and tax law).

V

In accordance with the provisions of Section 9913 of the California Corporations Code, this corporation elects to be governed by all of the provisions of the California Nonprofit Corporation

Law of 1980 not otherwise applicable to it under Part 5 thereof.

VI

This corporation shall have no members. Upon the amendment of the articles of incorporation as hereinabove set forth, each outstanding membership is canceled.

3. The foregoing amendment and restatement of articles of incorporation have been duly approved by the board of directors.

4. The foregoing amendment and restatement of articles of incorporation have been duly approved by the required vote of members.

IN WITNESS WHEREOF, the undersigned have executed this certificate on Sept. 10, 1991.

Richard Weiss, President

Lee Felsenstein, Secretary

Verification

The undersigned, Richard Weiss and Lee Felsenstein, the President and Secretary, respectively, of The Community Memory Project, each declares under penalty of perjury under the laws of the State of California that the matters set out in the foregoing Certificate of Amendment are true and correct of his own knowledge.

Executed at Berkeley, California on Sept. 10, 1991.

Richard Weiss, President

Lee Felsenstein, Secretary