Systems Manager Report
June 2023

Current Activities:
- B&BCT Website
  - Updated "thank you" pages for sponsors, donors, and advertisers. Donor page (as of 6/22) sent to Shaun for inclusion in published book.
  - Answered office calls and made adjustments for ticket changes.
  - Worked with WIX developer to create virtual tour format.
  - Sent emails for solicitation for raffle tickets. Raffle ticket sales increased significantly.
  - Sent emails to fill volunteer slots for check in positions. Check in positions filled in the same day.
  - Provide reports to B&BCT Chair and other committee members.
  - Provided demo and manual to "check in" committee members for computer-based check in to replace manual check in.
  - Keep information up to date; i.e. restaurants for raffles, donors, etc.
- FOSCL Website
  - Worked with developer to create:
    - FOSCL Room reservation calendar.
    - FOSCL Activities calendar
    - Areas for each committee to post information in the "Board Only" area
    - Posted minutes from April 2023 board meeting.
    - Posted nominations committee information to make it available to all board members.
    - Posted communications/publicity committee report
  - Replaced Treasurer reports as directed by the Treasurer.
  - Conduct demonstration for board members to access and use website.
- Updated Quickbooks for Pam???
- Participated in Communications/Publicity Committee meeting
- Participated in Nominations Committee meeting

Planned Future Activities:
- B&BCT Website
  - Complete virtual tour video template and installations.
  - Send out password for virtual tour access.
  - Send emails for volunteers for hostesses for houses on tour and for parking attendants.
  - Work with check in team to make sure everything goes smoothly.

- FOSCL
  - Purchase new computer for office.
  - Work with new board member to possibly assume responsibility for foscl.com???