

Systems Manager
October 24, 2023

Completed this Period:

- Transitioned emails for both B&BCT and FOSCL from Hostgator to Hostinger and paid for domain names to be hosted on Hostgator for the next three (3) years for a cost savings of \$800.
- Met with new board member Lisa Snyder to discuss forming a new Systems ad hoc committee to assume some of the systems duties.
- Continue to post board committee reports, etc. to the FOSCL website.
- Held a zoom meeting with the WIX consultant, Kathy Green, & Phyllis Regotti to discuss capabilities for changes wanted to the B&BCT website for next year.
- Discussed the possibility of forming an ad hoc systems committee with the President, Vice President, and Treasurer.

Planned for Next Period:

- Request volunteers for ad hoc systems committee
- Hold a zoom meeting with ad hoc systems committee to discuss roles and responsibilities:
 - FOSCL Website
 - Learn some functionality of WIX to be able to make minor modifications to current FOSCL website.
 - Post board members' reports to FOSCL website.
 - With input from board members determine what new modifications are needed on FOSCL website.
 - Proactively look for opportunities to use WIX functionality to meet the needs of FOSCL.
 - Make minor modifications to FOSCL website.
 - Work with WIX consultant for more sophisticated changes that need to be made.
 - Monitor email from WIX and either send to appropriate person on the Board or answer the email and cc the appropriate person on the Board.
 - Project agenda, minutes, and committee reports for board meetings.
 - Post minutes with links to committee reports and attendance sheet.

- Document for ad hoc systems committee report.
- B&BCT Website
 - Learn some functionality of WIX to be able to make minor modifications to current B&BCT website.
 - Learn some functionality of WIX to be able to create B&BCT reports.
 - With input from B&BCT Committee determine what new modifications are needed on B&BCT website.
 - Proactively look for opportunities to use WIX functionality to meet the needs of B&BCT.
 - Make minor modifications to B&BCT website before and during the Beach and Bay Cottage Tour.
 - Prepare reports as needed.
 - Document changes needed for the following year.
 - Work with WIX consultant for more sophisticated changes that need to be made.
 - Monitor email from WIX and either send to appropriate person on the Board or answer the email and cc the appropriate person on the Board.
 - Publish email campaigns as requested by B&BCT Committee members.
 - Document for ad hoc systems committee report.
- Software
 - Learn what software is used by FOSCL and why (functionality).
 - Monitor software used by FOSCL for means to cut costs and to eliminate redundancies.
 - Publish email campaigns from Constant Contact (newsletter, etc.).
- Prepare budget for 2025.