Systems Manager
August 22, 2023

Completed this Period:
    B&BCT:
- Resolved issues with website as needed.
- Responded to emails from patrons.
- Provided reports on number of tickets sold, etc.
- Published email blasts marketing tickets.
- Set up computers for check-in for tickets.
- Sold raffle tickets during check-in.
- Made payments to Prototype and WIX

    FOSCL:
- Worked with Helen to electronically store minutes on the website.
- Added/edited 40 entries to Constant Contact for Newsletter requests gathered at the B&BCT check-in.
- Made payment to Prototype.
- Determined that I cannot make computers print remotely to the printer in the FOSCL office. Does anyone else want to try?

Planned for Next Period:
    B&BCT:
- Review changes that need to be made to the website for next year.
- Create timeline for all changes to be completed.

    FOSCL:
- Purchase new computer for FOSCL office, including capability to provide hosting for email, Square programming, and Raffle program. (Liz Salonick and her husband are providing a proposal on what to purchase.)
- Create a Systems Manager Procedures document for the orientation session for new board members.