

Systems Manager
April 24, 2024

Completed this Period:

FOSCL Website:

- Lisa has updated the website to include an automatic donation recognition with tax deduction information.
- Corrected issues reported by Helen on the June 27, August 22, and September 26 Meeting Minutes and posted corrected minutes to the website.
- Posted data to website for FOSCL Board Meetings and other events.
- B&BCT Website:
 - Kathy continues to update as needed (mostly on a daily basis).
 - Produced reports of ticket sales, donations, advertisements, and sponsorships.
 - Added artwork and restaurant information for raffle tickets. **Please support by purchasing raffle tickets!**
 - Email blast sent announcing ticket sales starting on April 2.
 - Updated information for brochure.
 - Responded to questions posted to the website.
- Software & Hardware:
 - Liz has set up the new computer with the printer and is fully functional. The Quickbooks app has been adjusted to allow Pam Miller to log in and have dual authentication, eliminating some issues.
 - The printer has been adjusted to properly print checks.
 - The older printer has been taken down and stored in the back room.

Planned for Next Period:

- FOSCL Website
 - Move the 2023 Financial Summaries, Balance Sheets, and Income & Expense Reports from the Finance Committee page to the Treasurer's Reports page.
 - Create an Ad Hoc Development Committee page.
 - Create an Attendance page.
 - Continue to make changes based on input from FOSCL board.
- B&BCT Website
 - Continue to work with B&BCT Committee to update for 2024.
 - Produce reports as needed.

- Respond to requests that are posted on the website.
- Software and Hardware
 - Resolve issues with info@foscl.com email account.
 - Determine path forward for old computer.