

June 25, 2024 Systems Report

FOSCL Website by Lisa Snyder

Completed

2023 Treasurer's Reports

- Moved reports from the Finance Committee page to the Treasurer's Reports page

Events Page

- Created an Events page
- Located on the Home page and the Connections & More page

Board Calendar

- Updated the Board calendar with Book Sales and Events dates

Bookings Calendar

- Reported issue to Allison Fraser (Consultant - Prototype Media Group)
- Wix changed how Bookings are handled. The resolution will require consultant hours to set up Bookings and Donations correctly.

Updates Requested by Communications Committee

- Revised President's message on Home page
- Updated B&BCT logo to 2024 version
- Deleted the "Subscribe" button for The Connection and all references to subscribing
- Revised text for Pop-up Book Sales

Attendance Page

- Created a Board Meeting Attendance page
- Located on Board Members Only page
- The Date buttons are placeholders for documents; need PDF copies of 2024 Attendance sheets to date from Helen

Planned

School Partnership Program

- Add a School Partnership Program container (circle) with link to related text on the Home page
- Waiting for approved text from the Communications Committee

Ad Hoc Development Committee Page

- Create an Ad Hoc Development Committee page
- Add link to the Committees section on Board Members Only page

Changes

- Continue to make changes based on input from FOSCL Board

Beach & Bay Cottage Tour Website by Kathy Jankowski

Completed

- Sneak Peeks 1 through 7
- Donations by Category Page and sent to committee member for invitations and to the graphics person for the booklet
- Sponsors by Category Page
- Responded to email sent to the website via phone or email
- Worked to resolve problem with website being down for 2 days
- Raffles page with all artwork and restaurants
- Mass email requesting parking attendants for tour
- Reconcile any differences with billings and Treasury report
- Reports needed for various committee members
- Monitored website almost daily

Planned

- Continue to update donations and sponsors pages
- Conduct training sessions for the checkin volunteers
- Attend checkin sessions to allow people to purchase raffle tickets and to answer their questions.
- Continue to reconcile billing discrepancies.
- Make changes as needed as the timing for the tour gets closer.
- Continue to create reports as needed for committee members

FOSCL Office Systems Hardware & Software by Liz Salonick

Completed

- FOSCL Office PC installation
- Transfer of old files from old PC to new
- Quickbooks issues resolution
- Support calls from Pam Miller

Planned

- Provide technical support to Pam Miller and to new Treasurer
- Set up a generic login to Quickbooks so Liz or someone in her position can provide support.

FOSCL & B&BCT Software by Kathy Jankowski

Completed

- Payment of all software needed for this quarter.
- Resolved problems with Constant Contact application
- Responded to email sent to info@foscl.com

Planned

- Investigate need to keep Constant Contact application versus WIX for mass mailings for both FOSCL & B&BCT.
- If Constant Contact will no longer be used, transfer all contacts to WIX.
- Begin preparing budget for both websites taking into consideration that more work may be handled by the WIX consultant. This will, of course, increase the budget considerably.
- Create a list of all software with costs and dates when they will expire.
- Continue to respond to email sent to info@foscl.com
- Update systems documentation and provide to Lisa and Liz.
- Schedule monthly systems meetings.