

## HRSC Webmaster's Report for period ending September 28, 2022.

NOTE: there is quite a lot of detail in this report, so I suggest you have it accessible during the meeting, although that's not essential.

It might also be helpful if you had access to a web browser during the meeting, either in a separate window, or on another device such as a phone.

Kevin

### SUMMARY

- Tom Sparks (ex-IAC), has offered to help with the website, and has already made good progress on online payments.
- routine website maintenance and eBridge distribution tasks performed; no significant issues.
- Website migration to Linux now expected in October.
- online membership form and credit card payment page working.

### DETAILS

(1) Tom Sparks

Tom Sparks, a retiree from IAC, has offered to help with our website. He can program in HTML and PHP, and has experience of online forms and online payments via PayPal; perfectly matching our current needs. He also has his own Linux server, which he is kindly allowing us to use to work around a deficiency in our Newtek Windows hosting system. Tom is a great asset for us, with more extensive website development knowledge than I have.

## (2) Website migration

Website and mail app migration had been deferred, but a deficiency in our current Windows hosting system was discovered during testing of online payments, so migration to Linux is now more urgent, and is expected to be done in October.

## (3) Online payments

The previous membership form has been converted to an online form that looks similar, but is slightly streamlined. It is still reached from the same button. a similar, but simpler, form is envisaged for non-dues payments, such as for events, which today require cumbersome handling of many checks, first by the event chair, who has to get them all to the treasurer,

and then by the treasurer who has to pay each one in to our FCU account. This online membership form is now working. Testing of it by board members would be helpful. Unless you plan to go through to payment for years of membership for yourself, enter a name that is obviously a test name.

this is the link:

<https://www.tsparks.com/HRSC/input-main.html>

When a member hits the Submit button on the membership form, the entered information is automatically emailed to the treasurer and membership secretary. The member is then taken to a payment page where options of credit card, debit card, PayPal, Venmo , and check are offered. (If check is selected, the check still has to be mailed, but the treasurer and membership secretary will have received associated information from the membership form long before the check arrives.) Testing of this payment page by all board members would also be helpful,; either stop short of actually paying, or go all the way and pay for one or more years of membership for yourself.

The payment mechanism is that payments from credit cards, etc., go into our PayPal account, whose balance is transferred to our Aero FCU account at 1 AM every day, which takes a few days.

Paypal Transaction fees are 2.89% plus 49 cents, so multi-year dues payments are thus better for HRSC. As agreed by the board, these fees are paid by HRSC, so the member will never see them, just like buying on Amazon, etc.

*QUESTION FOR THE BOARD:*

As noted above, online payment code is currently hosted on Tom Sparks's Linux server, pending the migration of our website to a Newtek Linux hosting system. This means that members making online payments will see "t [sparks.com](http://sparks.com)" in their browser url field, instead of "[hrcaz.org](http://hrcaz.org)."

Should we just leave it that way, and explain if they question it, or should we put something like "t [sparks.com](http://sparks.com) in your browser url window is intentional."?

(4) Website maintenance and updates

Did check for bad links and posted reports and other documents on the Archives page. Deleted all references to scholarships from the home page, and replaced the scholarships page with a note about the scholarship program having ended. Deleted email aliases and mailing lists related to scholarships.

***NOTE: the board needs to update the bylaws to remove all scholarship references.***

## (5) Bridge actions

Distributed the September PDF eBridge. One minor problem of a member who said he received the eBridge at his old and new email addresses is being investigated, but the results of the October eBridge distribution to this member will be needed to complete the investigation. Created and posted the September online Bridge