

## **Webmaster Report for January 28, 2020 to February 24, 2021.**

- As for the last few reports, reports will be of a summary nature until further notice.
  - There are no major issues other than Webmaster availability due to medical issues, and this has been addressed on the second page.
  - Activities:
    1. Created mailing lists from the membership database and distributed the eBridge.
    2. Created the online Bridge.
    3. Updated the website for event changes, etc.
    4. Posted eBridges, board minutes, board agenda, treasurer's reports and webmaster reports in Archives.
    5. Checked website for dead links.
    6. Handled routine Hotline emails about address changes, deaths, etc.
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- Because of medical issues that currently limit my ability to fully and swiftly perform the Webmaster function, I have prioritized the tasks as follows. I believe this will provide continuity of the function without most people noticing any difference. Please let me know if you see any issues or have any suggestions.

### Webmaster Tasks Prioritized for Most Efficient Use of Webmaster Time

1. Distribution of the PDF eBridge provided by the Bridge Editor using distribution lists extracted from the Excel membership database provided by the Membership Secretary. TOP PRIORITY
2. Maintenance of the hrcaz.org website, especially the home page pink splash and upcoming event information.
3. Creation of the subset online Bridge. (SLOW)
4. Provision of the webmaster report to the HRSC board in time for each board meeting. NOW SUMMARY ONLY; STATISTICAL REPORTS AND OTHER DETAILS OMITTED UNTIL FURTHER NOTICE.
5. Payments to our ISP, Newtek, for website hosting, Domain name, SSL, etc.