

# Webmaster Report for January 25, 2022

## SUMMARY

The website is mostly good, apart from the online Bridge.

The December and January eBridges were distributed, but there were some minor problems that were corrected.

little work was done on Linux and Office 365 migration.

For online payments, email aliases were created for the two treasurers, and I am in communication PayPal about setting up an account for online payments.

webmaster health has become an issue again; this time with vision problems. Mitigation measures have been implemented or identified.

## DETAILS

- WEBSITE
- The website is mostly good, but the online Bridge needs some work. It is generally up to date on the event schedule ,although formatting improvements are needed, but other parts of the online Bridge need updating.
- EBRIDGE DISTRIBUTION

There have been a couple of problems withDecember and January eBridge distribution, which were corrected.

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- Linux AND office 365 MIGRATION
- I have not done much more on migration research other than determining that I can get a free legal copy of Windows10 or 11 to install on my Mac, so I can test Outlook mailing lists using a one-month free trial of Office 365.the test is to see if CSV lists of email addresses for eBridge distribution can be imported into corresponding Outlook contact lists, as opposed to all going into Outlook contacts.

- ONLINE PAYMENTS

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- I have created the email aliases of [treasurer@hrcaz.org](mailto:treasurer@hrcaz.org) and [scholarships\\_treasurer@hrcaz.org](mailto:scholarships_treasurer@hrcaz.org) so notification of online payments can go to the right person without having to send any email address changes to PayPal. Currently [treasurer@hrcaz.org](mailto:treasurer@hrcaz.org) goes to Doug Metzger and me, and [scholarships\\_treasurer@hrcaz.org](mailto:scholarships_treasurer@hrcaz.org) goes to Jim Brink and me. I have been in touch with PayPal about setting up online payments; at present I am still trying to get clarity on what type of account or accounts to set up.
- Doug Metzger has suggested that
- we continue to allow dues funds to include Scholarship fund donations and would like to discuss this in the Jan 16 board meeting. I think PayPal would probably want to have separate channels for funds going to the 501c3 and 501c7 parts of our organization, but I need more information from them.

As I see it, there are two things to be decided (1) what fields the online payment form should have, and which bank account payments should be sent to.

For (1) I had envisaged the following fields:

Name,

Email address for receipt, number of years of dues to be paid, and optional annual recurrence, number of tickets for XYZ event to be bought, and amount to be donated to scholarship foundation, and possible monthly or yearly recurrence.

For the bank accounts, I had been expecting that all scholarship donations would go to the scholarship foundation bank account, and all other payments would go to the HRSC account but I am not as familiar with current practice as Doug is.

- WEBMASTER HEALTH

My fatigue problem is slowly going away, but now I am struggling with vision problems that make it difficult to read characters on a screen. As a result, I make more mistakes than normal and tasks take me much longer than normal; Hence the website and eBridge problems noted above.

As mitigation:

- (1) I have reduced screen resolution on my devices, and this has helped a little.
- (2) when I have cleared my current backlog, mainly the online Bridge, the work load will become more manageable.
- (3) As a contingency, I have identified a way to reduce the effort needed for the online Bridge. Essentially, all the navigation links and past event information would go, and it would become the PDF Bridge with such things as "In Memoriam" and lists of member email addresses deleted.

(4) There are some tasks that are fairly standalone and could be done by someone else . For example, the Outlook testing described above is fairly simply defined. Another possibility is generation of eBridge mailing lists, and then creating and sending the emails.This could be one-off or occasional. however, it is more complicated to define. I have draft instructions but they need to be completed.

Kevin