

PEP Board Meeting notes 8-8-2015

Christine, Faith, Pete, Mike, Carol, John attending

PEP Atwood – Christine

Atwood has been running more smoothly. Lois is caring for a family member and will continue doing what she can as Atwood coordinator with an infant along. She can no longer cover for staff absences. More volunteers are needed, and Melissa is looking for a job. Mike could be available on off days. The greatest need is first and third Thursdays, second and fourth Wednesdays.

One PC needs maintenance and a deeper virus scan. Fingerprint readers are needed for two laptops. John will provide and assist with setup.

Plymouth has been experimenting with an intercom; more units are needed in Christine's office and the work room. Guests are still learning to use the intercom instead of the bell.

Certco has twice duplicated orders when Lois deleted an item. Last week's order missed one item. We were allowed to return an order for credit. Trying to avoid deleting items. New use of an old report can guide ordering, given funding. \$500 to \$600 per week is adequate. Faith asked what eligibility would total, as that would be useful when asking for funding.

Information Technology – Mike

The new, responsive Joomla website went live mid-Jan. 2015. The legacy system is still out there and still comes up when "essentials pantry" brings that up first. Mike will redirect popular pages and remove dated PDFs. Every Board member should sign in or create their own account. You'll receive the Author role automatically for the blog, and the Board can be given access to a private page for posting content like these notes.

Mike will design a badge to be added to each PEP's website. Those links would help our rankings in SEO. Mike will announce it via the Google Group.

Site passwords are encrypted; PEPbase should get that as well. Email addresses are available for site members, which Christine plans to leverage for thesis review.

Per Google Analytics, 70% of hits are coming from Russia, generating . We're on the seventh page of "Wausau toilet paper" queries and is our top source.

How-to articles require sign-in. Mike's added a "region" to the charts and graphs to account for activity in New York's separate database instance. This sets the stage for future scaling.

Mike will hand off an HP laptop with Windows 10.

Carol showed Mike a login problem he assisted with. May be a browser-related issue.

Finances - Christine

One regular donor (and family member) doubled their donation. Still waiting for the \$1000 from SW Regional. Caught up with backlog of donations and accounts payable. Pete will reconcile bank statements with fees and transactions. All of 2013's paper records have been misplaced, but Carol thinks she can locate them.

Lois plans to contact nearby churches for learning sessions. Recent articles netted one new volunteer.

Christine has sorted the 2013 records and confirmed that with Carol.

Anything Board members can do to promote donations is welcome. Summer is always a dead time and things pick up in the fall. Current balance is \$210.98 per mobile banking. Pete, Sue and Carol will arrange a time to go to the bank, since they wouldn't let her remove herself as (original?) signatory. Should we use another bank that's more local? If it's still a problem.

Pete and Christine will keep trying to access Quicken, with its files backed up online. Usernames and passwords need to be stored in a secure, centralized way. Christine will be trained on the Certco deletion problem. Pete asked if a standing order could be trimmed down so we're only adding items.

Recruiting new Board members

Maximum is 8. Invitations have been made locally by Lois. The coordinator job description needs revision from its 2007 version; Christine will redraft that for comments.

Social media

Carol's not posting regularly on Facebook. News items, quotes (Faith suggested one) - pass anything along. Any of us can post to the timeline but Carol's an admin.

Next meeting

Aiming for 9AM October 31 and December 12, Saturdays that work for Carol. Will announce again via the Google Group.