

# Technical Consulting Report

Prepared for: Pepartnership, Inc.  
Attn: Board of Directors Meeting on 3/20/2019  
By: Michael Rolfsmeyer

## 1. New Server / Domain Name

On January 7, 2019, as per request by Pepartnership, Inc.'s Board of Directors, the website, Pepbase software, and all associated data were moved to the new domain [www.essentialspantry.org](http://www.essentialspantry.org). In addition to a new domain name, the website and software are also using a different hosting service. Christine Thompson, former Executive Director of Pepartnership, Inc, was the owner and administrator of the previous web hosting service. Since Christine is no longer functioning in this capacity, I will now serve as Technical Consultant to Pepartnership, Inc.

## 2. TEFAP

Thanks to a request from Grace Episcopal's Vikki Enright, the January 7 migration also includes an update to the Pepbase software. A new tab was added to support The Emergency Food Assistance Program (TEFAP), so the required f40059 form can be printed for those of you who also support a food pantry. Contact me if you want this functionality added for your organization.

## 3. New Reports

PEP007c - Line graph to illustrate that the majority of our guests only visit an essentials pantry once.

PEP025c - Shows in-stock percentage trends for distributed products over time.

You can find these reports in Pepbase under Reports > Charts and Graphs, or on our website under Reporting > Charts and Graphs.

*Note: PEP006 was deprecated in the update. Use PEP020 instead, as it gives the same information.*

## 4. Board of Directors Menu Item

There was a slight re-organization to the new website, which now includes a Board of Directors Menu item. The headings under this menu include:

- > Members
- > Meetings
- > Financial Reports
- > Tax Documents
- > Governance Documents
- > Website Analytics

Since access to these sub menus requires a login, you will need to register an account first. Once your account is created, I can grant you the required privileges to see this information. Also, I do request that you send me any changes relative to the above sub menus so I can keep the website current.

## **5. Updates / Support**

I ask that any requests for updates to the website or Pepbase software be made in writing, and this correspondence be with a single individual who represents the wishes of the entire Board of Directors. "Coordinator" or "Technical Director" might be good titles for this individual. Depending on the nature of the requests (for instance: "Please change the cover photo for our website to suchandsuch.jpg", as opposed to "Please re-write the Registration Form."), there may be a fee involved. If I find something on my own that needs updating, I will consult with this individual before going ahead with the changes.

As far as support, I am usually happy to assist anyone involved with our website or Pepbase software via phone or email. If I deem these consultations become too frequent or abusive, there may be a fee imposed.

## **6. Consulting Fees**

I will cover the cost of the server and domain name fees for 2019, but I do plan on asking an annual fee (\$20/per year per pantry) starting in 2020. I use Paypal for invoices, and can bill to Pepartnership, Inc. in one lump sum, or send a separate invoice to each pantry. If the Board chooses the latter option, please send me billing contact information for each pantry.

## **7. Bratfest**

We are again signed up with Bratfest 2019. I've done this for the past 2 years, and found it to be a very rewarding experience. This is a great chance to raise money for PEP, meet new people, and check out some quality musical acts. Each volunteer raises 8.00/hour for their charity, and can work as many 4 hours shifts as they want. They also get a free t-shirt, brat, and ice cream at the end of their shift. If you or anyone you know is interested in representing Pepartnership, Inc. as a volunteer, please contact me for more details.