

# 2024 WEBMASTER ANNUAL REPORT

## 1. REGULAR TASKS

Made adjustments to Member database at [retirees.umn.edu](http://retirees.umn.edu)

Worked with Diane Young, Hostess Committee Chair, to ensure nametags could be created for events

Worked with Special Social Events committee to manage registrations for summer and winter special events. Meal selection is required for the summer picnic, in addition to normal registration process, so a square website is used: [umnretirees.square.site/](http://umnretirees.square.site/)

Worked with Cabinets of Curiosity to manage registrations for events

Answered questions from [UMRA@umn.edu](mailto:UMRA@umn.edu) where they related to events or websites. (Virgil answered questions related to memberships.)

Due to UMN policy to drop retiree emails, and resulting frequent email changes, in May I began full refreshes of the UMRA listserv twice each month.

Edit and post monthly Forum recordings to our YouTube channel and send URL to Kris for posting to the website. Include information about the recording on YouTube

Participated in Membership & Communications meetings to identify means for increasing new members, and member engagement

Co-write articles for a web series, "Cyber Tips & Tricks", on varying IT topics.

Generate data tables for Virgil as requested

Respond as needed to News Editor when assistance is needed for posting articles to the web

## 2. ONCE ANNUAL TASKS

### A. Annual Updates

Working with OCC, develop messaging and templates for Annual Reports and Toolkits

Sent out messages to solicit Annual Reports, Toolkits and webpage updates

Track and send reminders to collect all the needed updates

Posted Annual Reports, Toolkits and webpage updates to web; update all web pages  
Mark all members who meet criteria from Virgil as inactive, when requested

**B. Web page Annual Calendar**

Change calendar to new year

Solicit all events for upcoming year from interest groups

Enter all Forums, Workshops and events on Web calendar. Kathy Jensen has been instrumental in getting these all on the calendar.

Enter all Forums into retirees.umn.edu for use by Hostess event manager

**3. 2024 SPECIAL TASKS**

**A. Work with UMRA leaders to be sure all technology risks are addressed with UMN leaders. Track UMRA technology at risk due to loss of retiree emails**

- i. Access to Drupal for me and editors
- ii. Access to [UMRA@umn.edu](mailto:UMRA@umn.edu) and [URVC@umn.edu](mailto:URVC@umn.edu)
- iii. Access to Shared drives in [umra@umn.edu](mailto:umra@umn.edu) to preserve Photo Library and Photo Club photo collection
- iv. Access to Zoom use from [UMRA@umn.edu](mailto:UMRA@umn.edu)
- v. Access to YouTube from [UMRA@umn.edu](mailto:UMRA@umn.edu)
- vi. Appropriate access to tech accounts: umra-nr
- vii. VPN access for leegi001 and fierk011

**B. Finalize UMRA Photo Library processes**

- i. Cathy requests a photographer for each event and notifies News Editor
- ii. Cathy creates folder on [UMRA@umn.edu](mailto:UMRA@umn.edu) Shared Drive for each event
- iii. Photographer uploads photos to Shared Drive

**4. FUTURE PLANS**

**A. New Database identification**

- i. We currently rely on non-UMRA support for the programming support of our database. We need to get a database that is professionally supported. We will start this search in 2024-2025