

Executive Report for Feb 9, 2015  
Vice President Information Technology  
Manitoba Genealogical Society

January has been a busy month!

Virus/adware on the Mail computer. I was able to remove it but apparently it is back. We might have to purchase software or pay to have it removed. It would be about \$40-\$50 dollars to have it done.

I performed a full network drive back up and updated the Microsoft software on our computers. This included a full system scan on the computers looking for viruses.

MANI project with the Red River College BIT students moving ahead. I have been meeting with the students weekly. They have already solved several bugs and glitches that have stopped us from using the Member side of MANI as well as many Admin tasks. They are researching Adding an ecommerce and membership features on the site as well as a hosting solution that will move the MANI site off of the Red River College student servers.

A MANI newsletter was distributed to the Executive by email as well as Council. The Winnipeg Branch attached it to their newsletter.

Draft versions for MANI User Manuals have been created for Member, Volunteer and Admin. I will be working with users to review them and then it is hoped that we will get an RRC Technical Communications student assigned to the team to rework them.

Cemetery Transcription scanning I purchased the scanner and already almost 2/3 of the paper copies in the file drawer have been scanned and a pdf file made.

Joint project with Manitoba Historical Society. I have been in contact with Gordon Goldsborough and we will be providing our cemetery information to them and in return they will provide a link back on the MHS website to the MGS site where people can purchase cemetery transcriptions. Prepping the files involves matching the listing they currently have on the site with ours. This is complicated because quite often we have different names for the cemeteries. Next we will convert our Legal Land Description to lat/Long standard. I have purchased a block of credits and will have to purchase more when these run out.

The Scanner, Legal Land Converter credits and the RRCC Scholarship donation will be used to claim the Winnipeg Foundation Grant we received last year. It appears that we can Request prepayment for the RRC fee. There is a 10% holdback until the final report is submitted to the Foundation.

#### MGS Mail system

- Current MGS email system is managed by Jim Rutherford. It has a separate account on the computer and it is password protected.
- The process that Jim does weekly:
  - Scans the inbox for junk mail. Currently 80% of it is Junk mail which he deletes

- Jim answers what he can
- Jim forwards email that is directed at a specific person/position to their private email where he has that email.
- I added an MGS Executive Group that Jim will forward email to where the recipient is in question or he feels that the whole executive needs to be informed.
- Jim clears out the Junk folder and then empties the trash weekly.
- I added a group for both MGS Executive as well as one for MGS Council. If you did not receive the test message sent at the time we either have your email wrong or it was not available. Please let me know so we can add it.
- I investigate the MGS Mail Server on GoDaddy and changed some of the mail forwarding that had been set to Linda White.
  - Contact@ set with no forward. Our catchall account
  - Webmaster@ to Janice Butcher and Gordon McBean
  - Generations@ set to David Farmer and Janice Butcher
  - Library@ set to Mary Bole
  - Outreach@ set with no forward. Receives our Twitter Feed
  - Research@ Forward set to Jim Rutherford

#### Twitter Account

- A copy of all incoming messages are sent to our PR account and are filling up the inbox.
  - Your username: MbGenealogy
  - Your profile: <http://twitter.com/MbGenealogy>
- I do not have the password.