MGS executive Report
VP IT – May 09, 2016

Busy month with work on MANI fixes and MGS Website migration

MGS Website – The site was transferred to the newly designed site and minor fixes were carried out as Mark continued to add features to the site. Mark is running a training session today for Janice and I so that we can manage the site. We will be doing additional training as we add additional roles for the Branches and posters. Each role will have specific permissions as to what they can change or post.

MANI – The number of users increased again this month. We now have 218 members who have activated their account in MANI.

May 09, 2016 stats

	A	B	C	D	E	O	P	Q	R	S
		Apr-15	15 Year-end total recor				April - 11			May
	MANI accounts	20	162				203			218
	new Members		57				3			10
	MGS Members List						546*			541*
	Highest membership #		5542				5,575			5,585
	Life		58				57			57
	Individual		319				339			334
	Associate		14				15			15
	Instutional		14				14			15
	Total Active Members		405				425			421
	No-Mailouts		47				48			48
	MGS Branches		16				16			15
	Journal Exchanges		57				56			56
	Generations Mail,			449			235			228
	printed						1			
	Generations sent (eMail)			215			227			225
	Active									

The membership expired email did not go out. As of (today) for the end of April we had 27 not renewed. There are also 27 that will expire at the end of June. I propose that we email out reminders to these two groups.

Network Drive Backup – The MGS network drive was backed up. This process takes about 10 hours currently. Over the summer I hope to weed out files that are not needed.

Financial system Glitch – I have been working with Linda and Rick to solve an issue with the data in our financial system. We were able to revert back to a backup from January 2016 and Linda is reposting all of the entries since then. We were not able to find a way to edit the entries that got posted into the previous year in error.

e-Mail system process – We need to rework our email process as it is out of data and many of our exec do not know they have a folder. We will work towards a system where e-mail is forwarded to the individuals and then moved to the folder on the MGS computer.

Computer to Southwest Branch – Brandon Library. I recommend that we prepare one of our computers with Windows 10, MS Office, other normal MGS software, links to the MANI-Library access and KOHA. This computer will be placed in the Brandon Branch Library. A training session will be done in Brandon along with MANI training.