Admin Meeting 3/11/2019 Notes and Action Items

Present: Roberta Kasper, Adrian Kasper, Jim Watson, Kurt Szeluga, Jerry Fox, Linda Briede, Masha Herzog, Julie Langless, Tierney Stetson

3/11 Old Business

1. February Meeting Minutes were agreed upon with no changes.
2. No questions regarding the Admin Team Circle or how to access. Further questions should be directed to Marsha or Kurt.
3. Marsha reported that the MemberClicks issue with the Event Registrant lists (when linked to a Calendar Event) has been corrected. If any additional issues are discovered with this please let Marsha know.
4. A new issue with the drop-down list truncation on the Profile List Report page as noted below, Marsha will report to MemberClicks.
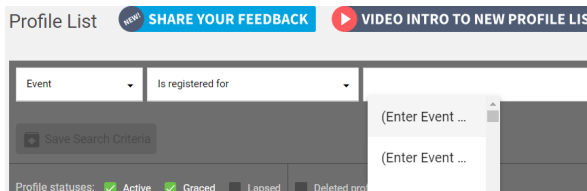
5. NV Online Registration at the meetings was discussed. Process for doing the registration was discussed and a hand-out provided by Marsha. She will post on the Team Circle and in the Help pages.
6. Request was made for someone to Lead the April meeting. Request will be made to KC and Julie Langless will assist or take over if needed. Our next meeting is Monday April 8 at 1PM. Please mark your calendars – as we will be meeting the 2nd Monday if each month during 2019

3/11 New Business

7. Adrian presented information on how to use the 'Take Form' feature to check appropriate form functionality. Test Member name is Jack and Jill Hill.
8. Adrian presented new functionality to add a 'Sold Out' banner on the Calendar Image which he is testing with the TL Event Editor program which he developed. He will continue to test before rolling it out to admins.
9. Roberta discussed the need to check the Location URL that is used on Calendar event builds to verify they are correct. Please correct if needed. Discussion by the group to check for duplicates before adding a new location and if found to place a Z before the name of the newest build so that it is identified as a duplicate and shouldn't pull up with a search.
10. Marsha provided education on Database/Profile functionality. Documents are available in the How To Guides for Admins under 'DBase-' please check them out. She called out the DBase- Data Dictionary System Attributes and Custom Attributes in particular.
11. The team also discussed how to create and view reports for membership, as well as crediting a credit card cancellation.
12. Discussion was held on an issue with an EC not receiving electronic registration email and how to view what was sent and what was viewed by the EC.
13. Goal Status / Actions
    a. Moving toward on-line only registration for large events (update monthly) with no updates.
    b. No other goals were presented in March meeting.
14. No other new business was presented. Motion to close meeting at 3:02 p.m.