

Actions Completed since Spring 2017 Meeting

- 5/1/2017
 - Posted the 2015 OHSLA Survey Final Report at both: <http://www.ohsla.info/2015-OHSLA-Survey> and <http://www.ohsla.info/OHSLA-Surveys>
- 5/8/2017
 - Posted summary, pictures, and files from Spring 2017 meeting
 - Sent summary emails with links to files from the meeting
 - updated the homepage photo with group photo from Spring 2017 meeting
 - Sent out announcement to Listserv of MHSLA Grant for Library Students to attend Midwest MLA 2017 in Michigan, at the request of Matt Hoy, from Mayo Clinic
- 5/11/2017
 - Posted PowerPoint slides from Megan von Isenburg
- 5/16/2017
 - Added new webmasters to GMR-OHSLA-BOARD listserv, as well as President-Elect Angie Tucker
 - Discussion with OHSLA Archivist, Judy Griggs, about updating what is held in OHSLA Archives (need to put website content since 2011 on a DVD and give to Kristen at OSU Medical Heritage Center)
 - Discussion with Clare Liebfarth and Judy Griggs about Institutional Repository
- 5/24/2017
 - Met with Allison Erlinger to begin creating Event for OHSLA Grant Writing Workshop
- 6/1/2017
 - Finished the OHSLA Grant Writing Workshop Event and opened registration on Wild Apricot site.
- 6/2/2017
 - Corrected "Security Certificate" problem with Wild Apricot Event Registration links in emails.
 - Security Certificate installed for ohsla.info (SSL certificate installation & HTTPS), performed by Dmitriy Stepanov at Wild Apricot (no charge for Let's Encrypt security certificate)
- 6/8/2017
 - Sent out email blast from Wild Apricot announcing OHSLA Grant Writing Workshop on August 25
 - two more similar emails will go out on July 26 and August 15
 - 3 reminder emails sent to Registrants on July 26, August 11, and August 21 (can add details at any time before those emails are sent).
- 6/19/2017
 - Met with new webmasters, Allison Erlinger (Nationwide Children's) and Heidi Beke-Harrigan (OhioNet)
 - Divided up responsibilities: Website: Don & Allison; Membership: Don & Heidi; Events: Don & Allison
 - Contact information:
 - Allison Erlinger: Allison.Erlinger@nationwidechildrens.org
 - Heidi Beke-Harrigan: heidib@ohionet.org
- 6/21/2017
 - Payment of Wild Apricot website hosting from 7/21/2017 to 7/20/2018
 - \$432.00, (\$40 per month with a 10% discount) approved by Mary Pat Harnegie
- 6/28/2017
 - Responded to Clare's notification that we are missing portions of the Spring 1999 OHSLA Voice and the entire Fall 1999 issue on website

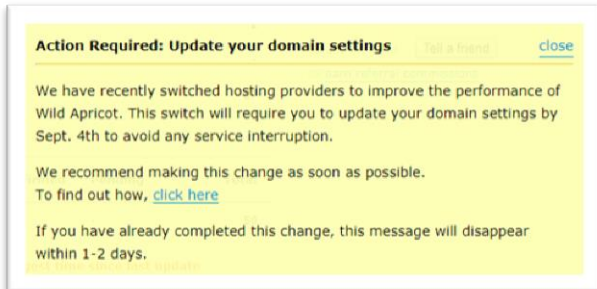
- Requested archivist Judy Griggs to see if she can get copies from OSU Medical Heritage Center OHSLA Archives. Kristin Rodgers replied that those issues are not in the archives. Don put out a request to all of OHSLA on 11/9/2017 to see if anyone has copies of these two issues.
- 7/3/2017
 - Posted Draft Copy of Spring 2017 Business Meeting Minutes:
<http://ohsla.info/Resources/Documents/BusMtgMin/ohsla2017spring-draft.pdf>
- 7/5/2017
 - Request the consideration of term limits on the office of Webmaster (2 years, with an in-training position, and a past-webmaster similar to President-Elect and Past-President) – Noreen will add this discussion to the New Business at the Fall 2017 OHSLA Business Meeting.
- 7/5/2017
 - Wild Apricot is making some administrative changes – we will need to update IP Addresses with GoDaddy once Wild Apricot sends us the numbers (should be today, July 5)
- 7/6/2017
 - Added new information and group picture to Leadership and Officers page as well as LinkedIN group page.
- 7/11/2017
 - Added newest versions of Bylaws and Policy & Procedures to Members and Executive Committee pages.
- 7/24/2017
 - Updated site domain settings per Wild Apricot (see Appendix A). Wild Apricot switched hosting providers to improve performance. This switch required us to update our domain settings by Sept. 4th to avoid any service interruption.
- 8/28/2017
 - Added information to OHSLA Website Events page describing results of Grant Writing Workshop, including a picture album.
- 9/14/2017
 - Met at OhioNET office with Heidi Beke-Harrigan and Allison Erlinger to continue transition to new Webmaster Positions
 - Added Heidi and Allison to OHSLA Google Drive Webmaster folder to share files
 - <https://drive.google.com/drive/folders/0BzoAVvsw7BZISXNLMONWeGhqT3c?usp=sharing>
 - Allison will begin working on the Fall 2017 Meeting Event and posted Save the Date information to the Event page
 - Heidi will review Mentorship information to begin organizing and composing a new page for the OHSLA Website – discussed adding a Mentorship or Career Development page to the site.
- 9/18-9/19/2017
 - Working on Fall Meeting pages with Allison Erlinger
 - Adding Past meeting pages under Events (in reverse chronological order, with most recent meetings on top.) In the future we will keep meeting page archive on list of Meetings at <http://ohsla.info/page-1363001>
- 9/22/2017
 - Added slideshow to About OHSLA page: <http://ohsla.info/page-1355080>
- 9/27/2017
 - New Meeting Archive Page will save the associated documents from the CE and other meeting handouts, starting with the Spring 2017 meeting
 - Heidi added a "mentor/mentee" option to membership registration
 - Don added Heidi as an owner of the GMR-OHSLA listserv so she can help administrate the membership

- 10/2/2017
 - Discussion with MP Harnegie on how to make a form for an OHSLA scholarship application. Wild Apricot does not have a "forms" function, but suggestion was to create a Google Form to link to OHSLA Scholarship page (to be created), another option is just a Word Document that could be downloaded, completed and emailed back.
 - MP will discuss the Scholarship Program and ask for committee volunteers during the Fall 2017 Meeting – after that we will decide how and what to place on the website.
- 11/2/2017
 - Allison posted Fall 2017 issue of OHSLA Voice
- 11/2/2017
 - Worked with Wild Apricot Support on email sending problems from email lists (registration emails failed to B. Sydelko and S. Gall)
- 11/8/2017
 - Added link to the **OHSLA Payment Request Form** on both Members and Executive Committee pages
- 11/17/2017
 - This is the final Webmaster Report from Don – as of the end of this meeting Allison Erlinger has full website responsibilities.

Respectfully submitted, November 17, 2017 by Don Pearson, OHSLA Webmaster

Appendix A. UPDATING DOMAIN SETTINGS

Wild Apricot required an update on domain settings in GoDaddy, see the following message within Wild Apricot

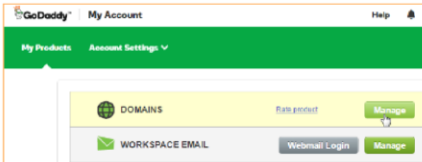


Instructions were given as:


updating the settings from your GoDaddy account

To change your DNS settings from your GoDaddy account, follow these steps:

1. Log in to your GoDaddy account at <http://www.godaddy.com>
2. From your account page, click the **Manage** button within the **Domains** section.




3. For the domain that you are using for your Wild Apricot site, click the **Settings** drop-down and select the **Manage DNS** option.



4. Within the row where **Type = A** and **Name = @**, click the pencil icon to enter edit mode.

| Records | | | |
|---------|------|---------------|-------------|
| Type | Name | Value | TTL |
| A | @ | 34.226.77.200 | 600 seconds |

5. Enter **34.226.77.200** in the **Points to** field, then click **Save**.



6. Within the row where **Type = CNAME** and **Name = www**, click the pencil icon.
7. Enter **sites.wildapricot.org** in the **Points to** field, then click **Save**.