

## Webmaster Report - 2023-01-11

### WebMaster Tasks

All board reports are posted.

Jobline listings up to date

Continue to keep site up to date:

- Jobline lists
- Updated site content as needed
- Posting Job Reports

Completed Switch over to new server and email in Google Workspace

Old Archived site at <https://old-mpla.us>

### Archives Committee Tasks

- Attended meetings and provided input on the process
- Continuing to build/design Site for MPLA Archives
  - Front end look and feel
  - Structure for Metadata
  - Designing queries to sort, filter and retrieve records

### Important Upcoming Activities

- Set up use of Google Workspace Apps
  - Google Meet to replace Zoom
  - Google Spaces for Committee/etc communication/discussions

### Future Tasks

- Train members of Archives TF to add metadata to existing records, creating new archives items, and evaluate/improve archives online.
- Plan for transition to new management of MPLA's online services
  - Train next Webmaster Brandon Katzir
    - Build new forms for MPLA
    - Teach common tasks
      - Site content updating/adding
      - DNS information
      - Managing MODX
      - Google Workspace admin tasks
      - Managing Machform app
- Train President, Exec Secretary, and other selected Board members on some basic tasks
  - DNS account
  - MODXCloud access

- Website access