



California Writers Club

MRMS SYSTEM ADMINISTRATOR REPORT (01/24/2016) (Rev. 01/02/2016)

Performance:

During calendar year 2015, MRMS performed flawlessly. There were no incidents, inaccuracies or occurrences of data loss. There were one or two outages due to host maintenance, but 'up-time' was well over 99%.

Enhancements:

August, 2015: In response to a request from South Bay, the 'Renewal Payments' page was enhanced to 'hold' the default date when pages change and refresh.

October 2, 2015: An inquiry was received about the format of MRMS-generated messages, in particular the format and return address ('Hypermart Form Processor').

In a series of emails, the reasons were explained, and a few minor adjustments made.

The correspondent seemed satisfied.

October 6: An email was sent to all members informing them that Hypermart was a trusted sender.

Reaction from the branches was mixed. Some branches expressed thanks. Two complained. Most did not respond at all.

In discussions with the State Membership Chair, and Berkeley Branch, it was decided that CWC would follow MRMS's and SFV's example of referring to 'Hardship' memberships as 'Awards' — with the *justification* being 'hardship'. This is not official policy of the Central board, but rather a 'best practice', and may appear in the next Membership Chair Handbook.

In response to several failed email addresses encountered when the new Bulletin was emailed to all members, MRMS was enhanced to have a reverse email look-up feature. (Enter address, and retrieve member name and branch.) This is only of available to the State Administrator and the Executive Committee.

In response to the need for posting the Bulletin, mail lists can now be sub-divided for hosts that limit the number of senders. (If a limit is specified, MRMS will provide multiple lists of that size or less.)

In response to a request by Berkeley Branch, the Custom Reports page now sorts results on first column requested.

Google Maps has changed the way it processes latitude and longitude, leading to the address links in 'Member Search' displaying imprecise locations. Code was adjusted to accommodate this change.

In order to accommodate the addition of a Directorship to the State Executive Committee (Advertising and Promotion Chair), membership in the EC was made configurable. The Directorship was added to the Board Rosters.

Adoption

Login total for the year was 4801. Last year's was 3797. This is an increase of 1004, or about 20%. However, the number

Login Stats for year ending 2016-01-02
All Branches
(January 2, 2016 -- 11:14 am)

#	Branch	Members	Users	Pct.	Total Logs
1	San Fernando Valley Branch	64	23	35.94	848
2	High Desert Branch	91	29	31.87	769
3	Writers Of Kern	97	27	27.84	296
4	Redwood Branch	272	64	23.53	683
5	North State Writers	36	8	22.22	96
6	Napa Valley Writers	58	8	13.79	171
7	Marin Branch	45	6	13.33	28
8	Inland Empire Branch	46	6	13.04	48
9	Berkeley Branch	81	10	12.35	128
10	Coastal Dunes	38	3	7.89	57
11	South Bay Branch	174	13	7.47	102
12	Orange County Branch	41	3	7.32	31
13	SF-Peninsula Branch	89	6	6.74	144
14	Fremont Branch	45	3	6.67	19
15	East Sierra Branch	30	2	6.67	47
16	Central Coast Branch	139	9	6.47	257
17	Long Beach Branch	50	3	6.00	79
18	Mt. Diablo Branch	124	7	5.65	245
19	Tri-Valley Branch	91	5	5.49	392
20	Mendocino Branch	64	3	4.69	138
21	Sacramento Branch	149	4	2.68	223
	TOTAL	1775	242	13.63	4801

Legend:
 # = (just a counter)
 Branch
 Members = Total current branch enrollment.
 Users = Individuals who have logged on
 Pct. = Percent of total members who have logged on.
 Total Logs = Total number of sessions by all users.



users was 242 (as opposed to 232 for 2014), so the *percentage* of users was actually less (13.63% as opposed to 14.63%).

We expect this to improve as MRMS gets more exposure in the new *Bulletin*.

Surprisingly, subscriptions to the MRMS *Tips n Tricks* newsletter (which had been discontinued) have increased to 105. We intend to resume publication. Back issues archives are available from the MRMS 'Member Search' page, and in the Document Vault.

Financial

Renewal (hosting and domain) is due in February. Since this has not yet been billed, the exact amount is unknown. Last year's was: Hosting: \$155.40, Domain (MRMSys.org) \$17.99. However, there may be a discount for a 3-year Domain renewal. Since it appears usage of MRMS will continue, I am asking the Central Board to authorize my advancing , "up to \$225.00," to cover these costs.

Here is a list of the top twenty users of MRMS. I thank them.

More important, these are involved and experienced users of MRMS. It is their opinions which are informed, and which should be sought when questions arise about the system and its use.

Login Summary for year ending 2016-01-02
All Branches
(January 2, 2016 -- 11:15 am)

#	Member	Branch	Last	First	Date - Time	Total
1	200051	San Fernando Valley Branch	Malus	Ray	Wed, Dec 30, 2015 - 04:43:03 pm	550
2	103330	Redwood Branch	Rowley	Janice	Fri, Jan 1, 2016 - 05:03:08 pm	341
3	108072	Tri-Valley Branch	Svitak	Sharon	Fri, Jan 1, 2016 - 11:59:32 am	273
4	201060	High Desert Branch	Norris	Dwight	Thu, Dec 31, 2015 - 09:51:47 am	251
5	201037	High Desert Branch	Isbill	Robert	Tue, Dec 29, 2015 - 08:15:34 pm	239
6	101005	Sacramento Branch	Grossenbacher	Gini	Thu, Sep 3, 2015 - 05:53:34 pm	140
7	104032	Mt. Diablo Branch	Dotterer	Marlene	Tue, Dec 29, 2015 - 08:08:45 am	127
8	107173	Central Coast Branch	Sleeter	Christine	Fri, Jan 1, 2016 - 12:56:56 pm	126
9	200059	San Fernando Valley Branch	Polk	Andrea	Wed, Dec 30, 2015 - 09:11:44 pm	112
10	202094	Writers Of Kern	Kae	Clarissa	Mon, Dec 28, 2015 - 05:54:07 pm	106
11	108075	Tri-Valley Branch	Todd	Linda	Wed, Dec 30, 2015 - 04:44:27 pm	84
12	110012	Mendocino Branch	Fortier	Doug	Wed, Dec 30, 2015 - 04:16:57 pm	82
13	103009	Redwood Branch	Baker	Sandy	Thu, Dec 24, 2015 - 03:25:40 pm	82
14	101116	Sacramento Branch	Webb	Margie Yee	Tue, Dec 22, 2015 - 03:38:16 pm	77
15	102039	SF-Peninsula Branch	Miller	Elise	Fri, Nov 20, 2015 - 12:14:10 pm	72
16	202007	Writers Of Kern	Cassells	Annis	Wed, Dec 30, 2015 - 07:49:07 pm	65
17	200119	San Fernando Valley Branch	Freeman	Mary	Mon, Dec 14, 2015 - 10:16:01 am	62
18	111001	Napa Valley Writers	Baird	Vicki	Sat, Nov 7, 2015 - 12:38:40 pm	62
19	201048	High Desert Branch	Margotta	Jenny	Thu, Dec 24, 2015 - 11:03:47 am	62
20	207032	Long Beach Branch	Symons	Allene	Tue, Dec 15, 2015 - 04:24:43 pm	61

Respectfully submitted,

Ray Malus
State MRMS Administrator

January 2, 2016