

Report on secretarial activities april '16 - september '17

Website and mailinglists

The website is running fine and some regions (Brasil, America's) are using the mailinglist function in it. Sometimes there are mailings not going out due to technical reasons. So far we have managed to solve the problem ourselves.

Summer 2016 I called the help from CIVICOOP, a consultant for CIVICRM, our contacts member system. He has checked stability and safety of our set up and helped to solve some issues and setting up new functions. The invoice was 605 euros, that's about half that the executive committee agreed on for help.

There are some issues and topics for further development of the website and the member system:

- automatic membership renewal reminders is not yet working in CIVICRM
- Group payments are possible but need to be administered manually
- we could create a members-only part on the website, Wordpress (the website system) and CIVICRM have possibilities for that
- we could use membership information we have in our database to have members log in and have acces to our affiliated journals. In order to do so questions we and publishers need to answer:
 - How does the publisher needs to have the membership information (by file, by HTTP, manual, SOAP request)?
 - How will we use user accounts in relation to the membership, since these need to be linked?
 - Where can we find the technical information to link the system (in any)?
 (CIVICOOP can, after these questions are answered, help with setting this up. Contact person is Jaap Jansma, jaap.jansma@civicoop.org)

The latest member information (real time information for regional coordinators can be find in CIVICRM)

In the system we have 2219 (in April 2016: 1835) contacts now. Of which 263 (in April 2016: 228) are current members*. We have listed 117 new membership since

the new system is active and the contributions could be collected again (April 2016).

In 2016 and 2017 we have collected respectively 115 and 109 contributions through the website.

* CIVICRM distinguishes members from contacts. The first are people in the database of which we have information, including deceased, expired or non paid memberships. The latter are members. We regard a contact a current member when the membership is paid, payment is pending, or expired not longer than one year (grace period); a member is a new member when membership started less than three months before.