**MDMLG WEBMASTER ANNUAL REPORT
2023-2024**

**Goals & Objectives**

1. Maintain an informational web site for MDMLG.
2. Maintain two organizational listservs: one for MDMLG members and other interested individuals, and one for the MDMLG Executive Board members.
3. Publish the Annual MDMLG Directory.
4. Publish the four issues of the MDMLG News.
5. Serve as the point person for MDMLG web tools (PayPal, Wiki on Google Sites, Blogger, etc.)
6. Update the MDMLG documentation into current software formats (Microsoft Word and Excel) to promote security and accessibility of data; determine the year-ranges necessary for updating.
7. Work with the MDMLG Archivist to determine new procedures for backing up our website and electronic documents.
8. Update the MDMLG website to obtain a secure certificate from ProvideNet.
9. Continue to investigate the use of new technologies for MDMLG business.

**Accomplishments:**

Three issues of the MDMLG Newsletter were published in PDF format on the MDMLG web site in conjunction with the MDMLG Newsletter Committee. The last issue will be published on the web site in June.
<http://www.mdmlg.org/newsletter-archives.htm>

The Announcements for each of the MDMLG Programs, Webinars, CE Events, and Networking Event were put on the web site, along with speakers’ notes and presentations, when available.
<http://www.mdmlg.org/meeting.htm>

The Meeting Minutes for both the General Membership Meetings and the Executive Board Meetings were mounted on the Members-Only portion of the web site, along with the Treasurer's Reports for this fiscal year.
http://www.mdmlg.org/members/minutes.htm
http://www.mdmlg.org/members/treasurer.htm

The current MDMLG Directory was created initially in September with information obtained from the MDMLG Membership Board Member, and subsequently updated as needed. In addition, the MDMLG Listserv was updated as needed.
<http://www.mdmlg.org/members/directory.htm>
<http://www.mdmlg.org/listserv.htm>

The MDMLG Blog was updated on a regular basis to reflect the meetings, events, and announcements.
<https://mdmlg.blogspot.com/>

Many other web pages were added or updated on the MDMLG web site: Committee/Board Member web pages, Executive Board/Committee Chair Goals and Objectives, Annual Reports, Student Award, MDMLG History, Slate, Student Portal, and the Site Index. The Job Bank web page was updated as needed.

MDMLG continues to successfully use PayPal via JotForm as a method of collecting money for membership renewals and events. A detailed transaction spreadsheet is sent to the MDMLG Treasurer prior to each Executive Board Meeting.

Changed the Members-Only Password and notified all current members.

Contacted all listserv subscribers (21) who are not receiving the messages due to bounce backs.

Met with Ella Hu, MDMLG Archivist, to discuss new procedures for backing up our website and electronic documents. Ella will follow-up on our discussion points.

Investigated updating the MDMLG documentation into current software formats (Microsoft Word and Excel). After a discussion at an Executive Board meeting it was determined that documents created in previous software versions are always viewable. Therefore, there is no need to proceed with this project. The recommendation was made that all documentation should be submitted to the Webmaster in the current software version.

**In Process:**

Continued to work on the joint MDMLG/SEMCME joint project. In the process of developing a website with information about this project.

Continued to develop the revised MDMLG website and obtain a secure certificate from ProvideNet.

**MDMLG Web Site Information:**

**Location**: <http://www.mdmlg.org>
**Web Hosting Company**: ProvideNet – <http://www.provide.net>
**Blog Hosting Company**: BlogSpot – <http://www.blogger.com>
**Wiki Hosting Company**: Google Sites – <https://sites.google.com/view/mdmlg-wiki>
**Web Development Software:** Dreamweaver (Adobe) - <https://www.adobe.com/products/dreamweaver.html>  **Online Payment**: PayPal – <http://paypal.com>

**Average number of hits per month**:
 2023-2024 – 2,710 (13% decrease)
 2022-2023 – 3,132

**Total number of web pages on the MDMLG web site**:
 2023-2024 - 2,398 (4% increase)
 2022-2023 – 2,310

**MDMLG Listserv Information:**

Hosting Server: L-Soft list server at University of Iowa – List@UIowa.edu
Number of subscribers to GMR-MDMLG: 274
Number of subscribers to GMR-MDMLGBD: 15

Submitted By,

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MDMLG Webmaster
May 31, 2024