Foundation Weekly Meeting Minutes-Revised
May 10, 2011, 9:00am-10:00am

Attendees: Jennifer Dirking, Ron Rayas, Tom Roza, Laura Woodworth, Ngoc Nguyen, Kathy Nguyen, Nancy Chao, and Kari Elliott (note taker).

May 9, 2011 – Go Live

Post Go Live Action:
1. Donorworks conversion complete – no issues.
2. David Gilmore (SGHE) on standby (4 hours) this week.
   - Working on acknowledgement letter – datablock.
   - Backup will be David Neil at SIG.
3. Noelle Hylton (SGHE) will be onsite next week, June 17-18, 2011.
   - David Gilmore from SGHE will be onsite the week of May 2, 2011 for technical support.
   - Chien will work on having Noelle Hylton onsite the week of May 2, 2011 for functional support.

Recommended Post Go Live Process:
1. Dual entry this week – parallel entry into TEST8 and Production.
   - Enter data into TEST8 first to make sure process works.
     - Tested data in TEST8 May 9, 2011.
   - Any changes made in TEST8 must be made into Production.
   - Clone Production to TEST8 on a nightly basis – cloning will wipe out any changes made in TEST8.
     - Robin & Chien need to decide cloning schedule – Tom will not schedule any cloning until he hears from them.
     - Wednesday, May 11, 2011 at 1:00am most likely will be the next scheduled cloning.
   - Enter data into Production.
     - Will begin entering data into Production today, May 10, 2011.
2. Stop dual entry after 1 week.
3. Dual entry must be finished by May 19, 2011 at the latest – Production will be upgraded May 20, 2011.
   - Any testing Advancement needs to do will be done in PRODN after Production upgrade; Advancement will no longer use TEST8 for testing after May 19, 2011.

Take Away Items:
1. Consultant help needed with Payroll deductions:
   - Plug in end date for all pledges currently in Foundation (payroll deductions are open ended with no end dates).
   - Need an automatic renewal for pledges every year.
   - Approximately 200 pledges in foundation need to be converted to Banner Advancement in June.
2. Need in writing process for payroll issues with deductions from consultant.