**OTU Webmaster Report**

**11 Jun 2025**

**Action Items.**

1. **That all financial members this year roll over to be financial next year to have access to the Web Site.**
2. **The need to cancel the Request Email that is sent to all members re subs for the next financial year.**
3. **Correction to the Newsletter template that is used to send emails.**
4. **Managing ZOOM Meetings going forward.**
5. **That all financial members this year roll over to be financial next year to have access to the Web Site.**

Action from Nik Dow - CBDWeb

1. Checked Expiration Settings, seemed to be already turned off, but I changed the price to $0 and compared settings to Honorary Member settings.
<https://www.paidmembershipspro.com/documentation/membership-levels/initial-membership-level-setup/>
tested by using the membership template for "free, never expires".
Could be an issue because existing members already have an expire date in their record. Wait and see what happens, and rectify if necessary, e.g. by changing access permissions.

Future Actions Items.

Membership expiry dates – It appears that I will need to adjust all current Financial Members (553) with a new renewal date of 1 Jul 2026. If you set the date to “blank” then the actual date that appears on the Members login as 1 Jul 1970.

1. **The need to cancel the Request Email that is sent to all members re subs for the next financial year.**

Action suggested by Nik Dow

1. Turned off all scheduled emails via Membership plugin: <https://www.otu.asn.au/wp-admin/admin.php?page=pmpro-dashboard>

I went into the Plugin section of the WordPress site. The Plugin Software appears to be named “Paid Memberships Pro” which has a number of templates for emails to be sent to members re renewals etc. I have disabled all these email templates, which should prevent any member from receiving an email requesting Annual Subs payment.

Future Action Items.

There are a number of Pages set up for the membership renewal etc. These have been set up by CBDWeb back in 2014. The content of these pages can be changed by editing, and I believe that I can achieve this, detailing to Financial Members that their membership has been extended to 1 Jul 2026.

1. **Correction to the Newsletter template that is used to send emails.**

Action from Nik Dow

The Standard Template has been corrected so that the Text now appears under the OTU Logo without having insert format character (i.e. “.” Period)

1. **Managing ZOOM Meetings going forward.**

Following discussions with Gary Vial, I will take over the operation of ZOOM Meetings after the 11th June 2025 National Executive Meeting.

Colin Walker