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**WEBSITE CONTENT MANAGEMENT STATUS REPORT**

**September 9, 2024**

**Contract Status:** For the contract period June 10 to September 9, 2024, I have performed 12.3 hours of work. Of that amount, 6.5 were Out of Scope: the US Army Rifle and Static Weapons Certification, of which we were notified on June 13 that was required within 45 days and completed on their website. My Activity Report describing the detail of the project is attached.

**Website Process:** In July, Legionsites.com “upgraded” their administrative process in response to requests from Posts (including this one) to make it better. While I appreciate improvements always, sometimes this type of change requires a learning curve, and that has been the case. I demonstrated the changes to Ernie. The only new thing I find difficult now is that cell phones cannot easily be used for updates. So, on Wednesdays you will see me using the Post computer to change the Queen Jackpot.

**Email Communications:** The [Post70NH@gmail.com](mailto:Post70NH@gmail.com) email account continues to generate activity. I continue to check it manually at least twice a day then follow up with Ernie and/or Traci as appropriate.

**Program Group Support.** I continue to welcome opportunities to provide website and document support to the Post, AUX, SAL, and the ALR whenever requested.

**Newsletter:** The Q4 2024 Newsletter deadline is September 20 and Draft 1 was given to Ernie and Traci this morning to set the dates for this year’s holiday events. .

I continue to try to make your website better and take pride in the work I do for you.

Respectfully,

Cathie Clark