



Conference for Food Protection

Addendum to

Executive Treasurer Report

August 18, 2008

Compensation Committee

Three administrative staff service agreements were reviewed for budgetary impact and were found acceptable.

Upon recommendation, the Committee standardized the agreements to include the two-year total salary for each position. Further standardization is recommended, as follows: reflect each salary on a monthly basis; determine a uniform methodology of setting salaries and establish uniform verbiage regarding bonus clauses and their payment.

Website Summary Cost Analysis

Effective August 15, 2008, the Website Committee concluded its deliberation on the subject of recommending a replacement host for Sterling Digital Networks. The Website Committee Report has been submitted under separate cover. This addendum provides a brief summary analysis of the costs associated with the Website Committee's recommendation to enter into an agreement with Hamstra Media, LLC. A Fiscal Impact Report follows.

One-Time Costs

The Website Committee selected three of the five goals initially identified by Hamstra Media. The total for both labor and software for these three goals is approximately \$10,000.

On-Going Costs

The initial proposal from Hamstra Media included a 24-month **dedicated server** @ \$572 per month offered by HostMySite. A dedicated server was seen as necessary to accommodate the robust requirements of our Issue Submission process. Upon further investigation, it was determined that HostMySite would be amenable to providing a **shared server** @ \$20 per month to meet our two-year general website needs with the dedicated server operational **ONLY** for the six-month period during which the Issue Submission process was up and running. The resulting cost savings was approximately \$10,000.

Registration Process

It was recommended that the online registration/membership utilizing credit card payment be handled by a third party merchant account with a payment gateway. Approximately ½ of our biennial meeting registrations occur online. The remainder (via telephone, fax, E-mail and on-site) would continue to be handled by our current merchant account and credit card machine. A vendor analysis/selection is being conducted.

FISCAL IMPACT REPORT
HAMSTRA MEDIA, LLC PROPOSAL

One-Time Costs

Primary Goal	
Web Development	\$2,250
Network Administrator	\$500
Secondary Goal	\$3,000
Third Goal	\$2,250
Software Costs	
Easy PDF-BCL Technologies	\$1,499
Office Microsoft	\$400
Compare It! Grig Software	<u>\$ 29</u>
Total	\$9,928

Ongoing Costs

Dedicated Server (for Issue Submission Program - 6 months)	
@\$572.05/mo X 6 =	\$3,432
Plus set-up fee every 2 years @	<u>\$296</u>
Sub-Total	\$3,728

Shared Server (for General Website)	
@ 20/mo X 24 =	\$480
Plus Secure socket @ \$89 X 2 =	\$178
Plus Security Measures	<u>TBD</u>
Approximate Two-Year Total =	\$4,386

Third Party Merchant Account (for online registration/membership)

One time Application & Set-up Fee =	\$180 - 225
Plus possible early termination Fee =	\$95 - \$250
Monthly	
Gateway Service =	\$15 - \$20
Statement Fee =	0 - \$5
Per Transaction Fee (1.95% + \$.20 - \$.25)	
OR (1.99% - 3.41%)	

Variable Fees

Kevin Hamstra server maintenance	\$75/hr
Network Consultant	?/hr