

DRAFT



ELECTRONIC COMMUNICATIONS COMMITTEE (ECC) MEETING

FEBRUARY 23, 2023

ATTENDANCE:

Dr. Constance Bails – VFN Immediate Past President/ECC Chair/Area X,
Fairfax Chapter 737

Stan Palen – VFN Web Master/Area VIII, Colonial Beach, Chapter 535- Chapter Editor,
Network Coordinator, Treasurer

John Bails - VFN Network Coordinator/Area X, Fairfax, Chapter 737

Esther Nash – VFN Secretary /Area VIII, Fredericksburg, Chapter 90- Chapter Secretary,
Service Officer

Deborah Fisk – Area III, Midlothian, Chapter 2265, Chapter President, Network
Coordinator

Nancy Palmerino - Area X, Arlington, Chapter 7, Chapter Editor, Alzheimer’s Chair,
Network Coordinator, Membership Chair

Janice Hill - Area I, Williamsburg Chapter 685

Eleanor “Ellie” Long Area VII, Roanoke Chapter 111, Chapter Editor, Network
Coordinator, Secretary,

Deborah Brown - Area IV, Brentwood Chapter 1697, Chapter First Vice President,
Legislative Chair (State)

1. Welcome and Introduction

Dr. Constance Bails

Dr. Bails welcomed all in attendance and provided a brief history of the Electronic Communications Committee. After Headquarters’ approval of the VFN By-laws the ECC is now a VFN program. Dr Bails stated that Stan and Debbie maintain and monitor the website. She discussed how Facebook, Twitter and YouTube could enhance Virginia Federation exposure to the federal community. She also explained to the members of the team and how they would increase the visibility of the website, social media platforms and email, this would be covered during the meeting.

- a. Each participant gave a brief introduction of their background and how they might be involved with the Electronic communications Committee (ECC). They included their Area of representation and Chapter.

2. Brainstorm Platforms

- a. Website is monitored and maintained by Stan and Debbie.
- b. The establishment of Virginia Federation (VFN) Facebook, YouTube, Twitter are the goals for the committee. The VFN already has a you tube that is connected to the VFN calendar. Discussion followed.

(1) Chapters establish a Facebook Page would use NARFEVFN Chapter number, Chapter Name.

(2) A volunteer would be needed to chair the Facebook committee - Janice stated she would like to be involved and also including membership.

(3) Debbie will establish a branded email for socialmedia@vfn.org
Also, she will establish a new VFN Twitter. Comments followed.

(4) Debbie will conduct training and send out email to each member for an area that they might be interested in. Discussion followed.

3. Capabilities of platforms

Dr Bails suggested each platform capabilities and how the members of the committee would interact.

4. Interface

Dr. Bails spoke of how the ECC members would be interfacing with each platform. She stated that we are not there yet.

5. Who else should be involved?

Dr. Bails asked the committee who they felt should also be involved in the process. Comments followed.

6. Who will be responsible for the various platforms?

a. Debbie was asked what the committee could do to help her get the VFN Facebook and Twitter accounts established. It was stressed that the eight people on the call would be the ones trained in the beginning. Connie requested Debbie to provide instructions for the team on the zoom call and what they would need to accomplish their training.

b. Debbie would send out information prior to next meeting covering the training.

c. All access will be done under the umbrella of VANARFE, no personally accounts.

c. Dr Bails stated the committee would meet every Thursday at 4:00 pm until established, then it would be decided if once a month was in order.

c. The Zoom sign on would remain the same for all meetings.

d. Dr. Bails suggested that each member could be responsible for a platform that they were interested in.

e. Specific individual(s) would spear head that platform deciding to what extend they felt would be for the betterment of the Virginia Federation.

f. They would the person deciding to what extend the committee would be involved and support needed.

g. Person(s) would be responsible for submitting a budget for the platform.

7. Other electronic issues

OPEN

8. Who and when shall we meet?

Dr. Bails led the discussion in future meetings. The committee would meet every Thursday at 4:00 pm. Next meeting scheduled March 2, 2023 at 4:00 pm. On the agenda will be calendar and assignments. John will record his meeting, Same number will be used for each meeting, eighteen people were invited with nine in attendance. The contact number used for the initial zoom meeting will be used for each forthcoming meeting.

9. What did we miss?

Dr. Bails stated her guidelines for the committee. The job is to have people use the VANARFE platforms. The team will be accessing all platform through VANARFE, not any personal accounts. She stated that whatever Debbie about the website, social platforms, John and Stan must know in order to have continuous service.

10. Round table

Comments, stay on agenda, usage of time, no more than hour. John, Stan, Esther has access to calendar, Janice will be added.

Meeting adjourned 5:34 pm

Submitted,

Esther L. Nash

Esther L. Nash
VFN Secretary