



Electronic Communications Meeting April 25, 2024

Attendees:

Dr. Constance Bails, EC Chair – Area X, Chapter 737 Fairfax
Deborah Fisk, Assistant Chair – Area III, Chapter 2265 Midlothian
Stan Palen, VFN Webmaster – Area VIII, Chapter 595 Colonial Beach
John Bails, VFN Network Coordinator - Area X, Chapter 737 Fairfax
Frances Boatman, VFN President – Area VII, Chapter 111 Roanoke Valley
Graylin Taylor, Area IV VP

Area II – Fran Sansone – Chapter 974 Virginia Beach
Area III – Cynthia Graunke – Chapter 2265 Midlothian
Area IV – Deborah Brown – Chapter 1697 Brentwood
Area IV – Willie Levenston – Chapter 1697 Brentwood
Area VII – Ellie Long – Chapter 111 Roanoke Valley
Area IX – John Bankson – Chapter 1159 Annandale
Area X – Nancy Palmerino, Chapter 007 Arlington

Absent:

Marilyn Riddle, Area I VP - Chapter 685 Williamsburg

Meeting was called to order by Dr. Bails at 4:00 pm on Thursday, April 25, 2024.

General Discussion

Debbie Fisk mentioned we should all be posting to one VFN Facebook page. We would have a better outlook of what we're doing as a community. A meeting needs to be scheduled now that the conference is over to resolve this issue.

We decided to meet monthly on the fourth Thursday of each month. Additional meetings can be scheduled as needed.



Ellie will serve as the EC recording secretary. Fran will be the back-up.

Ellie is ready to proceed with Sandbox training, but there are problems with WordPress security in setting up administrators for specific Areas, and their respective chapters. Sandbox Training on hold until this is resolved and logons and passwords can be issued.

EC Team - Conference Presentation Comments

- We will do something for EC at each annual VFN conference because we have that responsibility.
- Define what the purpose of our presentation is; tighten up focus.
- There wasn't enough time for each person to do a live thing. Since it wasn't interactive, people were having a little trouble following it.
- Break down into workshops and have people bring their computers.
- Address and have in place equipment needs, i. e., electric hookups, bandwidth, screens.

VFN Conference - Comments

- Hold a Conference Committee meeting soon to discuss Lessons Learned.
- Equipment storage was a big issue. Our items were constantly moved. Dedicated, locked space is needed. No one to touch but VANARFE.
- Equipment needs such as projector tables, bandwidth were promised but not delivered.
- Better coordination of assignments prior to arrival. Multiple people should be involved in each assignment. No one person should work alone.

EC Training

Announcement Protocol:

1. John Bails schedules the zoom meeting in zoom and provides the link to presenter.
2. Frances will send a copy of the invite letter to the presenter.
3. Presenter will provide training details in the second paragraph and the zoom meeting link and send to Connie for review.
4. Connie will send finalized invite letter to Frances and Nancy (EC Training Coordinator.)
5. Nancy sends announcement to Ted.
6. Ted, (Training Committee Chair), will send out the training announcement.
7. Frances will send out the training announcement via FEDHub.
8. Frances will send out the 'reminder of training' announcement via FEDHub.

EC Training Schedule for the remainder of 2024

Wednesday, May 1, 2024, 2:00 -3:00 PM
Facebook Basics: Deborah Brown

Wednesday, June 5, 2024, 2:00 - 3:00 PM
Zoom Part 1: Willie Levenston, Nancy Palmerino, and John Bails

Wednesday, June 19, 2024, 2:00 – 3:00 PM
Zoom Part 2: Willie Levenston, Nancy Palmerino, and John Bails

Wednesday, July 10, 2024, 2:00 – 3:00 PM
FEDHub: Cindy Graunke

Wednesday, August 7, 2024, 2:00 -3:00 PM
VANARFE Website Access: Stan Palen and Debbie Fisk

Wednesday, September 4, 2024, 2:00 -3:00 PM
VANARFE Website Navigation: Stan Palen and Debbie Fisk

Wednesday, October 2, 2024, 2:00 -3:00 PM
Zoom User Forum, Willie Levenston, Nancy Palmerino, and Debbie Fisk

Wednesday, November 6, 2024, 2:00 – 3:00 PM
Zoom Meeting Etiquette: Dr. Connie Bails

No December training will be scheduled because of the holidays.

Training Suggestions

- Provide an exercise for Zoom participants between Part 1 and Part 2 training.
- Provide Zoom training for people who are just watching and participating. Provide Zoom training for the AVPs, especially the new ones, on how to set up Zoom meetings. These should be two separate trainings.
- Debbie Fisk said we need to find a universal way to log into zoom meetings. People use different devices as well as links from different sources and they are getting a different result each time. It's frustrating for users. We need to parse all of that and teach everybody to log in one way so they'll get the same result every time.
- Debbie Fisk suggested recording 15 or 20 minute video training sessions with the EC team. VFN members can look at these little videos and they can practice whatever the topic is. Break the topic down in little pieces; this is how you do this; this is how you do that. We could record these and Frances can send them out via FEDHub.

Action Items:

- Schedule a meeting to resolve having two VFN Facebook pages, (Frances)
- Schedule VFN 2024 Conference Committee "Lessons Learned" meeting. (Frances)
- Add a blurb about EC trainings on the VFN calendar. (Debbie Fisk)
- Monitor the VFN calendar is kept updated. (Debbie Fisk)
- Ellie volunteered to handle Area I on an interim basis. (Frances will discuss with Marilyn; Ellie to then follow up with Marilyn and Area I Chapter Presidents.)
- Establish one link for all EC meetings. (John Bails)
- Send an invite for each EC meeting (John Bails)
- Put Chapter name first, then Chapter number on VFN Calendar. (Debbie Fisk to send a blurb on how to populate calendar info.)
- Resolve problems with security in setting up administrators in WordPress. (Debbie Fisk and Stan.)
- Provide one on one WordPress training to EC Area reps. (Ellie, when logons and passwords have been issued.)
- Explore using Constant Contact as the VFN email notification system. (Debbie Fisk to investigate costs and usage.)
- Next meeting: Where do we go from here? How do we elevate the program? Avoid mission creep. (All EC members)

Next meeting is scheduled for Thursday, May 23 at 4:00 pm.

There being no further business, the meeting was adjourned at 6:00 pm.

Ellie Long
Recording Secretary