



## Electronic Communications Meeting May 23, 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  
Area III – Cynthia Graunke – Chapter 2265 Midlothian  
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  
Area II – Fran Sansone – Chapter 974 Virginia Beach  
Area IV – Deborah Brown – Chapter 1697 Brentwood  
Area IV – Willie Levenston – Chapter 1697 Brentwood

Meeting was called to order by Dr. Bails at 4:03 p.m. on Thursday, May 23, 2024.

Minutes of the April 25, 2024 meeting were read by Recording Secretary Ellie Long. No additions or corrections were noted. Minutes are posted here: [EC Meeting Minutes](#) Scroll down.

### EC Training

We will do our training “in-house” rather than going through the VFN Training Committee.

### Revised Announcement Protocol:

1. John Bails schedules the zoom meeting **in zoom** and provides the link to presenter.
2. Frances sends a copy of the invite letter to the presenter. Presenter will provide training details in the second paragraph and the zoom meeting link and send to Connie for review.
3. Connie will send finalized invite letter to Frances.
4. Frances will send out the training announcement via FEDHub.
5. Frances will send out the ‘reminder of training’ announcement via FEDHub

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-Nancy mentioned that once all presenters have a copy of the letter, Step 2 can be eliminated.  
-Nancy will remain as EC Training Liaison for now.  
-Draft letter to Training Committee Chair is moot.

### Training logistics

When we conduct training, we want the link, the recording, and posting of information to run smoothly.

Discussion focused on:

1. **How to send out PowerPoint docs** to participants. Suggestions included a.) Put in the chat. b.) Send out by email. c.) Post online. For now we will do all three.

2. **Capturing emails from participants**. We will develop our own email list. Suggestions included a.) Ask attendees to put their email in Chat. b.) Register participants.

### 3. **Recording.**

-There needs to be a standard for recording.

-John Bails needs to give the host permission to record.

-John Bankson mentioned he has found that the host computer may prevent recording audio and video. Debbie Fisk said that could be fixed in settings.

-We need to keep recordings short.

-Intermittent recording was discussed. Probably not an option because it starts a new recording each time. As well, turning recording on and off can be annoying for presenters and participants

The above three items are fluid and may require further discussion or revision as training progresses.

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4. It should be standard procedure to ask all meeting attendees to hold questions and to mute themselves until the presentation is finished.

## **General Discussion**

Winchester Chapter 180 is returning to the VFN.

Meeting minutes will now be sent to all EC members when completed. Needed changes will be discussed at the next meeting.

An agenda and meeting reminder will be sent out prior to each meeting.

It was mentioned some of our Wednesday training conflicts with chapter meetings. We decided to go ahead as scheduled because most of those meetings were in the morning.

Please make sure personal appointments are not accidentally posted on the VFN calendar.

If you're not able to attend the monthly EC meeting, please let Connie or Ellie know in advance of the meeting date.

Stan asked about any experiences with AI recording in Zoom. John Bails said it works well and you can get a script and a video/audio recording... at a cost.

<b><u>Action Items completed:</u></b>	<b><u>Results</u></b>
<ul style="list-style-type: none"><li>• Schedule VFN 2024 Conference Committee "Lessons Learned" meeting.</li></ul>	-One meeting completed; another meeting scheduled.
<ul style="list-style-type: none"><li>• Add a blurb about EC trainings on the VFN calendar.</li></ul>	-Training added by Nancy Palmerino
<ul style="list-style-type: none"><li>• Establish one link for all EC meetings.</li></ul>	-Meeting link posted on the VFN calendar by John Bails; it works.
<ul style="list-style-type: none"><li>• Put Chapter name first, then Chapter number on VFN Calendar.</li></ul>	-A comprehensive "how to" for populating the VFN Calendar, with screenshots, is in the draft in-house EC Handbook prepared by Cindy Graunke.

<p><b><u>Action Items ongoing:</u></b></p> <ul style="list-style-type: none"> <li>• Monitor the VFN calendar is kept updated.</li> <li>• Send an invite for each EC meeting.  <b>New procedure.</b> The Recording Secretary will send out an agenda and meeting reminder each month. Meeting link is on the VFN Calendar.</li> </ul>	<p><b><u>Responsibility</u></b></p> <p>-Debbie Fisk</p> <p>-Ellie Long (Fran is backup)</p>
<p><b><u>Action Items pending:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare for June 5 and June 19 training presentations.</li> <li>• Add a few bullets to the June Zoom training announcements with what will be covered in each session.</li> <li>• Schedule Zoom Active Participants and Zoom AVP training.</li> <li>• Schedule a meeting to resolve having two VFN Facebook pages.</li> <li>• Ellie volunteered to handle Area I on an interim basis.</li> <li>• Resolve problems with security in setting up administrators in WordPress.</li> <li>• Provide one on one WordPress training to EC Area reps.</li> <li>• Explore using Constant Contact as the VFN email notification system.</li> </ul>	<p><b><u>Responsibility</u></b></p> <p>-Willie, Nancy, John Bails</p> <p>Nancy (before sending to Frances)</p> <p>-Debbie Fisk</p> <p>-Frances Boatman</p> <p>-Frances will discuss with Marilyn Riddle; Ellie Long to then follow up with Marilyn and Area I Chapter Presidents.</p> <p>-Debbie Fisk and Stan Palen</p> <p>-Ellie Long, when logons and passwords have been issued.</p> <p>-Debbie Fisk to investigate costs and usage.</p>

Next meeting is scheduled for Thursday, June 27, 2024 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:06 p.m.

Ellie Long  
Recording Secretary