



## Electronic Communications Meeting August 22, 2024

### Attendees:

Dr. Constance Bails, EC Chair – Area X, Chapter 737 Fairfax  
Stan Palen, VFN Webmaster – Area VIII, Chapter 595 Colonial Beach  
John Bails, VFN Network Coordinator - Area X, Chapter 737 Fairfax  
Area I and Area VII – Ellie Long – Chapter 111 Roanoke Valley  
Area II – Fran Sansone – Chapter 974 Virginia Beach  
Area III – Cynthia Graunke – Chapter 2265 Midlothian  
Area IX – John Bankson – Chapter 1159 Annandale  
Area X – Nancy Palmerino, Chapter 007 Arlington

### Absent:

Frances Boatman, VFN President, Area VII, Chapter 111 Roanoke Valley  
Deborah Fisk, Assistant Chair – Area III, Chapter 2265 Midlothian  
Area IV – Deborah Brown – Chapter 1697 Brentwood  
Area IV – Willie Levenston – Chapter 1697 Brentwood

Meeting was called to order by Dr. Bails at 4:08 p.m. on Thursday, August 22, 2024.

We reviewed the Action Plan.

The June 27, 2024 meeting minutes were approved. The scheduled July meeting was canceled and there were no minutes taken at the August 1, 2024 meeting.

### General Discussion

The calendar posting convention is: Number, Chapter Name. Example: 111 Roanoke Valley. (Remove the word Chapter from the title.)

Frances will send out a message via FEDHub about the September EC training.

Stan has created a VFN website video. Here's the link:

[https://photos.onedrive.com/share/FE57C9EF75B5974E!76909?cid=FE57C9EF75B5974E&resId=FE57C9EF75B5974E!76909&authkey=!AE1r\\_RmC5bJEIk&ihint=video](https://photos.onedrive.com/share/FE57C9EF75B5974E!76909?cid=FE57C9EF75B5974E&resId=FE57C9EF75B5974E!76909&authkey=!AE1r_RmC5bJEIk&ihint=video) Connie requested if someone does a video, send it for preview by the EC team before posting.

Connie asked what we are doing about the generic VFN Facebook pages. The Facebook page Doris maintains is active. The Facebook page Debbie started is dormant. Connie is interested in one page maintained by the VFN rather than an individual.

Cindy discussed the EC Handbook. The draft Handbook is an in house "how to" guide for EC members. It currently contains instructions on how to post to the VFN calendar, how to update F-7s online, and how to edit websites in WordPress. She suggested removing the WordPress section of the Handbook because not all EC Area Reps will be using it. That will be done; a new draft will be sent to all for review and finalized for distribution. Other sections can/will be added as needed.

Nancy has been keeping training stats. July FEDHub training: 17 registered, 8 of those attended; total attendance was 35 participants. August VFN website training: 13 registered, 10 of those attended; total attendance was 29, which included 4 EC members. It was mentioned it's a good thing people can attend the EC training sessions without registering.

Nancy asked if there is a place to designate a chapter in the online application. Connie said check with Frances (she's acting Membership Chair). Stan suggested doing a fake registration and take screen shots (print screen) of the application screen (screens).

**Where do we go from Here? New Ideas / Open Discussion**

1. Continue with Zoom, FEDHub, VFN Website, and Social Media training.
2. Develop 2025 training calendar Training. Ellie suggested teaching navigation of online websites such as VirginiaNavigator. Scams were suggested, but might be better for Ted's training group.

**Action Items Update and Review**

<p><b><u>Action Items completed:</u></b></p> <ul style="list-style-type: none"> <li>• Ellie volunteered to serve as Area I EC Rep.</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> </ul>	<p><b><u>Results</u></b></p> <p>-Middle Peninsula, Williamsburg, and Northern Neck on board. Need to contact Peninsula.</p> <p>-Both Dropped. WordPress limits Admin rights, Debbie, Stan, Ellie, and Cindy will be the only Admins.</p>
<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. The Recording Secretary (or as necessary, the backup) will send out an agenda and meeting reminder each month. Meeting link is on the VFN Calendar.</li> <li>• Add a few bullets to the training announcements with what will be covered in each session.</li> <li>• Live record EC training presentations and edit for posting on the VFN website.</li> </ul>	<p><b><u>Responsibility</u></b></p> <p>-Debbie Fisk</p> <p>-Ellie; (Fran is backup).</p> <p>-All training presenters; if more than one choose one from between/among the presenters before sending to Frances.</p> <p>-John Bails (record); Willie Levenston (edit); Stan (posting).</p>
<p><b><u>Action Items pending:</u></b></p> <ul style="list-style-type: none"> <li>• Issue Zoom license credentials to Area VII and Area IX AVPs or their designates.</li> <li>• Schedule separate training sessions, one for Zoom License Holders and one for Zoom for new AVPs.</li> <li>• Discuss the future of all VFN Facebook pages.</li> <li>• Set up Cindy as a WordPress Admin.</li> <li>• Explore using Constant Contact as the VFN email notification system.</li> </ul>	<p><b><u>Responsibility</u></b></p> <p>-John Bails</p> <p>-Debbie Fisk</p> <p>-Connie Bails</p> <p>-Debbie Fisk</p> <p>-Debbie Fisk to investigate costs and usage.</p>

Next meeting is scheduled for Thursday, September 26, 2024 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:18 p.m.

Ellie Long  
Recording Secretary