



Electronic Communications Meeting October 24, 2024

Attendees:

Dr. Constance Bails, EC Chair – Area X, Chapter 737 Fairfax
Deborah Fisk, Assistant Chair – Area III, Chapter 2265 Midlothian
Frances Boatman, VFN President, Area VII, Chapter 0111 Roanoke Valley
Stan Palen, VFN Webmaster – Area VIII, Chapter 0595 Colonial Beach
John Bails, VFN Network Coordinator - Area X, Chapter 0737 Fairfax
Doris McAdams, VFN Secretary, Area IX, Chapter
Area I and Area VII – Ellie Long – Chapter 0111 Roanoke Valley
Area II – Fran Sansone – Chapter 0974 Virginia Beach
Area III – Cynthia Graunke – Chapter 02265 Midlothian
Area X – Nancy Palmerino, Chapter 0007 Arlington

Absent:

Area IV – Willie Levenston – Chapter 1697 Brentwood
Area IV – Deborah Brown – Chapter 1697 Brentwood
Area IX – John Bankson – Chapter 1159 Annandale

Meeting was called to order by Dr. Bails at 4:01 p.m. on Thursday, October 24, 2024.

The September 26, 2024 meeting minutes were approved.

We reviewed the Action Plan.

General Discussion

There was a lengthy discussion about the upcoming AMS (Association Management System) training session. John will provide a link for Debbie to send to Jen Raphael. Debbie will send the Zoom link to Jen Raphael and provide a brief description of the AMS training to John and Nancy for advertising. There was some confusion about the link for the training, with John explaining that they would use a fresh, isolated link for each session. We also discussed the issue of formatting affecting the link's functionality, with Debbie suggesting that copying and pasting in plain text could solve the problem. We agreed to use a new link for each training session to avoid any issues. Debbie reports that the AMS software is still not working properly after being "fixed", making it difficult to generate membership reports

We came up with topics for or an almost full year 2025 EC training calendar. Comments: Take summer off? No so folks don't forget our monthly sessions. Use refresher courses during the summer, no training in December.

Stan has set up an email address for those who view videos and have follow up questions: eccfeedback@vanarfe.org which was tested and found to be functional. We agreed to promote this feature through various channels, including training materials, the website, and social media. However, there were some technical issues to be resolved, such as setting up the email to transfer to individual inboxes and ensuring the system was fully operational before publicizing it. Stan discussed the management of email accounts and the use of Outlook. Stan explained the process of adding another account to Outlook and setting up folders for different types of emails. Connie agreed to try this out and to contact Stan if there were any issues.

We discussed the allocation of licenses for different areas. Debbie suggested Maggie Keator as a potential holder for Area 1, but Connie emphasized that the decision should come from Marilyn. She is to provide official name and contact information for Area 1 Zoom license coordinator to John. Some chapters are not using their Zoom licenses as intended and they should be encouraged to manage their own Zoom accounts. We need to continue pushing for proper use of the Zoom licenses and to ensure that everyone is aware of their responsibilities.

We discussed strategies for increasing membership and improving communication. Stan is testing Mailchimp for email campaigns and Debbie mentioned some Conference team members will be using Google Docs for collaboration.

Nancy provided an update from the October User Forum. 11 people registered for the training, 31 people attended. Seven used zoom and 15 used FEDhub. Feedback included: 1) We need to publicize more about the current VFN training. 2) Creating a list of program ideas. 3) Using social media sites. 4) Make the Trifold more available. 5) The use of four digit chapter numbers.

Connie asked Doris to compile a list of suggested program topics for chapters to use by looking at other chapters' newsletters and websites, ideas like travel agents, downsizing, and utilizing local community centers as potential speakers and topics of interest for their members.

Action Items Update and Review

<p><u>Action Items completed:</u></p> <ul style="list-style-type: none"> • Set up Cindy as a WordPress Admin. • Issue Zoom license credentials to Area AVPs or their designates. • Ellie to send updated Trifold to Frances for posting on FEDHub. 	
<p><u>Action Items ongoing:</u></p> <ul style="list-style-type: none"> • Monitor the VFN calendar is kept updated. • 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. • Add a few bullets to the training announcements with what will be covered in each session. • Live record EC training presentations and edit for posting on the VFN website. 	<p><u>Responsibility</u></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>

<u>Action Items pending:</u>	<u>Responsibility</u>
<ul style="list-style-type: none"> • Issue Zoom license credentials to Area I AVP or their designate and Area III Designate. 	-John Bails
<ul style="list-style-type: none"> • Schedule separate training sessions, one for Zoom License Holders and one for Zoom for new AVPs. 	-Debbie Fisk
<ul style="list-style-type: none"> • Debbie to contact Gaston about conducting scam training in January. 	-Debbie Fisk
<ul style="list-style-type: none"> • Connie to contact Bill Shackelford about conducting electronic leadership training in March. 	-Connie Bails
<ul style="list-style-type: none"> • Doris to compile a list of suggested presentation topics for chapter meetings. 	-Doris McAdams
<ul style="list-style-type: none"> • Debbie to present on Microsites to the ECC team. 	-Debbie Fisk
<ul style="list-style-type: none"> • Explore using Constant Contact as the VFN email notification system. 	-Debbie Fisk to investigate costs and usage.

The next meeting is scheduled for Thursday, November 21, 2024 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:34 p.m.

Ellie Long
Recording Secretary