



Electronic Communications Meeting September 26, 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 111 Roanoke Valley
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 IV – Willie Levenston – Chapter 1697 Brentwood
Area X – Nancy Palmerino, Chapter 007 Arlington

Absent:

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

Meeting was called to order by Dr. Bails at 4:03 p.m. on Thursday, September 26, 2024.

We reviewed the Action Plan.

The August 22, 2024 meeting minutes were approved.

General Discussion

We discussed the policy for issuing licenses. This is not, and won't be, an EC responsibility.

The Area Vice Presidents (AVPs) report to the VFN 1st Vice President. Each AVP or their designate needs to be issued a Zoom license. The names of each AVP or designate to receive a license are provided to the VFN 1st VP, who then provides the names to the VFN Network Coordinator. The Network Coordinator issues the licenses. If problems arise with the license, contact the Network Coordinator. If an AVP or their Designate wants to share a license within their Area, the **AVP or their Designate** needs to contact the Network Coordinator for setup assistance.

The final draft Handbook looks fine. Ellie made a motion to finalize the EC Handbook, Debbie Fisk seconded. Motion approved. Ellie will post to the EC website.

For filing and archival purposes, we will number our EC documents, other than minutes, as follows: VFNEC01 - Quick Guide Trifold and VFNEC02 - VFN Handbook and so on as others are published.

For the October training, John, Willie, and Nancy will discuss changes to Zoom and answer questions from participants.

Debbie Fisk suggested she do AVP Zoom training specifically for that audience and then do another Basic Zoom open to all. She stated Hybrid Zoom meetings are in our future.

Stan has set up an email address for those who view videos and have follow up questions: ecfeedback@vanarfe.org
We need to test it to insure it is operational before making it public.

Debbie Fisk said she did not renew the additional Word Press (WP) security package, cost \$300. She and Stan are looking into using Cloudflare for additional website security. No charge and they feel it provides additional and better security than the extra WP package did.

AMS will be down for a week beginning October 6 for updates. Frances will send out an announcement via FEDHub.

Connie was scheduled to do the November training and then we are off in December. It was suggested that we present AMS Update training instead. Debbie Fisk will contact Jen Raphael at NARFE HQ to present that training. Zoom Etiquette will be rescheduled next year.

Debbie Fisk's VFN Facebook page has been shut down because it had the same name as the one Doris established. We need to be able to post to Doris's VFN account. In the meantime, Doris will post items if you send them to her.

We need to publicize more about the current VFN social media sites.

We need to build a full year 2025 EC training calendar. Topics under consideration: AI Electronic Scams; Zoom Etiquette; Using Electronics for Leadership; Using Electronics to Maintain/Increase Membership; Using Excel and AMS to Gain New Members; Using Google Docs for Collaboration; Electronic Newsletters; Microsites; VirginiaNavigator website (may be two programs).

Cindy updated her calendar entries using the new naming convention. Debbie mentioned the calendar is looking good; it's becoming well populated.

Ellie scheduled an Area VII meeting with chapter President's for AVP Ruth Greene on Monday September 30 and will attend to discuss EC issues.

Action Items Update and Review

<p><u>Action Items completed:</u></p> <p>None to report this month.</p>	<p><u>Results</u></p>
<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>
<p><u>Action Items pending:</u></p> <ul style="list-style-type: none"> • Issue Zoom license credentials to Area AVPs or their designates. • Schedule separate training sessions, one for Zoom License Holders and one for Zoom for new AVPs. • Set up Cindy as a WordPress Admin. • Explore using Constant Contact as the VFN email notification system. 	<p><u>Responsibility</u></p> <p>-John Bails</p> <p>-Debbie Fisk</p> <p>-Debbie Fisk</p> <p>-Debbie Fisk to investigate costs and usage.</p>

The next meeting is scheduled for Thursday, October 24, 2024 at 4:00 p.m.

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

Ellie Long
Recording Secretary