



## Electronic Communications Meeting November 21, 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 0595 Colonial Beach  
John Bails, VFN Network Coordinator - Area X, Chapter 0737 Fairfax  
Area I and Area VII – Ellie Long – Chapter 0111 Roanoke Valley  
Area II – Fran Sansone – Chapter 0974 Virginia Beach  
Area X – Nancy Palmerino, Chapter 0007 Arlington

### Absent:

Frances Boatman, VFN President, Area VII, Chapter 0111 Roanoke Valley  
Doris McAdams, VFN Secretary, Area IX, Chapter  
Area III – Cynthia Graunke – Chapter 02265 Midlothian  
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 4:18 p.m. on Thursday, November 21, 2024.

The October 24, 2024 meeting minutes were approved. Motion made by Debbie Fisk, seconded by Nancy Palmerino.

We reviewed the Action Plan.

### General Discussion

Fran expressed a willingness to become the Area II Zoom License Holder. However, there was confusion about the initial assignment of this role; currently Betty Warren holds the license. Debbie explained that the license holders were established before the EC Team was formed. The team agreed to let Fran discuss with Betty and report back to us.

Ellie asked if you scheduled a Zoom meeting, did you have to start the meeting. Answers were Inconclusive. Debbie said she always started a meeting and then made others hosts. John and Connie clarified that hosts don't have to be present, and the meeting can be facilitated by others, but they didn't say whether or not you had to start it. The team also discussed the scheduling of training sessions for license holders, which is still pending. Ellie agreed to take over the management of the Williamsburg Executive Board meetings from John **IF** she didn't have to start the meetings.

We discussed the need for a system to send emails to VFN members. Debbie has already suggested the use of Constant Contact and Stan had mentioned Mailchimp. But he reported that is not turning out to be feasible for our purposes. Debbie will do a comparison of both to determine the best choice.

Nancy discussed the prep time for training sessions can sometimes be too short and suggested we move EC meetings to the third Thursday of the month. After discussion we decided there was enough time for prep with our current meeting schedule and having a full 2025 training calendar.

We spent a considerable amount of time refining the draft 2025 training schedule including rearranging session dates along with topics and speakers. A final draft training calendar was approved and will be sent to everyone for final review. Ellie will then post it on the VFN EC and Training web pages. We need to ask Kathy Arpa and Doris McAdams about doing two sessions towards the end of the year. Connie suggested sending the 2025 Training Schedule out monthly via FEDHub.

Other items reviewed were the need for better monitoring of Fed Hub; the CAB is planning to request this from headquarters. Nancy said she, Willie, and John can make a video of their Zoom program and this and future recordings can be made available to other Federations.

A suggestion was made to have a holiday party at P.J. Skidoos in Fairfax, VA on December 27, but no final decision was made.

### **Action Items Update and Review**

<b><u>Action Items completed:</u></b>  NONE	
<b><u>Action Items ongoing:</u></b> <ul style="list-style-type: none"> <li>• Monitor the VFN calendar is kept updated.</li> <li>• Send an invite, (check link is posted on the calendar), for each EC meeting. The Recording Secretary (or as necessary, the backup) will send out an agenda and meeting reminder each month. Use the meeting link 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>	<b><u>Responsibility</u></b> <ul style="list-style-type: none"> <li>-Debbie Fisk</li> <li>-Ellie; (Fran is backup).</li> <li>-All training presenters; if more than one choose one from between/among the presenters before sending to Frances.</li> <li>-John Bails (record); Willie Levenston (edit); Stan (posting).</li> </ul>
<b><u>Action Items pending:</u></b> <ul style="list-style-type: none"> <li>• Decide who will hold the Area II Zoom License.</li> <li>• Send out draft training calendar for review.</li> <li>• Post updated training calendar on VFN website once finalized.</li> <li>• Put Congressional event feedback form link on VFN web page.</li> <li>• Issue Zoom license credentials to Area I AVP or their designate and Area III Designate.</li> </ul>	<b><u>Responsibility</u></b> <ul style="list-style-type: none"> <li>-Fran Sansone, w/Betty Warren.</li> <li>-Ellie Long</li> <li>-Ellie Long</li> <li>-Debbie Fisk</li> <li>-John Bails</li> </ul>

<ul style="list-style-type: none"> <li>• Schedule separate training sessions, one for Zoom License Holders and one for Zoom for new AVPs.</li> </ul>	-Debbie Fisk
<ul style="list-style-type: none"> <li>• Debbie to contact Gaston about person to present scam training in January.</li> </ul>	-Debbie Fisk
<ul style="list-style-type: none"> <li>• Connie to contact Bill Shackelford about conducting electronic leadership training in September.</li> </ul>	-Connie Bails
<ul style="list-style-type: none"> <li>• Doris to compile a list of suggested presentation topics for chapter meetings.</li> </ul>	-Doris McAdams
<ul style="list-style-type: none"> <li>• Debbie to present on Microsites to the ECC team.</li> </ul>	-Debbie Fisk
<ul style="list-style-type: none"> <li>• Explore using Constant Contact as the VFN email notification system.</li> </ul>	-Debbie Fisk to investigate costs and usage.

The next meeting is scheduled for January 23, 2025 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:32 p.m.

Ellie Long  
Recording Secretary