



Electronic Communications Meeting January 23, 2025

Attendees:

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

Absent:

Doris McAdams, VFN Secretary, Chapter 1270 Woodbridge
Area IV rep – Willie Levenston – Chapter 1697 Brentwood
Area IV rep – Deborah Brown – Chapter 1697 Brentwood
Area IX rep – John Bankson – Chapter 1159 Annandale

Meeting was called to order by Dr. Bails at 4:01 p.m. on Thursday, January 23, 2025.

The November 21, 2024 meeting minutes were approved. Motion made by Frances Boatman, seconded by Debbie Fisk.

We reviewed the Action Plan.

General Discussion

Connie brought up the need for a more efficient communication system for the VFN. Debbie agreed, noting that the current system doesn't allow for segregation of communication to specific groups; we need one that does. Debbie has researched Constant Contact and MailerLite based on either 10,000 or 5,000 participants. Debbie sent a report to Connie comparing the two email platforms. She suggested MailerLite was the cheaper and more beneficial option. But two problems with using any external email system are database maintenance updates and permission to use everyone's email in the system. Stan has been using MailChimp to email his chapter's newsletters and reports positive results. Members provide permission and may opt out and he does have to maintain his database; cost is \$13.00/month.

Frances asked about the use of the new Chapter Communities in FEDHub. Debbie said they would allow within chapter communication and could be setup as requested. Connie then asked if a VFN Presidents' community could be established and if so, could that be done for other executive officers and program chairs. Debbie said yes and Connie asked if one could be established for VFN Presidents prior to the conference and we provide training to the chapter presidents at the conference. Debbie will speak with Jen Raphael to set up the Presidents' community; the tutorials for training are already available. We decided to proceed with FEDHub as our communication system to support NARFE and to maintain a unified system for branding purposes. We agreed to give FEDHub a trial period and reassess if it doesn't meet our needs.

Deborah, Connie, Frances, and Stan discussed logistics for the setup for the conference, focusing on the need for the EC lab where attendees could receive hands-on training. They agreed that attendees should bring their laptops for the training sessions. Connie suggested having a sign-in sheet for the lab and having multiple trainers available to assist attendees. Connie, Debbie, John, Stan, Cindy, Fran, and Willie are attending and can serve as trainers. The team agreed to have a meeting before the conference to finalize the details. Stan will need to know availability of bandwidth. Frances will discuss this and the cost with the hotel contact.

Frances suggested the VFN website migrate to a Microsite. Debbie said it's free, works well, and provides consistent branding for Regions, Federations, and Chapters. She will provide an orientation of components to the EC team.

Frances asked about the location of EC meeting minutes. Minutes from 2023 are on the VFN website Files page and can be deleted. Archived files for 2023 and 2024 minutes are posted on the EC website page.

<p><u>Action Items completed:</u></p> <ul style="list-style-type: none"> • Issue Zoom license credentials to Area I AVP or their designate. • Training sessions for Zoom License Holders and Zoom for new AVPs. • Explore using Constant Contact as the VFN email notification system. 	<p>-John Bails</p> <p>-Debbie Fisk</p> <p>-Debbie Fisk</p>
<p><u>Action Items ongoing:</u></p> <ul style="list-style-type: none"> • Monitor the VFN calendar is kept updated. • 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. • 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. • Post updated training calendar on 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 (edit); Stan (posting).</p> <p>-Ellie</p>
<p><u>Action Items pending:</u></p> <ul style="list-style-type: none"> • Decide who will hold the Area II Zoom License. • Put Congressional event feedback form link on VFN web page. 	<p><u>Responsibility</u></p> <p>-Fran Sansone, w/Betty Warren.</p> <p>-Debbie Fisk</p>

<ul style="list-style-type: none"> • Contact Bill Shackelford about conducting electronic leadership training in September. 	-Connie
<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 Microsites to the ECC team. 	-Debbie Fisk
<ul style="list-style-type: none"> • Explore setting up a FEDHub community for VFN Chapter Presidents at the VFN Conference. 	-Frances, Connie, Debbie
<ul style="list-style-type: none"> • Draft a proposal for implementing FEDHub communities for chapters and send to Connie and Frances for review. 	-Debbie Fisk
<ul style="list-style-type: none"> • Review and finalize the proposal for FEDHub communities' implementation. 	-Connie
<ul style="list-style-type: none"> • Review and approve the final proposal for FEDHub communities' implementation. 	-Frances
<ul style="list-style-type: none"> • Contact Jen Raphael to set up a VFN Presidents' Community in FEDHub. 	-Debbie Fisk
<ul style="list-style-type: none"> • Compile a list of chapter presidents and key officers for communication purposes. 	-Debbie Fisk
<ul style="list-style-type: none"> • Ask Jen to establish FEDHub chapter communities for interested chapters. 	-Debbie Fisk
<ul style="list-style-type: none"> • Determine VFN Conference bandwidth requirements and costs. 	-Frances

The next meeting is scheduled for February 27, 2025 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:20 p.m.

Ellie Long
Recording Secretary