



## **Electronic Communications Meeting April 24, 2025**

### **Attendees:**

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

### **Absent:**

Doris McAdams, VFN Secretary, Chapter 1270 Woodbridge  
Area III rep – Cynthia Graunke – Chapter 2265 Midlothian  
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 4:04 p.m. on Thursday, April 24, 2025.

We approved the February 27, 2025 meeting minutes; motion by Nancy, second by Frances. Motion approved by acclamation. We approved the March 27, 2025 meeting minutes; motion by Connie, second by Nancy. Motion approved by acclamation. We reviewed and updated the Action Plan.

### **Review of April 2 Training**

Connie stated it went well. Nancy reported there were 12 registered participants and 32 attendees. Nancy said a question she posed to the CAB led to an investigation into zip code assignments for chapters and resolved her problem of how new chapter members can join Arlington Chapter 0007.

### **Logistics for May 7, 2025 Training**

For the May 7th training, Debbie will cover FEDHub topics including privacy settings, notifications, and moderation tools. Connie suggested a change in the wording of the training description; Debbie will revise.

### **2025 Training Schedule Review**

Nancy said she will be unavailable for the June session on Zoom basics, so we need to find someone else to handle it. We briefly discussed future training topics for July and August, with FEDHub basics planned for July.

Debbie suggested organizing a training session on FEDHub chapter communities once all chapters are set up. Currently, there are 13 chapters, with 10 more interested. Nancy mentioned that the regular VFN training won't be held in July and August, offering potential slots for FEDHub training. We discussed the challenges of getting people to attend training sessions and the importance of improving communication between AVPs and chapter officers. We considered multiple training sessions and sending reminders directly to chapter members. Frances plans to send a letter to chapter presidents about FEDHub once she receives a list of officers from Debbie. The team also discusses issues with email open rates and strategies to improve

engagement. Debbie suggests using specific words to capture attention in emails and mentions that she has recorded Robert Allen's presentation and uploaded a recent training session on advocacy, membership, and technology to YouTube.

Frances proposes holding a board retreat focused on strategic planning and improving the organization's effectiveness, rather than the usual report-reading format. The group agrees this is a good idea and discusses potential locations, with Debbie suggesting Fredericksburg as an option. They plan to involve AVPs and program chairs in the retreat, breaking into working groups to address specific areas like membership.

Connie mentioned suggested a retreat with EC members and AVPs or organizing workshop-style training events in different areas of Virginia, similar to how they were conducted in the past.

### **Review EC VFN Conference Labs and Training**

Connie noted some scheduling challenges that occurred as well as no internet. She mused we need to go offsite next year and do an EC day.

### **VFN You Tube Channel for Posting VFN Training Videos**

Ellie asked about creating a VFN YouTube channel for their videos, which receives positive feedback. We don't have one, but Debbie is currently posting video on Vimeo.

### **Editing and Posting Videos**

The group discusses issues with organizing and sharing video content from their training presentations. Debbie explains that videos need to be edited, uploaded to YouTube, and then linked on their website due to file size limitations. The group also touches on the need to better organize their training materials on the VFN website for improved accessibility. Debbie mentions that there are ongoing discussions about making it easier and more economical for chapters to conduct hybrid meetings, and suggests promoting NARFE podcasts to their members.

Stan discusses a program called 4K Video Downloader that can convert YouTube videos to files and share them via links. Debbie and others express interest in its capabilities. Nancy inquires about the use of chapter communities, and Debbie explains that several chapters are using it for email and posting, similar to a mini version of FEDHub.

Nancy mentions receiving scam emails impersonating Frances, which leads to a discussion about potential security risks from website information. Fran confirms receiving similar scam emails from various VFN members and reports issues accessing the meeting link through email, opting to use the calendar instead. It was recommended to use the calendar link and ignore any email links from John Bails. We're not sure why they are being sent and not everyone gets them.

Nancy asked about Chapter communities and Debbie offered training.

<b><u>Action Items completed:</u></b>	
None to report.	

<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, (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> <li>• Post updated training calendar on 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 (edit); Stan (posting).</p> <p>-Ellie</p>
<p><b><u>Action Items pending:</u></b></p> <ul style="list-style-type: none"> <li>• Put Congressional event feedback form link on VFN web page.</li> <li>• Send the chapter Presidents and Key officers list to Frances.</li> <li>• Doris to compile a list of suggested presentation topics for chapter meetings.</li> <li>• Present Microsites to the ECC team.</li> <li>• Contact Gaston Gianni and Kathy Arpa to present EC training later this year.</li> <li>• Meet to discuss and organize the organization of training content on the VFN website.</li> <li>• Edit and upload videos to YouTube and share links with Ellie and Frances.</li> </ul>	<p><b><u>Responsibility</u></b></p> <p>-Debbie Fisk</p> <p>-Debbie Fisk</p> <p>-Doris McAdams</p> <p>-Debbie Fisk</p> <p>-Ellie</p> <p>- Ellie and Debbie Fisk</p> <p>- Debbie Fisk</p>

The next meeting is scheduled for May 22, 2025 at 4:00 p.m.

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

Ellie Long  
Recording Secretary