Electronic Communications Meeting May 22, 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
Doris McAdams, VFN Secretary, Chapter 1270 Woodbridge
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 III rep – Cynthia Graunke – Chapter 2265 Midlothian
Absent:
Area IV rep – Willie Levenston – Chapter 1697 Brentwood
Area IV rep – Deborah Brown – Chapter 1697 Brentwood
Area IX rep – John Bankson – Chapter 1159 Annandale
Area X rep – Nancy Palmerino – Chapter 0007 Arlington

Meeting was called to order by Ellie Long at 4:16 p.m. on Thursday, May 24, 2025. A quorum was present to conduct business.

We approved the April 24, 2025 meeting minutes as corrected; motion by Debbie, second by Frances. Motion approved by acclamation. We reviewed and updated the Action Plan.

Logistics for June 4, 2025 Training

John and Willie will get together to update their Zoom Basics presentation. John will establish the link and write the blurb and send to Frances. Ellie will be listed as the person to accept and acknowledge registrations. Nancy or Ellie will post topic and link on the VFN calendar.

2025 Training Schedule Review

Kathy Arpa will present on Electronic Newsletters in August. She will discuss design and composition as well as electronic delivery systems including FEDHub Newsletter Exchange. Debbie mentioned this is probably going away and to stress posting newsletters to the VFN website; Connie agreed. Stan and Debbie's VFN Website presentation will move to September 10 due to the Labor Day Holiday.

Follow up on Board retreat plans or EC regional training sessions.

No follow up to report this month.

Training on chapter communities

Debbie wants to provide one-on-one training to individual Chapter Community admins. She is willing to provide generalized group training.

Action Items completed:	
• Put Congressional event feedback form link on VFN web page. • Send the chapter Presidents and Key officers list to Frances. • Contact Kathy Arpa to present EC training later this year. • Edit and upload videos to YouTube and share links with Ellie and Frances.	
Action Items ongoing:	**Responsibility**
• Monitor the VFN calendar is kept updated.	-Debbie Fisk
• 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.	-Ellie; (Fran is backup).
• Add a few bullets to the training announcements with what will be covered in each session.	-All training presenters; if more than one choose one from between/among the presenters before sending to Frances.
• Live record EC training presentations and edit for posting on the VFN website.	-John Bails (record); Willie (edit); Stan (posting).
• Post updated training calendar on VFN website.	-Ellie
Action Items pending:	**Responsibility**
• Doris to compile a list of suggested presentation topics for chapter meetings.	-Doris McAdams
• Present Microsites to the ECC team.	-Debbie Fisk
• Contact Gaston Gianni to present EC training later this year. (Contact made; no response as of May meeting date.)	-Ellie
• Meet to discuss and organize the organization of training content on the VFN website.	- Ellie and Debbie Fisk

The next meeting is scheduled for Thursday, June 26, 2025 at 4:00 p.m.

There being no further business, the meeting was adjourned at 4:58 p.m.

Ellie Long
Recording Secretary