Electronic Communications Meeting June 26, 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
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
Area X rep – Nancy Palmerino – Chapter 0007 Arlington
Absent:
Stan Palen, VFN Webmaster – Chapter 0595 Colonial Beach
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. Constance Bails on Thursday, June 26, 2025. A quorum was present to conduct business.

We approved the May 22, 2025 meeting minutes.

Review of June 4, 2025 Training
We reviewed the success of the Zoom training session, which had high pre-registration and attendance, including participants from other federations. We discussed the importance of maintaining engagement with FEDHub and Zoom training, emphasizing the need to keep people involved to prevent skill loss.

Logistics for July 2, 2025 Training
Cindy will present on FEDHub in July, covering topics including a new mobile app called Connected Communities that allows members to access and manage their community activities directly on their smart phones.

Modify the training notification
Nancy presented a draft of training procedures for EC training sessions, outlining the steps from presenter preparation to post-training communications. The process includes having the presenter provide details to Nancy for announcement preparation and scheduling with John to ensure video and audio options are enabled. The training will be introduced by the EC Chair, and a standard slide template was proposed with Connie suggesting to move the committee member introduction to the end of the presentation.

We discussed standardizing presentation slides for training sessions, focusing on creating a consistent format with a professional banner at the beginning and upcoming training information at the end. We agreed to simplify the first slide by removing unnecessary elements and keeping it focused on the session title and presenter, while the second slide would include information about future training opportunities.

Tri-Fold Update
Ellie inquired about various role changes to update the Tri-fold. Changes to committee roles and responsibilities will be finalized by the EC Chair once the new Board is sworn in.

Chapter communities update
Debbie reported on the progress of chapter communities, noting that 14 had been established and were becoming active, with AMS automatically managing membership. We agreed to continue promoting chapter communities.

Membership Training Video Process Updates
Frances discussed an issue with accessing and editing a membership training video that was posted on the training website but required a password. She requested help editing the video to correct spelling errors and make it accessible to members. Debbie suggested a new procedure for recording training sessions, where videos would be sent to her for editing and posting on the website within a few days. We agreed this would improve transparency and provide a more professional learning experience.

Training Documentation and Session Updates
We addressed the need to record and share training sessions, with Deborah offering to help process and upload MP4 files to Vimeo once John transfers them using WeTransfer.

Housekeeping
We agreed to move our monthly meeting from the 4th Thursday to the 3rd Thursday of each month to allow more time for preparing and distributing training notices.

Action Items completed:	
• Meet to discuss and organize the organization of training content on the VFN website.	- Ellie and Debbie Fisk
• Update VFN Calendar meeting schedule to reflect new meeting time on 3rd Thursday of each month	- Ellie
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 and Debbie Fisk
• Post updated training calendar on VFN website.	-Ellie
• Continue one-on-one training for chapter community admins and provide group training as needed	-Debbie Fisk

Action Items pending:	**Responsibility**
• 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 July meeting date.)	-Ellie
• Establish standard procedure for recording training sessions with video and audio options enabled	-John Bails & Debbie Fisk
• Send training MP4 files to Deborah via WeTransfer for editing and posting on Vimeo	-John Bails
• Locate and send membership training video recording to Debbie for editing	-Frances
• Edit and format the membership training video once received from Frances	-Debbie Fisk
• Update training procedures document to include post-training feedback monitoring process	-Nancy
• Set up access to EC feedback email for Nancy to monitor incoming queries	-Stan

The next meeting is scheduled for Thursday, July 17, 2025 at 4:00 p.m.

The meeting encountered technical difficulties and ended abruptly resulting in participants being disconnected before the discussion was completed.

Ellie Long
Recording Secretary