Electronic Communications Meeting July 17, 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
Doris McAdams, VFN Secretary and Public Relations Program Chair - 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
Area VIII rep and VFN Webmaster - Stan Palen – Chapter 0595 Colonial Beach
Area X rep – Nancy Palmerino – Chapter 0007 Arlington
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

Meeting was called to order by Dr. Constance Bails on Thursday, July 17, 2025 at 4:01 p.m. A quorum was present to conduct business.

We approved the June 26, 2025 meeting minutes; motion made by Debbie Fisk, seconded by Nancy Palmerino.

Chapter Calendar Update Protocol
Debbie brought up keeping the calendar updated. The VFN 1st VP should send a note to Area VPs requesting information on chapters not updating the calendar and asking for their plans to address this issue. The group agreed that Area VPs should be responsible for ensuring their chapters provide information to keep the calendar updated. Ellie and Nancy mention that they already have contacts in their areas who keep them informed about calendar postings. Debbie advised we need to keep using four-digit chapter numbers for consistency with headquarters' future nomenclature.

VFN Membership Training Video Access
Frances asked about accessing a membership training file on the website, which Stan had previously uploaded. Debbie explained that the document is not on our website but likely in the cloud or on Ted Pasek's computer. Frances requested the ability to edit her speech, and Debbie agreed to find the file and send it to her. The group also addressed the need to remove the password requirement for public access. Stan will contact Ted to locate the file.

November Training
Debbie agreed to present Microsites Training for the November meeting.

EC Feedback Email Update
We discussed updating the email address for the electronic communications committee email feedback account which was infected with a virus. Nancy suggests using "eccfeedback@vanarf.org" as the preferred email for user submissions and feedback; Debbie will provide. Debbie will send the password to everyone, but cautions that training is needed to fully utilize it. We agreed to schedule a Zoom training session.

Review of July 2, 2025 Training
The July 2nd training was well-received. We discussed the need to convert and edit Zoom recordings for the website. Debbie explained her process for recording, editing, and converting Zoom sessions using Descript software. John mentioned having recordings but lacking the tools to edit them. They agreed to use WeTransfer to share the MP4 files for Debbie to edit.

General Discussion
Connie announced her retirement from active involvement in the VFN, recommending Cindy Graunke as her replacement. John, who manages the Zoom licenses, will also be stepping down. The team expressed gratitude for Connie and John's leadership and contributions, with concerns raised about finding a replacement for John's technical expertise.

Fran asked about the appearance of the website on cell phones. Debbie acknowledged that the website is not fully compatible with mobile devices, and mentioned that changes are planned for the future. Fran also inquired if she deleted VFN meetings from her personal Google calendar, would that mess up the VFN Calendar. Debbie said yes.

John suggested a workaround for tracking attendance at training sessions by having participants enter a period in the chat, which the group then tested.

Each EC member expressed thanks and best wishes to Connie and John.

Frances expressed gratitude to Connie and John for their leadership and contributions to the organization over the past six years. She recounted how Connie encouraged her to take on various roles, including membership chair, CDL, second vice president, and eventually president. Frances highlighted the organization's achievements, including increased membership, successful use of Zoom for meetings, and recognition from headquarters for their training and electronic communications.

Connie closed the meeting acknowledging the importance of teamwork, honesty, and accountability for the future success of the EC Program.

Action Items completed:	
• Fix the EC website with the new email address.	Ellie
Action Items ongoing:	**Responsibility**
• Monitor the VFN calendar is kept updated.	All
• Send an invite 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
• Live record EC training presentations and edit for posting on the VFN website.	John & Debbie
• Post updated training calendar on VFN website.	
• Continue one-on-one training for chapter community admins and provide group training as needed.	Ellie Debbie

Action Items pending:	**Responsibility**
• Compile a list of suggested presentation topics for chapter meetings.	Doris
• Establish standard procedure for recording training sessions with video and audio options enabled.	Debbie
• Send training MP4 files to Debbie via WeTransfer for editing and posting on Vimeo.	John & Debbie
• Locate and send membership training video recording to Debbie for editing.	Stan
• Once receiving the file from Stan, edit the membership training video and send to Frances for corrections.	Debbie
• Edit and correct the speech content in the membership training video once received from Debbie and return to Debbie.	Frances
• 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 & Debbie
• Complete turnover of Zoom licenses administration.	John
• Work on making the website more mobile-compatible in the future	Debbie & Stan
• Schedule a training session to show committee members how to access the new ECC feedback email	Debbie
• Send PowerPoint slides to Ellie for posting on the website	Cindy

The next meeting is scheduled for Thursday, August 21, 2025 at 4:00 p.m.

The meeting adjourned at 5:31 p.m.

Ellie Long
Recording Secretary