



TO: COMO Wally Smith, DCO
Mary Kirkwood, DCOS,
Will Summer, DCAPT-S
FROM: Mart Gardner, DSO-CS
CC: District Board, Staff, ADSO-CS, SO-CS & FSO-CS
SUBJ: July's District 113, Communication Services (CS) Report

Topic Summary:

1. **District CS team is looking for two IT Technicians:**
2. **Reports and Minutes Page Nearing Completion:**
3. **District Reports – Suggestions for filling your Report**
4. **Updated the District Board Page:**
5. **Website sub-application failing**

Topic Details:

- 1 **District CS team is looking for two IT Technicians:** First we are looking for someone who knows a little about computers and uploading files. The files are upload using FileZilla but any FTP tool will work. No programing knowledge required as this assignment is more data managing. Training will be available for the right member who has the time to take over Raymond's assignment. If this sounds like something you can do, or if you know of a member who would like to join the District ADSO-CS team send the name and contact info to Mart Gardner (dso-cs@d11nuscgaux.info).

Next we need a WOW developer (Webmaster). We are looking for a member who has some HTML experience and would like to get involved with the District CS team. Training will be given to the right member as will as the C-School AUX-04. This member will help keep up the District's WOW webpages. If this sounds like something you can do, or if you know of a member who would like to join the District ADSO-CS team send the name and contact info to Mart Gardner (dso-cs@d11nuscgaux.info).

- 2 **Reports and Minutes Page Nearing Completion:** Over the past few months we have been building an all new page for District reports and now District minutes. The new page, found under the "About District 11NR" menu item on the left side nav-bar, is dedicated to reports and minutes. This page is restricted to Auxiliary members only for improved information control. On the new page you can find current and archived reports from all District officers. Soon you will be able to find the District minutes both current and archived. This new tool will help improve communications and information sharing to all members of the division.
- 3 **District Reports – Suggestions for filling your Report:** First of all, this is not a requirement, as the DSO-CS I have no authority to change the way we file reports. This is only a suggestion to help the CS team with posting your reports to the web.
 - 3.1 All reports are now posted in PDF format. If you don't send them out in PDF we have to convert them.
 - 3.2 Next is the naming of the reports.
 - 3.2.1 DSO reports will be posted using this file name format: YYYYMM-DSO-XX.PDF (Y=year, M=Month, X=Officer)
 - 3.2.2 DCDR reports will be posted using this file name format: YYYYMM-XDCDR.PDF (Y=year, M=Month, X=Division)
 - 3.2.3 PCA-P report will be posted using this file name format: YYYYMM-PCA-P.PDF (Y=year, M=Month)

This is done so the new webpage "Reports & Minutes" can handle the reports by way of it's programing. No longer does a CS team member need to recode any part of the page in order to display the reports. Thank you for helping us.

- 4 **Updated the District Board Page:** Updated the Board page by adding the PCA President and updating the tags lines at the bottom of each group showing EXCOM and Voting Members.

- 5 **Website sub-application failing:** Over the past few weeks we seen a large number of supporting applications stop or fail and then in a short time auto restarted. After some work with InMotions Hosting we found some outdated drivers. This was updated ending the cycle of failing sub-application.

ADSO-CS Staff; The District ADSO-CS (ADSO-CS reports are included in the DSO-CS report)

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| ○ Mike Thompson, 7-2 (Deputy, ePostmaster) | ○ Anthony Thorsson, 1-7 (S – Support) |
| ○ OPEN POSITION , 0-0 (Reports & Minutes) | ○ OPEN POSITION , 0-0 (R – Response) |
| ○ Christopher Ince Jr., 10-6 (DIRAUX, PIO, Members) | ○ Glenna Gardner, 7-2 (Calendars) |
| ○ Dyane Mohr, 1-4 (P – Prevention) | ○ Carl Henning, 7-6 (Developer, ePostmaster) |

Division and/or Flotilla CS Report Summaries; (Summary of reports received from SO-CS and FSO-CS)

- 1 Division 01, SO-CS Dyane Mohr, no report received
- 2 Division 03, SO-CS Ernest Shih, report received.
 - 2.1 Continues to evaluate the ‘Lucky Locker’ online
 - 2.2 Flotilla 3-1: No report
 - 2.3 Flotilla 3-3: No report
 - 2.4 Flotilla 3-5: No new development
 - 2.5 Flotilla 3-10: No new development.
- 3 Division 04, SO-CS Ryan Brown, no report received.
- 4 Division 05, Jon Sargent, report received.
 - 4.1 Updated calendar.
 - 4.2 Updated Diversity webpage.
 - 4.3 Flotilla 5-1:
 - 4.3.1 Updated Calendar.
 - 4.3.2 Updated Diversity page.
 - 4.4 Flotilla 52:
 - 4.4.1 Nothing new to report this month.
 - 4.5 Flotilla 53:
 - 4.5.1 Website:
 - 4.5.1.1 No updates to Website at this time (awaiting access).
 - 4.5.2 Facebook:
 - 4.5.2.1 Contact information updated.
 - 4.5.2.2 Flotilla website link corrected
 - 4.6 Flotilla 55:
 - 4.6.1 Working with national Public Affairs on a seal for our Flotilla.
 - 4.6.2 Worked on New Member page on Flotilla website.
 - 4.7 Flotilla 57:
 - 4.7.1 No CS report; FSO-CS position is open at this time.
- 5 Division 06, SO-CS Scott Galloway, no report received
- 6 Division 07, SO-CS Rex Miner, no report received
- 7 Division 08, SO-CS [Open Position], no report received
- 8 Division 10, SO-CS Christopher Ince, no report received
- 9 Division 11, SO-CS Thomas Komadina, no report received
- 10 Division 12, SO-CS John Bogert, no report received

End of DSO-CS Report
Respectfully submitted,
Mart Gardner, DSO-CS