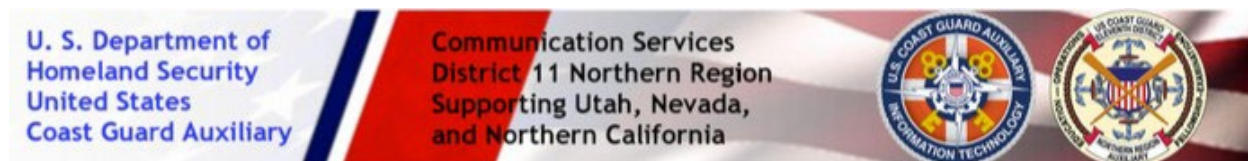


D11N Communication Services (CS) Report

April 2022



April 20, 2022

To: Dean McFarren
Cc: Curtis Han
Cc: District Board and Staff,
From: Carl Henning DSO-CM

In This Report:

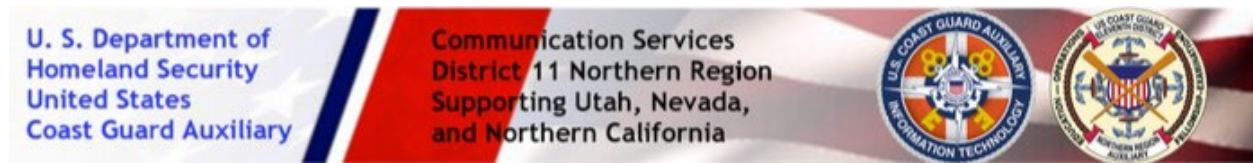
- D11N CS Projects / Goals
- D11N CS Items of Importance
- D11N CS Activities
- D11N Division CS Activities

D11N CS Projects/Goals:

- Request D11N website analysis and audit reviews from National.
- Provide and distribute copies of website analysis and audit review from National to all ADSO's, SO's, and FSO as they are received.
- Create a D11N Communications Services Guide that provides guidance, procedures, and information for future District Communications Services team members and D11N Leadership and future. The purpose of this document is to:
 - Identify and document the various activities that are related to D11N hosting services, this includes but not limited to:
 - Identifying and establish central and groups administration accounts for the D11N Communications Services Team.
 - Where to find account information.
 - How to use specific features of the hosting services.
 - Identifying and describing what alerts are sent from the hosting services
 - Identifying when backups are performed.
 - Identify and document the D11N directory structure i.e., what the directories are and what information is hosted within directories for the D11N website.
 - Document the various aspects (where to find) of our hosting account (accounting, billing, website management).
- Starting in mid-May provide a draft of the D11N Communications Services Guide monthly to leadership for review.
- Determine the retention age for keeping Board and Staff reports, photos, and other related information (files) that is not being used on any D11N web page. This includes determining:
 - If old reports, photos and other information (files) are really needed.

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- How long should these files be kept (e.g., 3 years, 4 years)?
- Clean up the D11N website directory structure: currently there is a lot of related information and content in multiple directories by moving all related content to a central location. Determine what is the status out of date directories on D11N.
- Ensure that the D11N Communications Services Team is involved in the planning aspects that pertain to D-Train and PCA events, when using the RSVPBOOK reservation and ticketing application.
- Planning to hold CS roundtable online meetings with District ADSO's, Division, and Flotillas Communication Service team members starting in May.

D11N CS Items of Importance

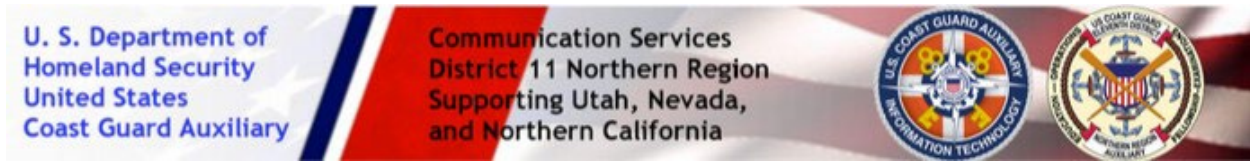
- Worked the Commodore, COS, and DSO-FN regarding the old D11N Square account and its recent use.
- Worked with the D11N COS, and DSO-FN pertaining to the web hosting costs.
- Requested and received audit reviews for the D11N website from National. The audit reviews identified various issues with many of D11N web pages website.
- Have received several audit reports from James Wolfe, BC-UCW, the Branch Chief for the Web Compliance National IT Group, and User Support and Services Directorate for the D11N website. The audit reports will help the Communications Services team keep the D11N website current and in compliance with national standards.

D11N CS Activities

- Received reports from D11N Staff and prepared them for subsequent uploading (posting) to the D11N website. This included:
 - Created PDF files from those reports that where in Word and jpeg formats
 - Renamed those reports that were sent in PDF format to correspond to D11N website file naming standards (i.e., DSOxx.doc, DSOxx.docx, and DSOxx.pdf)
- Reviewed the D11N web site directory structure and discovered that there were:
 - Numerous files and documents that were well over 5 years old and were no longer referenced or used within any location on the D11N website. Need to determine how long documents and reports are to retained.
 - There were many multiple sub-directories/folders within the directory structure that contained similar and related content. For example, there were multiple directories containing a "doc" directory/folder.
 - Consolidated multiple and identical sub-directories/folders into one central folder. This included:

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- Moving files from the duplicate folders of related content into the common folder.
- Verifying that no existing links within D11N web pages were broken during the consolidation, based on the files and content of the file moved. Additionally, the audit review report from National will also help identify broken links.
- Have currently started to review the audit finding review report from the National, and subsequently will be distributing the reports to ADSO's, SO's, and FSO within the next week.
- The D11N CS team is currently working on getting the ACV and Coastie Calendar working. Currently the calendar is unavailable.
- Working on posting the Over-The-Bar listings from Jim Losi.
- ADSO-CS Bryce Leinan provided assistance to Lou Sarto.
- ADSO-CS Bryce Leinan updated time zone for the D11N calendar pages to reflect Pacific time as opposed to the previous Juneau time zone.
- ADSO-CS Mike Thompson verified that all calendars are up to date (no pun intended), and now reflect the correct time zone.

D11N Division CS Activities

Division 1 (Lou Sarto)

- Beginning in February, continued Kevin Luke's tradition of compiling the SO reports into a single PDF.
- Excerpted one accomplishment from each SO report and included this accomplishment in the body of the staff distribution email to incentivize a "quick-read" by the SOs, busy with life and the Auxiliary.
- Worked with Bryce Leinan (90-95% by Bryce) to implement an online registration form coupled to PayPal for Flotilla 113-01-04's PE classes. The registration/payment website will be activated during the week of 19 April to facilitate the Flotilla's BS&S class commencing on 10 May.

Division 3 (Ernest Shih)

- Highlights
 - Division 3:
 - Keep calendar updated with relevant information.
 - Manage the Division website inquiries.
 - Research GoToMeeting account administration options.
 - Facilitated a social media platform meeting.
 - Flotilla 3-1:
 - No report.

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U. S. Department of
Homeland Security
United States
Coast Guard Auxiliary

Communication Services
District 11 Northern Region
Supporting Utah, Nevada,
and Northern California



- Flotilla 3-3:
 - No report.
- Flotilla 3-5:
 - Reported no new development.
- Flotilla 3-10:
 - Keep calendar updated with relevant information.
 - Manage the Flotilla website inquiries.
 - Manage the Flotilla GoToMeeting calendar event.
- Projects
 - Continue to validate website (113-3 and 3-10) compliance requirements.
 - Continue to update and/or clean up some old files, old website links and pictures on 113-3 and 3-10 websites.
- Future Activities
 - N/A
- Challenges
 - 3-1 and 3-3 offer no monthly report and/or contact.
- Agency Interactions:
 - N/A
- Goals and Objectives
 - Continue looking for improvement and stability.

Division 4 (Derek Chan)

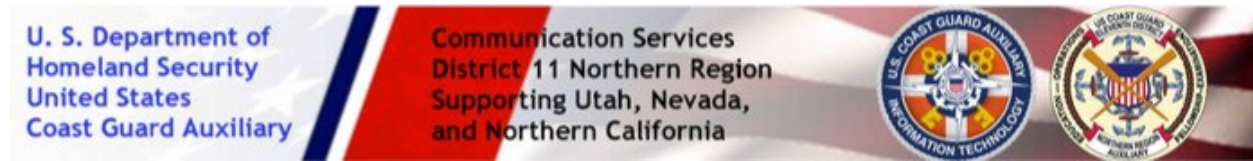
- No Report Received

Division 5 (Wade MacAdam)

- Division 5
 - Awaiting DCDR and VCDR profile pictures to update WOW
- Flotilla 51 (Jon Sargent, FSO-CS)
 - Nothing to report
- Flotilla 52 (Ray Tanaka, FSO-Cs)
 - Nothing to report
- Flotilla 53 (Wade MacAdam, FSO-CS)
 - Posted Facebook messages and connected with FSO-CS replacement.
- Flotilla 55 (Ryan Peterson, FSO-CS)
 - Presented and ran Flotilla meeting via Zoom
- Flotilla 57 (Ryan Peterson, FSO-CS)
 - Nothing to report

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Division 6 (Bobbi Kamil and Kim Thi Huynh)

- No report received.

Division 7 (Carl Henning)

- Nothing to Report

Division 8 (William Hale)

- No report received

Division 10 (Michael Brady)

- No report received

Division 11 (Bryce Leinan)

- Refreshed mailing lists for the Flotilla
- Researched the use of PayPal functionality for Flotilla boating safety classes

Division 12

- No report received

End of District CS Team Report