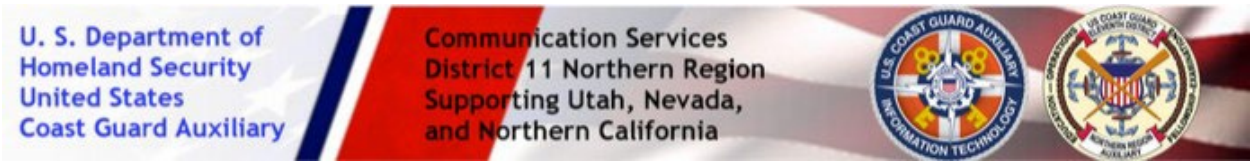
D11N Communication Services (CS) Report
May 2022



May 15, 2022

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

In This Report:

- D11N CS Projects / Goals
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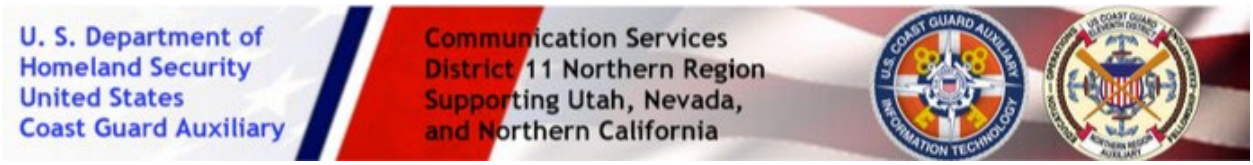
D11N CS Projects/Goals:

- Develop a D11N Communications Services Guide for the D11N CS team. The purpose of the Guide is to:
  - Provide guidance, procedures, and information for future District Communications Services team members.
  - 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).
- Provide and distribute copies of website analysis and audit review from National to all ADSO's, SO's, and FSO as they are received.
- 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.
  - 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 Determine what is the status out of date directories on D11N.

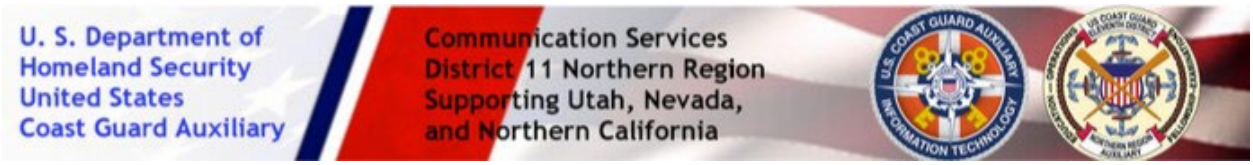
- Ensure that the D11N Communications Services Team is involved in the planning aspects that pertain to D-Train and PCA events, when using the RSVPBOOK reservation and ticketing application.
- Planning to hold CS roundtable online meetings with District ADSO's, Division, and Flotillas Communication Service team members starting in May.

D11N CS Activities: Items of Importance

- Division 113-01 web site had been submitted for national approval, and the National IT Group has reviewed the site and found it in compliance with national standards.
- Many thanks to Bryce Leinan in assisting Lou Sarto in updating the Division 1's web site to obtain national approval
- Continued trying to resolve the Square (old) account issue.

D11N CS Activities

- Continue working on merging the previous the Over-The-Bar listings for previous years with the listing for year 2019, 2020, and 2022 that was provided by Jim Losi.
- 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 are 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.
  - Continue to consolidated multiple and identical sub-directories/folders into one central folder. This includes:
    - 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 received several audit reports from for the Web Compliance National IT Group, and User Support and Services Directorate for the D11N website. The audit reports provide information pertaining to the D11N web site that identify web pages that need correction and update to ensure that the web site and web pages are in compliance with national standards.
- Started reviewing the audit reports and updating web-pages that contain errors
- Started creating the Create a D11N Communications Services Guide that provides guidance, procedures, and information for future District Communications Services team members.
- Currently working on getting the ACV and Coastie Calendar working. Currently the calendar is unavailable.

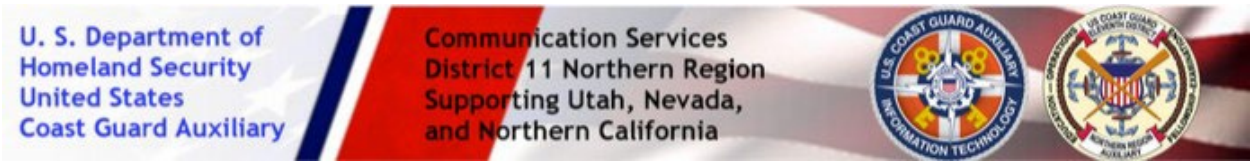
D11N Division CS Activities

Division 1 (Lou Sarto)

- Worked with ADSO-CS Bryce Leinan to:
  - Implement the first operational online payments page for Flotilla 1-4's PE Boating Courses. This solution can be extended to the Division's other Flotillas' PE courses.
  - Address "alt text" issues on Division 113-01's Home Page identified in an audit conducted by the National IT Group, User Support and Services Directorate. Flotilla 1-4's Home Page was also corrected. James Wolfe, BCUCW confirmed the Division's edits.
- Division 113-01 web site had been submitted for national approval, and the National IT Group has reviewed the site and found it in compliance with national standards. Division 113-01 web site now qualifies for inclusion into, and has been added to the National Flotilla Finder making it visible to members of the public who do a search for flotillas in your area.
- Como Fajardo added new JavaScript to ensure compatibility with iOS and Android

Division 3 (Ernest Shih)

- Highlights
  - Division 3:
    - Keep calendar updated with relevant information.
    - Manage the Division website inquiries.
  - Flotilla 3-1:
    - No report.
  - Flotilla 3-3:



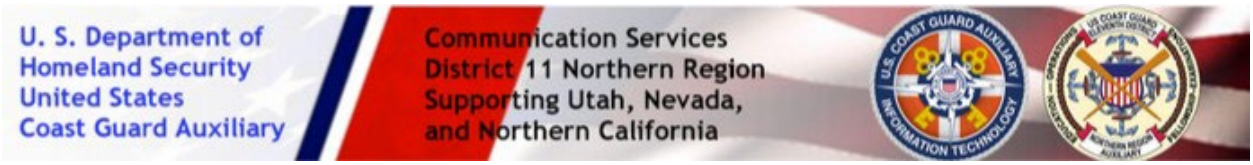
        - No report provided due to FC dropping the CS position because the Social Media Committee has been formed.
    - Flotilla 3-5:
        - Reported no new development.
    - Flotilla 3-10:
        - Keep calendar updated with relevant information.
        - Manage the Flotilla website inquiries.
        - 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)

- Nothing to Report

Division 5 (Wade MacAdam)

- Division 5
    - Awaiting DCDR and VCDR profile pictures to update WOW
- Flotilla 51 (Jon Sargent, FSO-CS)
    - Updated Calendar; checked all pages for functionality
- Flotilla 52 (Ray Tanaka, FSO-Cs)
    - Nothing to report
- Flotilla 53 (Wade MacAdam, FSO-CS)
    - Posted Facebook messages
- Flotilla 55 (Ryan Peterson, FSO-CS)
    - Presented and ran Flotilla meeting via Zoom
- Flotilla 57 (Ryan Peterson, FSO-CS)
  Nothing to report



Division 6 (Bobbi Kamil and Kim Thi Huynh)

- All 3 websites Capitola, Santa Cruz, Monterey and the division 6 website are in current status.
- Recently updated the div 6 website "What's New" section to introduce our newest facility: "Dolphin Dreams" the patrol vessel.
- Started moving Capitola website from Airs to WoW, and building out one page at a time as time permits.

Division 7 (Carl Henning)

- Nothing to Report

Division 8 (William Hale)

- No report received

Division 10 (Michael Brady)

- Nothing to Report

Division 11 (Bryce Leinan)

- No report received

Division 12

- No report received

End of District CS Team Report