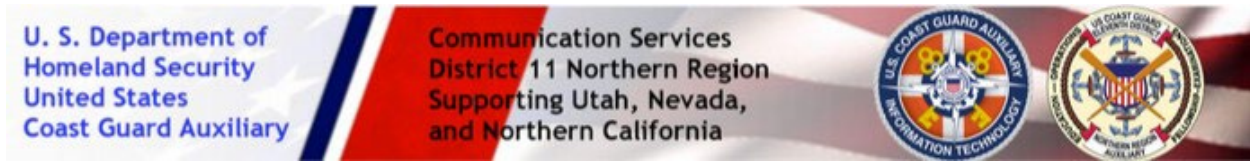


D11N Communication Services (CS) Report

June 2022



June 15, 2022

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

In This Report:

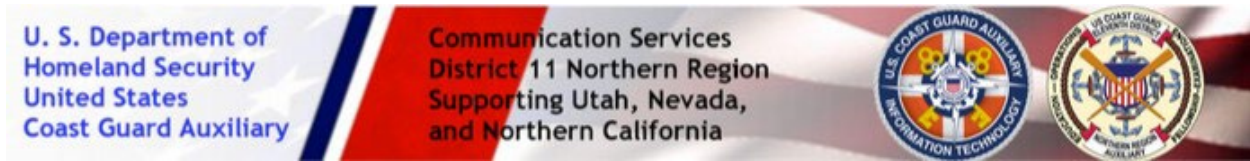
- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

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)?

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- 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 Determine what is the status out of date directories on D11N.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.

D11N CS Activities: Items of Importance

- Currently working on getting the sign-in / logon to the Member Training and the ACV / Coastie calendars working so corresponding personnel can update their calendar.
- Provided assistance to Kit Galvin, Flotilla Commander (FC) from Flotilla 53 in North Solano in determining and resolving old and dead links that appear in the search results when a search is performed from a D11N webpage.

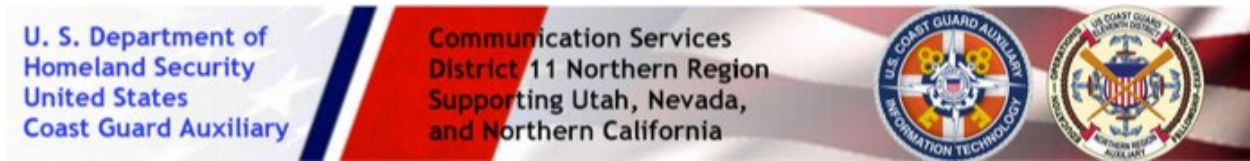
Apparently, the search engine is displaying references from a webpage that is no longer maintained by National and is still functioning and being indexed by the search engine, or from old and outdated cache of indexing of the wow website.

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 were 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)
- Continue to reviewed the D11N web site directory structure for old information and directories that are no longer used or are referred to. This includes continuing to:
 - Identify files and documents that all ell over 5 years old and are no longer referenced or used within any D11N website page.
 - Consolidating multiple and identical sub-directories/folders into one central folder and update links in the D11N webpages as needed
 - Verifying that existing links within D11N web pages are not broken
- Continue to review the audit reports and updating web-pages that contain errors
- Continued creating the D11N Communications Services Guide that provides guidance, procedures, and information for future District Communications Services team members.

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D11N Division CS Activities

Division 1 (Lou Sarto)

- Initiated reconfiguration of Division 1 Members Only website to facilitate access and distribution of SO staff reports and newsletters

Division 3 (Ernest Shih)

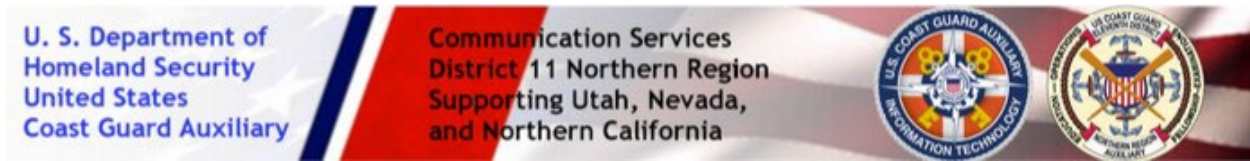
- Highlights
 - Division 3:
 - Keep calendar updated with relevant information.
 - Manage the Division website inquiries.
 - Continue to learn more social media platform requirements.
 - Flotilla 3-1:
 - No report.
 - Flotilla 3-3:
 - No report provided due to FC dropping the CS position because the 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

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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)
 - Held a hybrid Flotilla meeting
- Flotilla 57 (Ryan Peterson, FSO-CS)
 - Nothing to report

Division 6 (Bobbi Kamil and Kim Thi Huynh)

- No report received

Division 7 (Carl Henning)

- Reviewed and made minor updates Division to Flotilla webpages.

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