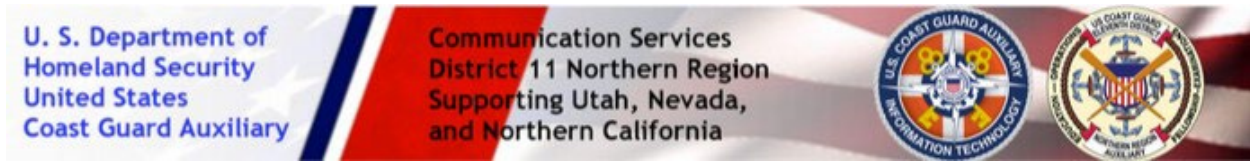


# D11N Communication Services (CS) Report

## July 2022



July 17, 2022

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

### In This Report:

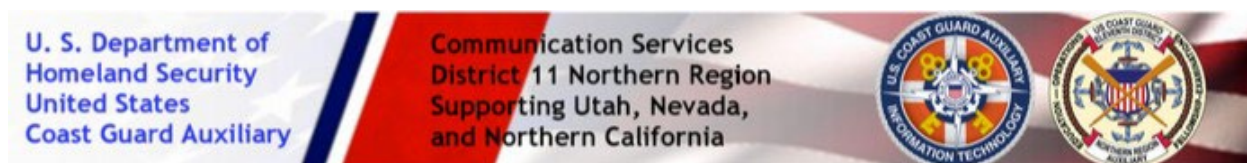
- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

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 Determine what is the status out of date directories on D11N.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

- 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 are 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 update web-pages that contain errors.
- Continued creating the D11N Communications Services Guide that provides guidance, procedures, and information for future District CS team members.

## D11N Division CS Activities

### Division 1 (Lou Sarto)

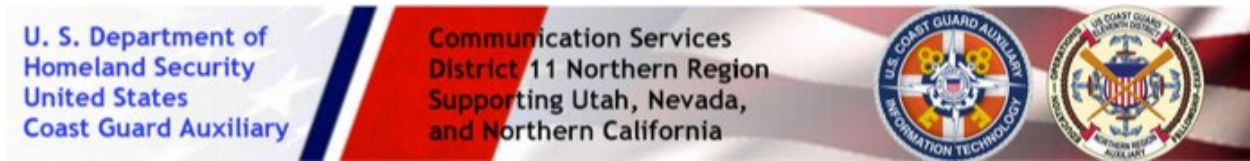
- Nothing to Report

### 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:

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- 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)**

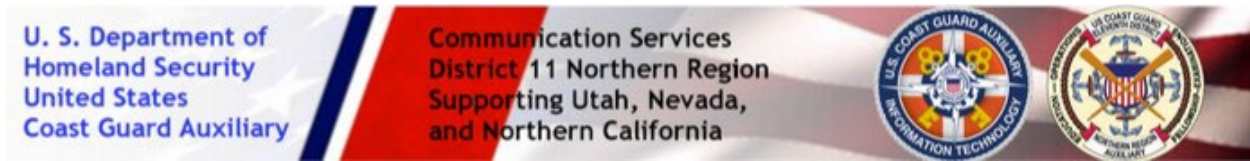
- Nothing to Report

### **Division 5 (Wade MacAdam)**

- Division 5
  - Awaiting DCDR and VCDR profile pictures to update WOW
- Flotilla 51 (Jon Sargent, FSO-CS)
  - Nothing to report
- 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)

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- Nothing to report

### **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)

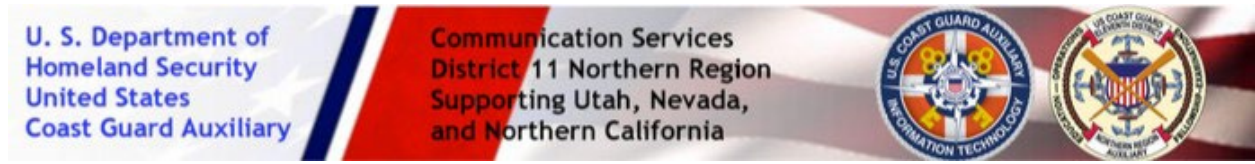
- Highlights/"4 Ups":
  - Division 10 Newsletter to be added to website
  - Developing a process in which the Coming Events page will be more updated and accurate
  - Flotilla's are updating their website
  - Investigating adding links to other websites onto Division 10 website
- Details:
  - The Division 10 Newsletter is being developed and will be available on the website. It should be available at the end of this month or early next month.
  - The Coming Events page has been stagnated and I am working on alleviating this issue.
  - The Flotillas within Division 10 are working on updating their websites.
  - Looking at links to other websites which I would be helpful or a resource to auxiliarists.
- Projects/Upcoming Events:
  - None
- Challenges/Obstacles/Opportunities:
  - None
- Agency Interaction:
  - None
- Goals And Objectives:
  - To update the Division 10 website so it is relevant and useful to members

### **Division 11** (Bryce Leinan)

- No report received

### **Division 12**

# D11N Communication Services (CS) Report July 2022



- No report received

**End of District CS Team Report**