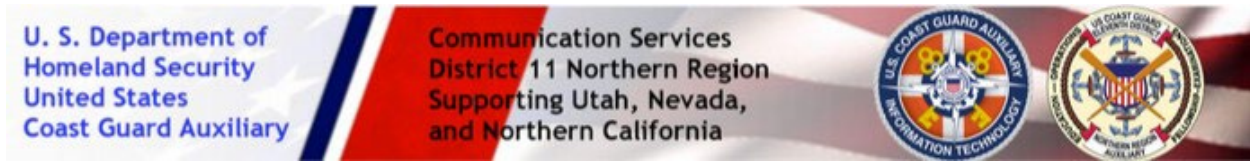


D11N Communication Services (CS) Report

September 2022



September 16, 2022

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

In This Report:

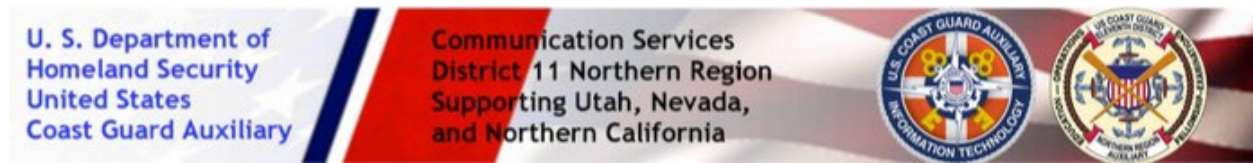
- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

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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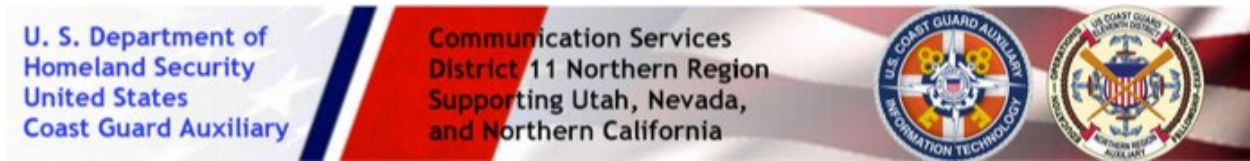
- Clean up the D11N website directory structure: currently there is a lot of related information and content in multiple directories by moving all related content to a central location. Determine what is the status out of date directories on D11N.
- Ensure that the D11N Communications Services Team is involved in the planning aspects that pertain to D-Train and PCA events, when using the RSVPBOOK reservation and ticketing application.

D11N CS Activities

- Worked with the PCA coordinator Michelle Thompson in:
 - Resolving minor content and online registration issues that were reported by members
 - Resolving registration and payment issues that a few members were having with the online registration RSVPbook that is used by the PCA
 - Creating various registration, class fees, payments, refunds, and meal reports for the PCA coordinator
 - Responding to questions from members regarding the PCA online registration
- Updated the D11N website with requests for changes and posted new content to the website that was received from:
 - DSO-CM Communications
 - DSO-OP Operations
 - DIRAUX Office
- 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.
- Attended both the AUX-04 Distance Learning and AUX-05A AMLOC C-Schools in Orlando

D11N Communication Services (CS) Report

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D11N Division CS Activities

Division 1 (Lou Sarto)

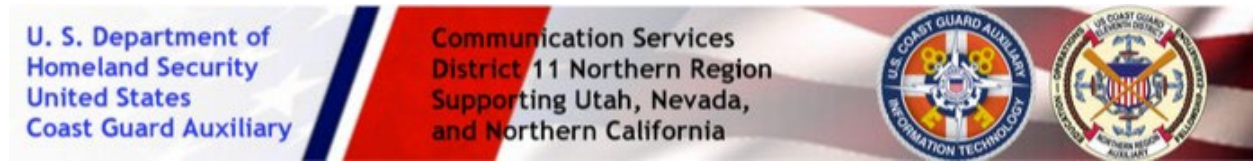
- Redesign of Flotilla 14 PE payment process for improved UX continues with goal to migrate to all 113-1 Flotillas
- Discovered and rectified missing ALT tabs in Division Home Page

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)

D11N Communication Services (CS) Report September 2022



- Verified that Division's 4s website elected officers' names were up-to-date.

Division 5 (Wade MacAdam)

- Division 5
 - Awaiting DCDR and VCDR profile pictures to update WOW
- Flotilla 51 (Jon Sargent, FSO-CS)
 - Updated Calendar and What's New pages
- Flotilla 52 (Ray Tanaka, FSO-Cs)
 - Nothing to report
- Flotilla 53 (Wade MacAdam, FSO-CS)
 - Nothing to report
- Flotilla 55 (Ryan Peterson, FSO-CS)
 - Ran and recorded meeting.

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)

- No report received

Division 12

- No report received

End of District CS Team Report