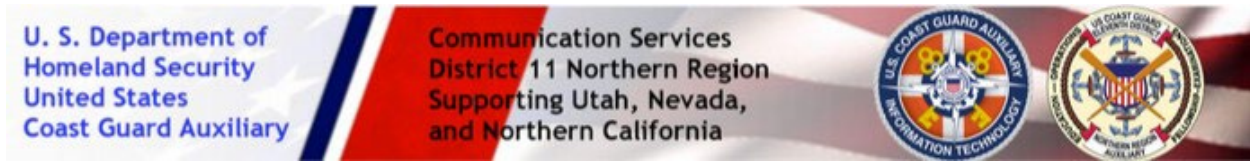# D11N Communication Services (CS) Report
September 2022

October 19, 2022

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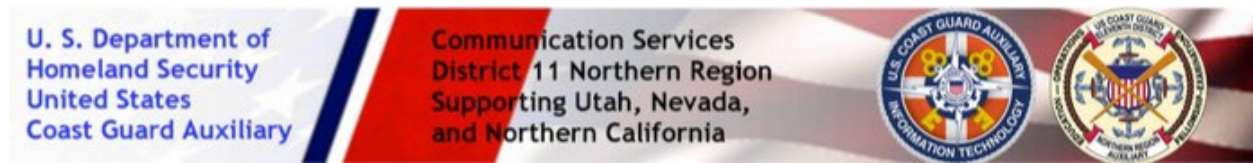From: Carl Henning DSO-CM

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)?

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 Determine what is the status out of date directories on D11N.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

- Updated the D11N website with requests for webpage changes (i.e., posting of new content) and corrections to D11 webpages and content from reported errors received from:
  o DSO-OP Operations
  o DIRAUX Office
  o Flotilla Commanders within the District
- Received reports from D11N Staff and prepared them for subsequent uploading (posting) to the D11N website. This included:
  o Created PDF files from those reports that where in Word and jpeg formats
  o 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.
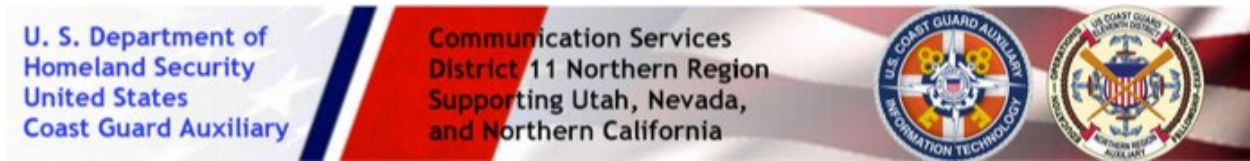
D11N Division CS Activities

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.
    - Explore Google Calendar for boat activities
  - 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.
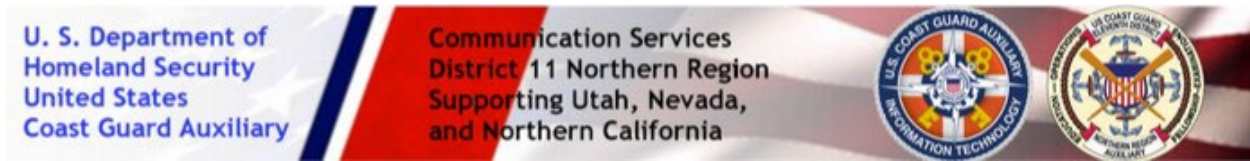
Division 4 (Derek Chan)

- 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)
  - Nothing to report
- Flotilla 52 (Ray Tanaka, FSO-Cs)
  - Updated links for meetings and Diversity Page
- Flotilla 53 (Wade MacAdam, FSO-CS)
  - Updated Facebook webpage
- Flotilla 55 (Ryan Peterson, FSO-CS)
  - Ran and recorded meeting
  - Taught speakerphone

Division 6 (Bobbi Kamil and Kim Thi Huynh)

- No report received

Division 7 (Carl Henning)

- Nothing to report

Division 8 (William Hale)

- Nothing to report

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