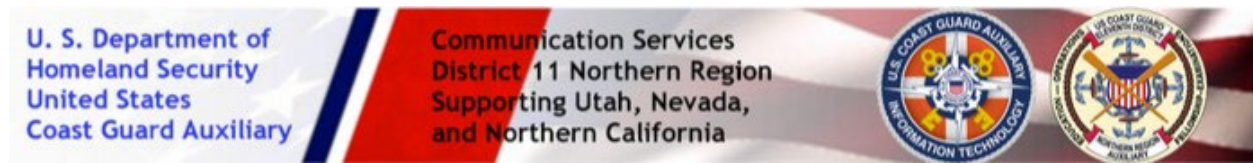


D11N Communication Services (CS) Report

January 2021



November 15, 2022

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

In This Report:

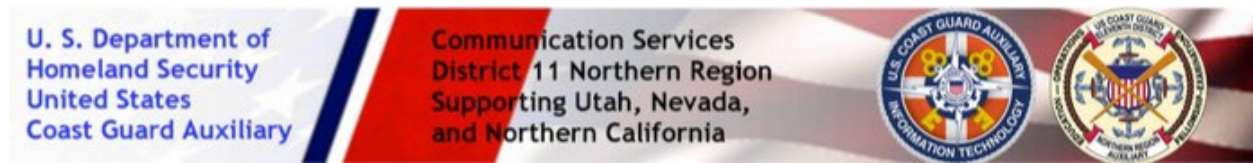
- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

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.
 - Document the various aspects (where to find) of our hosting account (accounting, billing, website management) and the various activities 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.
 - Identifying and describing what alerts are sent from the hosting services
 - Identifying when backups are performed.
 - Identifying and documenting the D11N directory structure i.e., what the directories are and what information is within those directories
- 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. How long should these files be kept (e.g., 3, 4, 7, etc.)?
- 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 Determine what is the status out of date directories on D11N.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 Communication Services (CS) Report

January 2021

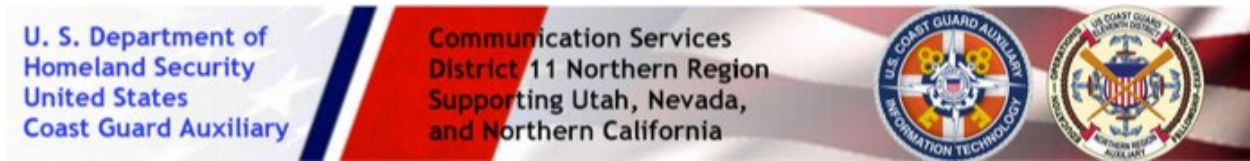


D11N CS Activities

- 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:
 - Updated the content for the 2023 Commodore, Chief of Staff, Board and Staff, and Events Planning
 - Updated the DSO-AV webpage
 - Updated the OTO webpage
 -
- 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.pdf, DistrictMinutes.pdf)
- Established the on-line registration for January 2023 PCA Fair
- Provided event support and assistance to the PCA Coordinator, Michelle Thompson, and registration assistance to attendees who had questions and experienced issues with the registration and payment process
- Continue to review the D11N web site directory structure for old information and directories that are no longer used or are referred to.
- Provided notice and a InMotionHosting invoice in the amount of \$19.99 to DCOS Curtis Han in December that the D11N website domain name, d11nuscgaux.info was due to expire on January 2, 2020 and recommended that the domain name be renewed to avoid disruption to our email and website services and lost the domain name. Domain was renewed.
- Troubleshooting D11N web server errors as they occur

D11N Communication Services (CS) Report

January 2021



D11N Division CS Activities

Division 1 (Lou Sarto /Kevin Luke)

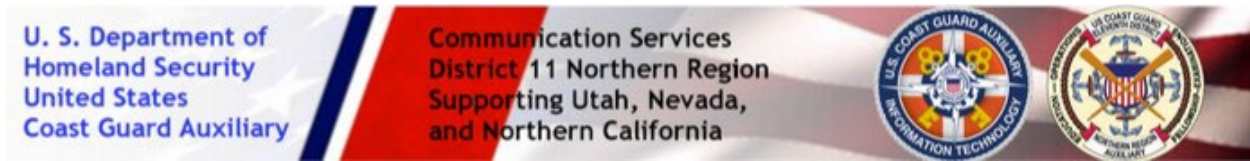
- Though “nothing” to report with respect to any innovative CS activities, I am pleased to report that Kevin Luke will return to Flotilla 113-14’s FSO-CS position for 2023 after a one-year hiatus.

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:
 - Posted latest addition of the Delta Zephyr
 - 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.

D11N Communication Services (CS) Report

January 2021



Division 4 (Derek Chan)

- No report received

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 Calendar and member profiles
- Flotilla 53 (Wade MacAdam, FSO-CS)
 - Updated Facebook webpage
- Flotilla 55 (Thomas Herbst, FSO-CS)
 - Ran and recorded meeting
 - Updated website
 - Removed Square.

Division 6 (Bobbi Kamil and Kim Thi Huynh)

- No report received

Division 7 (Carl Henning)

- Nothing to report

Division 8 (William Hale)

- Reviewing and updating Division webpage. Reviewing each flotilla's webpages.
- Flotilla 08-07, No activity to report at this time.
- Flotilla 08-08, No activity to report at this time.
- Flotilla 08-11, No activity to report at this time.
- Flotilla 08-39, Reviewing and updating Flotilla webpage

Division 10 (Michael Brady)

- No report received

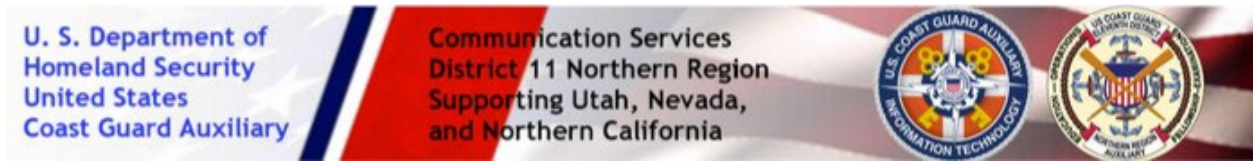
Division 11 (Bryce Leinan)

- Division 11 mailing lists updated

Division 12

- No report received

D11N Communication Services (CS) Report January 2021



End of District CS Team Report