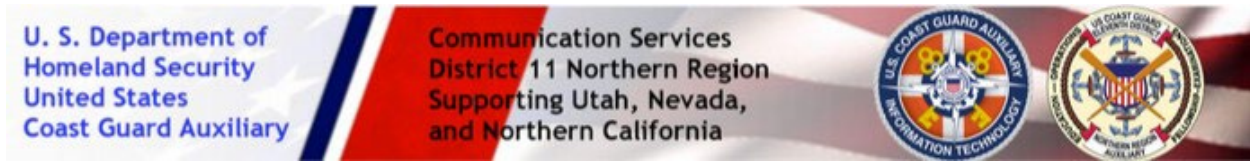


D11N Communication Services (CS) Report

February 2024



February 20, 2023

To: Curtis Han
Cc: Jim Losi
Cc: William Hale
Cc: District Board and Staff,
From: Carl Henning DSO-CM

In This Report:

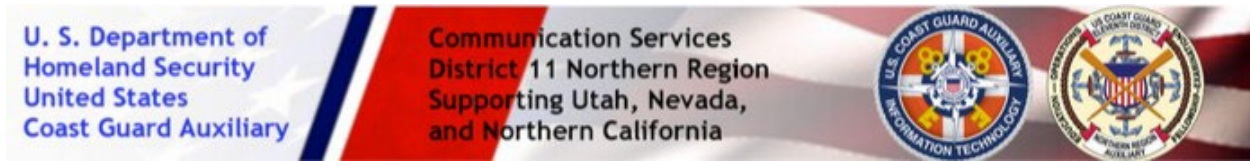
- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

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
- 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.

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D11N CS Activities

- Currently, in the process of recovering the previous D11N Vessel Examiner website information (i.e., all webpage content, documents, etc.) that was removed (deleted) from the District D11N web server last week. Content was recovered from a previous backup that made last year and 75% of the information is being recreated and updated into the WOW system. The remainder of the work is ongoing and continue for the next couple of weeks. Currently working with the Laurence Boag and Paul Custance, the new DSO and ADSO for VE in updating outdated content and web links.
- Updated corresponding webpages with the photos of the newly elected Board and Staff. The following webpages were updated with new information as requested
 - Updated the EM webpage with newly appointed ADSOs
 - Updated the PA webpage with the new Deputy
- wReceived reports from D11N Staff and prepared them for subsequent uploading (posting) to the D11N website. This included:
 - Creating PDF files from those reports that where in Word, email, and jpeg formats
 - Renaming all reports that were to correspond to D11N website file naming standards (i.e., DSOxx.pdf, DistrictMinutes.pdf)
- Continue to clean up the existing website directory structure by
 - Reorganizing related information and content that is currently contained in multiple and numerous directories to a central location and more organized directory structure.
 - Determining 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.
 - Determining the status out of date directories on D11N.
- Troubleshooting D11N web server errors as they occur

D11N Division CS Activities

Division 1 (No SO Appointed)

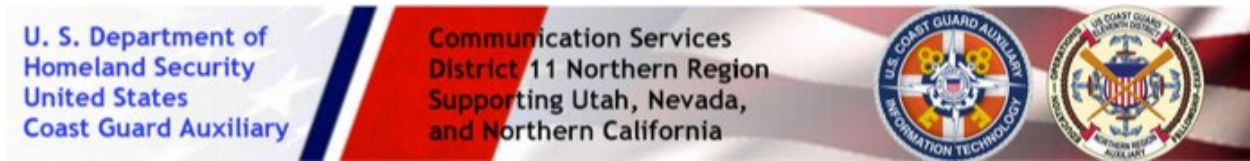
- No Reports Received

Division 3 (Ernest Shih)

- Division 3:
 - Keep calendar updated with relevant information.
 - Manage the Division website inquiries.
- Flotilla 3-1: No report received.
- Flotilla 3-3: No report received.

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- Flotilla 3-5: No report received.
- 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
 - Continue Looking for information security topics to help members who can protect themselves.
- Challenges
 - 3-1 offers no monthly report and/or contact.
- Agency Interactions:
 - Other Flotilla CS roles have limited bandwidth.
- Goals and Objectives
 - Continue looking for improvement and stability.

Division 4 (Derek Chan)

- No Report Received

Division 5 (Randy McCormick)

- Division 5: No Report Received
- Flotilla 51: No Report Received
- Flotilla 52: No Report Received
- Flotilla 53: No Report Received
- Flotilla 55: No Report Received

Division 6 (Kim Huynh)

- No Report Received

Division 7 (Carl Henning)

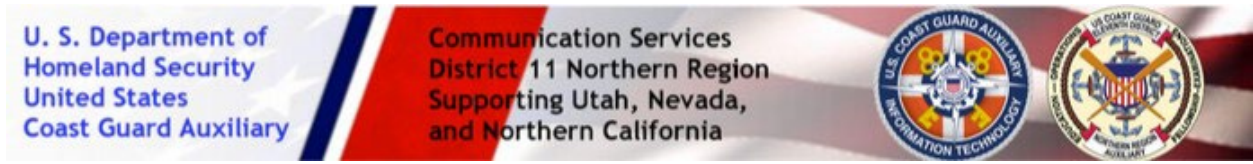
- Nothing to report

Division 8 (William Hale)

- No Report Received.
- Flotilla 08-07: Nothing to Report.

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- Flotilla 08-08: Nothing to Report.
- Flotilla 08-11: Nothing to Report.
- Flotilla 08-39: Nothing to Report.

Division 10 (Michael Brady)

- No report received

Division 11 (Bryce Leinan)

- No Reports Received

Division 12

- No Reports Received

End of District CS Team Report