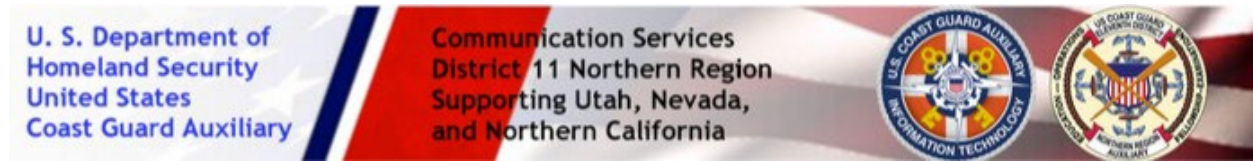


D11N Communication Services (CS) Report

April 2024



April 17, 2024

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

In This Report:

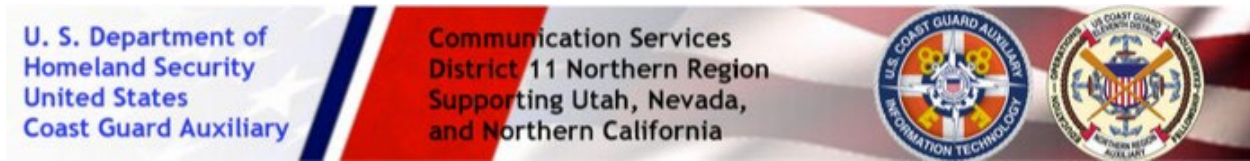
- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

D11N CS Projects/Goals:

- Continue to develop the 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.

D11N Communication Services (CS) Report

April 2024



D11N CS Activities

- Our web-hosting service was upgraded to a new hosting plan and renewed at half the cost of the renewal for the old plan. The new hosting plan includes the use of new technological feature and a data backup service.
- The following webpages were updated with new information and content as requested:
 - DTRAIN webpage with hotel information
 - Surface OPS web page with new Check Rider Tracker document
 - VE webpage
 - Created a VE member only zone
 - Add 2023 VE Awards to the VE member zone
 - Add 2023 VE total information to the VE member zone
 - Created a New Aux Scouts web page
- Process PCA January 2024 Refunds
- Received reports from D11N Staff and prepared them for subsequent uploading (posting) to the D11N website. This included:
 - Creating PDF files from those reports that were 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.
- Troubleshooting D11N web server errors as they occur

D11N Division CS Activities

Division 1 (No SO Appointed)

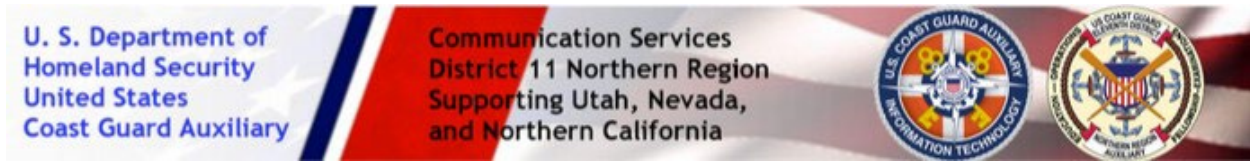
- Division 1: No Reports Received

Division 3 (Ernest Shih)

- Division 3:
 - Highlight
 - Keep the calendar updated with relevant information.
 - Manage the Division website inquiries.
 - Subscribed to an annual Zoom Membership for the Division.
 - Projects

D11N Communication Services (CS) Report

April 2024



- 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 providing information security awareness training to all members when needed.
- Challenges
 - Other Flotilla CS roles have limited bandwidth and/or vacancies.
- Agency Interactions:
 - Continue a monthly report.
- Goals and Objectives
 - Continue looking for improvement and stability.
- Flotilla 3-1: Nothing to report.
- Flotilla 3-3: Nothing to report.
- Flotilla 3-5: Nothing to report.
- Flotilla 3-10: Ernest Shih,
 - Keep the calendar updated with relevant information.
 - Manage the Flotilla website inquiries.
 - Manage the Flotilla Zoom configuration.

Division 4 (Derek Chan)

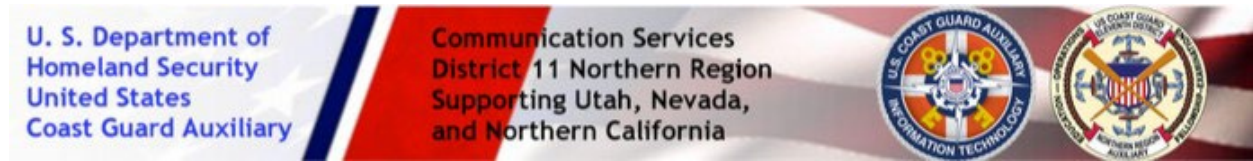
- Division 4: No Report Received

Division 5 (Randy McCormick)

- Division 5: No Report Received
 - Updated Division 5 WOW with:
 - a. The current standings for Individual Awards
 - b. Status of Individual Performance Awards
 - c. 2023 Award Winners
 - d. Current calendar of Events
 - e. Standing Rules
- Flotilla 51: Jon Sargent:
 - Updated calendar page.
 - Checked other web pages for current information
- Flotilla 52: Ray Tanaka
 - Nothing to Report

D11N Communication Services (CS) Report

April 2024



- Flotilla 53: Giovanni Bacigalupi
 - Nothing to Report
- Flotilla 55: Thomas Herbst
 - Ran the Zoom for the flotilla meeting including recording for meeting minutes.
 - Updated the flotilla calendar on the website with all Flotilla and Division information

Division 6 (Kim Huynh)

- Division 6: No Report Received

Division 7 (Carl Henning)

- Division 7: Nothing to report
- Flotilla 07-01: No Report Received.
- Flotilla 07-03: No Report Received.
- Flotilla 07-06: No Report Received.
- Flotilla 07-08: No Report Received.

Division 8 (William Hale)

- Division 8: No Report Received.
- Flotilla 08-07: No Report Received.
- Flotilla 08-08: No Report Received.
- Flotilla 08-11: No Report Received.
- Flotilla 08-39: No Report Received.

Division 10 (Michael Brady)

- Division 10: No report received

Division 11 (Bryce Leinan)

- No Reports Received

Division 12

- No Reports Received

End of District CS Team Report