

# VASF<sup>AA</sup>

## **BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM**

**Committee:** Electronic Services

**Commissioner/Board Position:** Sheila Nelson-Hensley / Rep-at-Large for Information Services

**Year (e.g., 2005-06):** 2007-08

**Committee Members:** Jane Moore, Chairman

Daniel Hewitt (Edward Via Virginia College of Osteopathic Medicine)

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**Standard Goal 1:** Work closely with the VASF<sup>AA</sup> Board, VASF<sup>AA</sup> committee chairs, and ATAC Corporation to coordinate updates, additions and revisions to the VASF<sup>AA</sup> website. [Strategic Plan 4.4 A (2-3), 4.5 B (4), 4.5 A (2-3)]

**Objective 1:** Communicate with the President and Committee Chairs at least once a month.

### **Status Reports of Objective 1:**

**Date:** 9/15/07

**Report:** Website changes for new year transition are almost complete. Creating outline of process for Committee Chairs to add Committee Members to website.

**Date:** 11/2/07

**Report:** Website changes are ongoing with updates as needed.

**Date:** 1/24/08

**Report:** Continued updates as needed on website. Addition of High School Guidance Counselor Workshops and Super Saturday Information. Also provided previous year's conference link to Conference Committee to start updating for current year.

**Date:** 5/1/08

**Report:** Continued updates as needed on website. Updated Conference Website with 2008 information. Changes being made as needed. Electronic voting being setup for testing.

**Objective 2:** Work closely with Awareness, Newsletter, Public Relations, and Membership Chairs to enhance current communication mediums and develop new ones.

### **Status Reports of Objective 2:**

**Date:** 9/15/07

**Report:** Membership form is updated and available online.

**Date:** 11/2/07

**Report:** No progress at this time.

**Date:** 1/24/08

**Report:** Provided Super Saturday Information to Public Relations for distribution.

**Date:** 5/1/08

**Report:** Conference information updated and distributed to chairs. Electronic voting setup in beginning stages of testing.

**Objective 3:** Monitor website content on a monthly basis and send requests to appropriate Committee Chairs when posted material is out of date.

**Status Reports of Objective 3:**

**Date:** 9/15/07

**Report:** Reviewed website and directed changes to ATAC for corrections of spelling and grammatical errors.

**Date:** 11/2/07

**Report:** Constantly reviewing website to keep information current.

**Date:** 1/24/08

**Report:** Constantly reviewing website to keep information current.

**Date:** 5/1/08

**Report:** Constantly reviewing website to keep information current.

**Objective 4:** Draft and finalize a Policies and Procedures entry for the handling and/or disposal of old, obsolete, and damaged equipment.

**Status Reports of Objective 5:**

**Date:** 9/15/07

**Report:** Researching options for wiping obsolete computers clean before disposal. Also checking procedures to possibly donate old laptops to either school system or charity.

**Date:** 11/2/07

**Report:** Have located program to clean obsolete computers. No current progress on donation of old computers.

**Date:** 1/24/08

**Report:** No current progress on donation of old computers.

**Date:** 5/1/08

**Report:** No current progress on donation of old computers.

**Objective 5:** Burn all Membership database records onto a CD for permanent storage.

**Status Reports of Objective 6:**

**Date:** 9/15/06

**Report:** No progress at this time.

**Date:** 11/2/07

**Report:** No progress at this time.

**Date:** 1/24/08

**Report:** No progress at this time.

**Date:** 5/1/08

**Report:** No progress at this time.

**Standard Goal 2:** Work closely with the VASFAA Training Committee to explore technology-related training opportunities for the VASFAA membership. [Strategic Plan 4.5 A (1-3)]

**Objective 1:** Communicate with the Training Chair at least quarterly to discuss new ideas and address any implementation issues.

**Status Reports of Objective 1:**

**Date:** 09/15/07

**Report:** First drafts of Fall Training Classes received and sent to ATAC for addition to the website. Waiting for test version to be complete.

**Date:** 11/2/07

**Report:** Fall Training Classes up and running. Adding current listing of Counselor Workshops for 2007 year.

**Date:** 1/24/08

**Report:** No progress at this time.

**Date:** 5/1/08

**Report:** No current updates at this time.

**BUDGET (PROJECTED THROUGH 6/30/08)**

<u>Item</u> <i>(Broad general categories)</i>	<u>Budget</u>
Monthly website hosting and maintenance	\$3,000 (\$250/month)
Quarterly newsletter publication	\$1,300 (\$325/quarter)
Banner ad placement and sponsor/vendor updates	\$450
Executive Board and Committee Chair updates	\$250
Conference mini-site	\$225
Conference registration form	\$275
Online voting for 2008 Annual Conference	\$400
Software and/or hardware updates	\$200
Other misc. ATAC Corporation charges	\$200
Travel	\$200
<b>Board Approved Amount:</b>	<b><u>\$6,500</u></b>

**ACTUAL EXPENSES TO DATE (4-30-2008)**

<u>Item</u>	<u>Cost</u>
Monthly website hosting and maintenance	\$2,500
Quarterly newsletter publication	\$960
Banner ad placement and sponsor/vendor updates	\$0
Executive Board and Committee Chair updates	\$250
Conference mini-site	\$250
Conference registration form	\$0
Online voting for 2008 Annual Conference	\$400
Software and/or hardware updates	\$0
Other misc. ATAC Corporation charges	\$75
(Membership Application Change)	
Travel	\$0
<b>Total:</b>	<b>\$4,435</b>