

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Electronic Services

Commissioner/Board Position: Bill Wendle / Rep-at-Large for Information Services

Year (e.g., 2005-06): 2008-09

Committee Members: Jane Moore, Chairman

John McCarroll (University of Virginia's College at Wise)

Standard Goal 1: Work closely with the VASFAA Board, VASFAA committee chairs, and ATAC Corporation to coordinate updates, additions and revisions to the VASFAA 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: 7/2/2008

Report: Website changes for new year transition are in process. Drafting a change calendar to point out timeframe for updates to certain areas of website to be able to notify committees of any needs for updated information..

Date: 9/22/2008

Report: .New year transition changes are complete.

Date: 1/14/2009

Report: Continue making changes as needed to areas on website

Date: 4/8/2009

Report: Continue making changes as needed to areas on website

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: 7/2/2008

Report: Membership form update is in process.

Date: 9/22/2008

Report: Updated conference site to reflect dates and location of 08-09 conference. Working with Awareness on setup for Super Saturday information on website.

Date: 1/14/2009

Report: Completed updates to both High School Counselor Workshop area and Super Saturday Site. Vendor list updated with current information. Conference area being updated and almost ready to launch.

Date: 4/8/2009

Report: Loaded all webinars to Training section of website. Setup of 2009 Conference mini-site is complete along with conference registration. On-line voting setup is in testing phase.

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3: Monitor website content on a monthly basis and send requests to appropriate Committee Chairs when posted material is out of date.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: 7/2/2008

Report: Currently reviewing the website to remove any out of date info and put "Under Construction – or – Check Back Soon"

Date: 9/22/2008

Report: Waiting on some updates for website. Finalizing any other changes that need to be made.

Date: 1/14/2009

Report: Updates are being made as needed. Conference Chairs good about sending updates to be posted.

Date: 4/8/2009

Report: Updates are being made as needed. Conference Chairs good about sending updates to be posted.

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: 7/2/2008

Report: Have program to wipe any computers clean. Am waiting on the board to decide if old laptops can be donated to charity.

Date: 9/22/2008

Report: No progress at this time

Date: 1/14/2009

Report: No progress at this time

Date: 4/8/2009

Report: No progress at this time

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

Status Reports of Objective 6:

Date: 7/02/08

Report: Received the laptop that has the info from Daniel. Will look into moving the records to some type of media.

Date: 9/22/2008

Report: Laptop very outdated. May not be able to rescue files. Am awaiting assistance from outside party as to options.

Date: 1/14/2009

Report: Have needed info to pull files from old laptop. Not done at this time.

Date: 4/8/2009

Report: Have needed info the pull files from old laptop. Not done 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: 7/2/2008

Report: No progress at this time

Date: 9/22/2008

Report: No progress at this time.

Date: 1/14/2009

Report: Updated website calendar with current training opportunities

Date: 4/8/2009

Report: Updated website to include webinars and calendar updates.

BUDGET (PROJECTED THROUGH 6/30/09)

<u>Item</u> <i>(Broad general categories)</i>	<u>Budget</u>
Monthly website hosting and maintenance	\$3,000 (\$250/month)
Quarterly newsletter publication	\$1,000 (\$250/quarter)
Executive Board and Committee Chair updates	\$250
Conference mini-site	\$250
Conference registration form	\$275
Online voting for 2009 Annual Conference	\$400
Software and/or hardware updates	\$700
Other misc. ATAC Corporation charges	\$125
Board Approved Amount:	<u>\$6,000</u>

BUDGET (ACTUAL EXPENSES TO DATE)

<u>Item</u> <i>(Broad general categories)</i>	<u>Costs</u>
Monthly website hosting and maintenance	\$ 2500.00
Quarterly newsletter publication	\$ 1000.00
Executive Board and Committee Chair updates	\$ 250.00
Conference mini-site	\$ 250.00
Conference registration form	\$
Online voting for 2009 Annual Conference	\$ 425.00
Software and/or hardware updates	\$
Other misc. ATAC Corporation charges	\$
Super Saturday Additional Section	\$ 100.00
Cost Amount to Date:	<u>\$ 4,525.00</u>