

VASF
AA
BOARD - COMMISSIONER - COMMITTEE PLANS &
REPORT FORM

Committee: Electronic Services

Commissioner/Board Position: Angie Hawkins / Rep-at-Large for Information Services

Year (e.g., 2005-06): 2006-07

Committee Members: Daniel Hewitt/Jane Moore co-chairs

Barbara Porter (Radford University)

Cynthia Reilly (Old Dominion University)

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: 7/11/06

Report: Website changes for new year transition are almost complete. Checking options for possible conference evaluation form to be done on the web.

Date: 8/11/06

Report: Website has been updated to the new year. Conference Committee has begun discussions about revisions to the Conference web page. We're working on online registration for the various Training Committees' sessions for this fall.

Date: 9/11/06

Report: Conference Committee continues discussions about revisions to the Conference web page. The Training Committee indicated that the 2006 Conference presentations will not be available for posting, so plans are underway to convert the mini-site to some form of Conference picture storage. Online registration for the various Training Committees' sessions for this fall is nearly complete.

Date: 10/10/06

Report: Plans continue to convert the mini-site to some form of Conference picture storage. Online registration for the various Training Committees' sessions for this fall is complete and functioning.

Date: 11/8/06

Report: Closed out Training sessions for the Fall. Work has started on the Annual Conference registration forms.

Date: 1/12/07

Report: Continued work on the Annual Conference Mini Web Site and registration forms.

Date: 1/26/07

Report: Continued work on the Annual Conference Mini-Site. Revised Conference page in preparation for new Mini-Site.

Date: 4/11/07

Report: Continued updates on the Annual Conference Mini-Site and main web pages. Also worked through payment questions with Treasurer.

Date: 5/15/07

Report: Launched Annual Conference Mini-Site. Continue working through payment questions with Treasurer. Setup and launched on-line voting for Board Memebers.

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: 7/11/06

Report: Membership form is now available online. Newsletter group is working on possibly expanding length from 20 – 30 pages.

Date: 8/11/06

Report: Summer newsletter was posted.

Date: 9/11/06

Report: No additional updates.

Date: 10/10/06

Report: Fall newsletter was posted.

Date: 11/8/06

Report: No additional updates.

Date: 1/12/07

Report: Winter newsletter was posted.

Date: 1/26/07

Report: No additional updates.

Date: 4/11/07

Report: Spring newsletter was posted.

Date: 5/15/07

Report: No additional updates.

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: 7/11/06

Report: No progress at this time, as website is still being updated for new year.

Date: 8/11/06

Report: Transition to new year is complete. New pictures will be added shortly. Various Training Committees have submitted text for their fall workshops.

Date: 9/11/06

Report: We're currently working on a Membership status issue for members who registered using the Lender/Vendor Comp option.

Date: 10/10/06

Report: The Training page has been updated with information about the fall training workshops. The Vendor/Sponsor Chair is getting updated information together for that page.

Date: 11/8/06
Report: The Training page has been updated to reflect the end of the Fall Training Sessions. Other minor cosmetic changes such as dates made to pages.

Date: 1/12/07
Report: The Training page has been updated to include the Fall Training Session presentations and some additional training information on ACG/Smart Grants. Also changes to forms page to update to 2007.

Date: 1/26/07
Report: Added Super Saturday information to Students & Families and Counselors pages.

Date: 4/11/07
Report: Updates continued for the Conference Mini-Site and Sponsors/Vendors page.

Date: 5/15/07
Report: Updates continued for the Conference Mini-Site and Sponsors/Vendors page.

Objective 4: Scan all previous members' photos for electronic storage and investigate adding them to the member profiles.

Status Reports of Objective 4:

Date: 7/11/06
Report: In process. Working on getting member photos to upload to website.

Date: 8/11/06
Report: No additional updates.

Date: 9/11/06
Report: No additional updates.

Date: 10/10/06
Report: No additional updates.

Date: 11/8/06
Report: No additional updates to member photos. Committee currently working on getting website capacity to post pictures from VASFAA events.

Date: 1/12/07
Report: No additional updates.

Date: 1/26/07
Report: No additional updates.

Date: 4/11/07
Report: No additional updates.

Date: 5/15/07
Report: No additional updates.

Objective 5: 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: 7/11/06
Report: No progress at this time. Erik turned over draft information that he started during previous year.

Date: 8/11/06
Report: No additional updates.

Date: 9/11/06
Report: No additional updates.

Date: 10/10/06
Report: No additional updates.

Date: 11/8/06
Report: No additional updates.

Date: 1/12/07
Report: No additional updates.

Date: 1/26/07
Report: No additional updates.

Date: 4/11/07
Report: No additional updates.

Date: 5/15/07
Report: No additional updates.

Objective 6: Burn all Membership database records onto a CD for permanent storage.

Status Reports of Objective 6:

Date: 7/11/06
Report: No progress at this time.

Date: 8/11/06
Report: No additional updates.

Date: 9/11/06
Report: No additional updates.

Date: 10/10/06
Report: No additional updates.

Date: 11/8/06
Report: No additional updates.

Date: 1/12/07
Report: No additional updates.

Date: 1/26/07
Report: No additional updates.

Date: 4/11/07
Report: No additional updates.

Date: 5/15/07
Report: No additional updates.

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: 7/11/06

Report: No progress at this time.

Date: 8/11/06

Report: Various Training Committees have submitted request for online registration for fall workshops and text updates for the website.

Date: 9/11/06

Report: Online registration for fall workshops and text updates for the website are nearly complete.

Date: 10/10/06

Report: Online registration for fall workshops and text updates for the website are complete.

Date: 11/8/06

Report: No additional updates at this time.

Date: 1/12/07

Report: Updates made to Training area on website and in process updating Annual Conference area on website.

Date: 1/26/07

Report: No additional updates at this time.

Date: 4/11/07

Report: No additional updates at this time.

Date: 5/15/07

Report: No additional updates at this time.

BUDGET

<u>Item</u> <i>(Broad general categories)</i>	<u>Cost</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 Chairs updates	\$250
Conference mini-site	\$225
Conference registration form	\$275
Online voting for 2007 Annual Conference	\$400
Software and/or hardware updates	\$200
Other misc. ATAC Corporation charges	\$200
Travel	\$200

Board Approved Amount: \$6,500

Date: May 24, 2006

ACTUAL EXPENSES TO DATE (4-11-2007) AND PROJECTED EXPENSES THROUGH 6-30-2007

<u>Item</u>	<u>Cost</u>
Monthly website hosting and maintenance	\$3,000 (10 months actual & 2 months projected)
Quarterly newsletter publication	\$970 (actual)
Banner ad placement and sponsor/vendor updates	\$450 (actual)
Executive Board and Committee Chairs updates	\$250 (actual)
Conference mini-site	\$250 (actual)
Conference registration form	\$275 (projected)
Online voting for 2007 Annual Conference	\$400 (actual)
Software and/or hardware updates	\$200 (projected)
Other misc. ATAC Corporation charges (Fall Training Workshops Online Registration) (Banner Ad placement on all pages)	\$400 (actual)
Travel	\$200 (projected)
	Total: \$6,395