

# 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.

**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.

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Monitor website content on a monthly basis and send requests to appropriate Committee Chairs when posted material is out of date.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

**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.

**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.

**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.

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

<b><u>Item</u></b> <i>(Broad general categories)</i>	<b><u>Cost</u></b>
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

**Board Approved Amount:**      \$6,500

**ACTUAL EXPENSES TO DATE (11-2-2007)**

<b><u>Item</u></b>	<b><u>Cost</u></b>
Monthly website hosting and maintenance	\$1,000
Quarterly newsletter publication	\$510
Banner ad placement and sponsor/vendor updates	\$0
Executive Board and Committee Chair updates	\$250
Conference mini-site	\$0
Conference registration form	\$0
Online voting for 2008 Annual Conference	\$0
Software and/or hardware updates	\$0
Other misc. ATAC Corporation charges	\$75
(Membership Application Change)	
Travel	\$0
	<b>Total: \$1,835</b>