

BOARD REPORT



Northeast Region Board Meeting – August 27, 2009

DATE: August 7, 2009

TO: Northeast Region Board of Directors

FROM: Richard A. Eustis, PE, FCSI, CCA, CSC; Chair, NE Region Website Committee

SUBJECT: Report of Region Website Committee

A. Report Summary

1. Region website membership files are now being updated on a monthly basis.
2. Additional information provided by Institute and Region Committee members has been added to Region website Library.
3. The Region Leadership database containing past leadership records can help identify potential candidates for Region and Institute Leadership positions.
4. There has been limited use of Chapter Virtual Offices for storage of individual Chapter information for use in future years.
5. There has been limited use of the Events Calendar on the Region website.
6. Only a portion of the capabilities of the Region website are being used.

B. The Report

1. Summary of activities since last report:
 - a. The Region Website Membership Profiles continue to be updated on a monthly basis, normally the first of each month.
 - b. The Region website was used to announce the Region Caucus held at the Institute Convention as well as to distribute the Agenda for the Caucus.
 - c. The complete roster of Region Leaders was posted to the Region Website prior to the beginning of the fiscal year.
 - d. Region Policy information was updated based on actions taken at the FY09 Spring Board Meeting.
 - e. Information about Institute Honors and Awards presented at the recent Institute Convention has been posted to the Region website.
 - f. Region Conference information has been posted to the Region Website as it has been made available by the Eastern New York Chapter.
 - g. The Region Newsletter, Institute Certification “Rapid Read” summaries, and Institute MEMCOMMUNICATIONS reports have been posted to the Region Website as soon as available.
 - h. The web service providers servers were infected by a “Trojan Horse” that was reported as soon as discovered. The problem was isolated and resolved by the service provider.
 - i. I have drafted a “Recommendation” for consideration at the Region Board Meeting that is intended to reduce the workload on the Webmaster as well as increases the

services that the Region provides to Chapters in the area of Electronic Communication.

2. Status of current programs:

- a. The Region website is still underutilized and many members still do not know of the capabilities.
- b. Only a limited number of Chapters post their Chapter Meeting information to the Region Event Calendar.

3. Problem areas:

- a. Several Chapter pages on the Region website need to be cleared of obsolete Chapter Leadership entries as they still show previous year's Leaders.
- b. Two Chapter, Rochester and Vermont still have not posted their FY2010 Chapter Leadership information to the Region website. The listing of Chapter Committee Chairs for the Metro New York Chapter is quite limited.
- c. We need to find a way to provide refresher training to Chapter Members responsible for maintenance of Chapter information. Infrequent activity results in the loss of memory of some of the procedures but Instructions are posted in a Region Website Virtual Office.
- d. Some Chapters may want to increase the number of Chapter Members authorized to post information to the Region website as a way of more timely posting of information.
- e. Chapter Leaders need to help inform their Chapter's Members of the value of the Region website.
- f. The value of the Region website could be increased by posting historic Chapter information.
- g. Due to the time and energy required to maintain the Region website, there has been little time available to assist Chapters in improving each Chapter's own electronic communications.

4. Success stories:

- a. The fact that a complete listing of Region Leaders was available for access at the beginning of the fiscal year is an improvement over previous years and the listing of Chapter Leaders is more complete than in previous years.
- b. The posting of material for Region Board Meetings to the Region website has greatly reduced the amount of paper generated for each meeting as well as make the information more readily available.
- c. The "Region Board Virtual Office" should provide an excellent resource for not only new Region Board Members but also existing Board Members.

5. Schedule of activities prior to next Board Meeting:

- a. Find a way to better highlight special features such as the publication of the Region Newsletter.
- b. Update Region Website as the result of actions taken at the Region Board Meeting.

6. Changes in Chapter Membership since last report:

- a. This section for use only by Region Directors.

C. Suggestions for the benefit of the Region

1. Some method needs to be developed to provide annual training to those that should maintain Chapter Information on the Region website as well as Leaders and members who just want to use the information. This type of training can not be easily provided by email or by conventional teleconferencing.
2. Chapter need to find adequate “volunteer help” to populate and maintain the Chapter information on the Region website. There may be value to individual Chapters to find an assistant to the member currently designated as both “back-up” and a second person to do the initial populating of Chapter information. In some cases, research may need to be done to get past Leadership and award information.

Respectfully submitted;

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END OF REPORT

Cc: Region Secretary