**VASFAA**

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

## *Committee:* Electronic Services

## *Commissioner/Board Position:* Daniel Hewitt / Representative-at-Large

## *Year (e.g., 2005-06):* 2010-11

## *Committee Members:* Jane Moore – chair

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**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 Electronic Services Committee Representative-at-Large at least once a month about website needs or issues.

**Status Reports of Objective 1:**

**Date:** 10/5/10

**Report:** Updated Representative concerning new website and any issues pertaining to current site.

**Date:**

**Report:**

**Date:**

**Report:**

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

**Status Reports of Objective 2:**

**Date:** 10/5/10

**Report:** Working with Training Committee to post training opportunities on the website.

**Date:**

**Report:**

**Date:**

**Report:**

**Standard Goal 2:** Monitor website content on a continual basis to ensure accuracy and keep information updated.

**Objective 1:** Work with all VASFAA members to make updates and add new content when needed.

**Status Reports of Objective 1:**

**Date:** 10/5/10

**Report:** Changes made to website for current VASFAA year.

**Date:**

**Report:**

**Date:**

**Report:**

**Objective 2:** Create an updated “Website Navigation Policy” for website users

**Status Reports of Objective 2:**

**Date:** 10/5/10

**Report:** Draft of website policy in works for current website.

**Date:**

**Report:**

**Date:**

**Report:**

**Objective 3:** Create and setup of new VASFAA website design.

**Status Reports of Objective 3:**

**Date:** 10/5/10

**Report:** Basic layout of website started. Some pages created and current active members are listed.

**Date:**

**Report:**

**Date:**

**Report:**

**BUDGET**

 **Item Cost**

ATAC monthly website hosting and maintenance $3,000 ($250/month)

ATAC quarterly newsletter publication $1,000 ($250/quarter)

ATAC Executive Board and Committee Chair update $250

ATAC Conference mini-site $250

ATAC Conference registration form $275

ATAC Online voting for 2010 Annual Conference $400

ATAC Software and/or hardware update $25

Other misc. ATAC Corporation charges $125

Wild Apricot monthly website hosting $675

**Board Approved Amount:** $6,000

**Date**: June 23, 2010

**Actual Expenses to Date (AND PROJECTED EXPENSES THROUGH 6-30-2011)**

**Item Cost Projected**

ATAC monthly website hosting and maintenance $ 1,000 $ 3,000

ATAC quarterly newsletter publication $ 400 $ 1,000

ATAC Executive Board and Committee Chair update $ 250 $ 250

ATAC Conference mini-site $ $ 250

ATAC Conference registration form $ $ 275

ATAC Online voting for 2011 Annual Conference $ $ 400

ATAC Software and/or hardware update $ $ 25

Other misc. ATAC Corporation charges $ $ 125

Wild Apricot monthly website hosting $ $ 675

  **Totals:**  $ 1,650