**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:** 2/1/2011

**Report:** Continue working on new site. Suggested waiting until July 1 to switch from ATAC to new one.

**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:** 2/1/2011

**Report:** Completed Training Committee Workshop that was held in November. High School Guidance Counselor Workshops also complete. Super Saturday done and being updated as needed. Also working on additional Training Committee Workshop.

**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:** 2/1/2011

**Report:** Constantly making changes and additions as needed.

**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:** 2/1/2011

**Report:** No new action on this item.

**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:** 2/1/2011

**Report:** New site taking shape. Added conference info, membership form and moving all forms and committee information. \_\_

**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 $ 2,000 $ 3,000

ATAC quarterly newsletter publication $ 600 $ 1,000

ATAC Executive Board and Committee Chair update $ 250 $ 250

ATAC Conference mini-site $ 250 $ 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 $ 125

(Training Registration Form)

Wild Apricot monthly website hosting $ $ 675

**Totals:**  $ 3,225