

# **Newsletter, Website and Technology – June 2015**

## **Communications Committee**

**Submitted by Margaret Nijhuis**

### **Goals:**

- 1. To provide communication for organization events and activities**
- 2. To provide a means of organizing and storing membership data**

### **Objectives:**

1. To publish a newsletter for the months Sept – June
2. To update and maintain the website
3. To keep current a Facebook page
4. To put in place a framework and working rules for AAUW Poughkeepsie Facebook pages
5. To keep database updated
6. To engage more members in the activities of communication
7. To provide training to additional people to work on the newsletter and other computer related activities

### **Members:**

1. Mary Ann Boylan – Technology Equipment – handles computer, LCD projector and screen
2. Mary Jo Cottrell – Database Manager – all aspects of the online local database
3. Katherine Freidman – Assistant Newsletter Editor – interest groups, online calendar & mailing newsletters
4. Mary King - Webmaster
5. Margaret Nijhuis – Newsletter Editor & website update
6. Joanne Scolaro – Assistant Communications – emailing & website update

### **Completed Activities:**

1. Newsletter is published Sept – June by Margaret Nijhuis and uploaded to the website. Newsletter is mailed by USPS to about 25 members – this mailing is done by Kathy Friedman. Kathy also collect the information from the interest groups and maintains the online calendar.
2. Email reminders of general meetings and other events are sent several times each month by Margaret Nijhuis and/or Joanne Scolaro. Both Joanne and Margaret keep an updated email list on their personal computers. Mary Jo Cottrell has sent several emails this year when both Joanne and I were out of town. All members whose emails “bounce” are contacted by Margaret to resolve the problem.
3. Membership directory information is checked and prepared by Mary Jo Cottrell and Mary Anne Hogarty. The directory is formatted and published by Margaret Nijhuis and mailed by membership committee in November.
4. Database is updated by Mary Jo Cottrell. Mary Jo and Jeanette Cantwell and now Mary Anne Hogarty have spent many hours keeping the local database and the national database in sync. Information concerning changes of contact information comes from Membership VP and Membership Treasurer and is sent to Mary Jo, Margaret and Joanne.

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5. Further work with the Membership Committee involves preparing for the dues mailing. In addition, this year we did a revision of the Member Profile with most of the suggestions coming from Maria DeWald.
6. The website is current, informative and useful to members. The home page of the website is updated each month by Margaret Nijhuis with the current programs and recent programs are summarized and moved down the page. Web pages of any of our groups are updated as information is received. Joanne Scolaro helps with this process.
7. Website maintenance and problems are solved, as they occurred, by Mary & Dave King
8. The Facebook page is beautifully formatted and maintained by Christie VanHorne. Christie is working on the organization of the Facebook pages
9. A projector screen was purchased in the winter by Mary Ann Boylan and a computer was purchased and set up in the spring by Margaret Nijhuis. The LCD Projector continues to have use at many membership meeting plus other meetings such as the AAUW Girl Scout Project: *Extending Girls' Horizons* and several of the World Travelers meetings. Mary Ann Boylan is the contact person for the projector, screen and computer. Mary Ann will be operating the system for the membership meetings. In Mary Ann's absence Margaret Nijhuis should be contacted.
10. Monthly meeting flyers were prepared by Mary Coiteux for emailing. Other booklets, PowerPoint, and flyers were prepared by the committee.

### **Activities to be Completed**

1. Continue to seek more members to help with databases, the newsletter and other electronic communication activities.
2. Create additional communication positions to balance the workload and provide backup assistance for existing positions.
3. Put in place a framework and working rules for AAUW Poughkeepsie Facebook pages.