

AAUW Poughkeepsie Branch annual report for 2017-2018

Communications Committee Submitted by Bonnie Auchincloss

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
8. To assign photographers to cover events of AAUW

Members:

1. Bonnie Auchincloss – Communications VP and chair of Photography Committee
2. Mary Ann Boylan – Technology Equipment – handles computer, LCD projector and screen
3. Claudette Hennessey – Database Manager – all aspects of the online local database
4. Katherine Freidman – Assistant Newsletter Editor – interest groups, online calendar & mailing newsletters
5. Mary King - Webmaster
6. Margaret Nijhuis – Newsletter Editor & website update
7. Joanne Scolaro – Assistant Communications – emailing, newsletter editing & website updates and Alerts
8. Mary Coiteux & Sabashnee Govender – Facebook page

Completed Activities:

1. Newsletter is published Sept – June by Margaret Nijhuis and uploaded to the website. Newsletter is mailed by USPS to about 20 members – this mailing is done by Kathy Friedman. Kathy also collects 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. All members whose emails “bounce” are contacted by Margaret to resolve the problem.

3. Last year we have set up a system of providing email alerts between newsletter publications. Information for these alerts are being sent to Joanne Scolaro to send out by email.
4. Responsibility for the Membership directory has been assumed by the membership committee. The directory is now being formatted by Claudette Hennessey, this year, with help from Margaret and mailed by the membership committee in November.
5. The database is updated by Claudette Hennessy. Mary Anne Hogarty and Claudette have been working together to make sure that the Branch data base is in sync with the national data base. Information concerning changes of contact information comes from Membership VP, Membership Treasurer and newsletter Editor and is sent to Claudette, Margaret, Mary Anne and Joanne. Margaret kept Claudette informed of any email changes that needed to be updated in the data base.
6. Last year the profile sheet had been changed so that members can now indicate their interests by checking a box rather than entering it in text form. Claudette has worked with Dave King to translate this interest information into retrievable data. Changes have now been made in the Profile categories to reflect the changes in branch interests and initiatives.
7. The website is current, informative and useful to members. The home page of the website is updated each bi-monthly 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.
8. Website maintenance and problems are solved, as they occurred, by Mary & Dave King. No Significant changes were made this past year.
9. The Facebook page is beautifully formatted and maintained by Mary Coiteux & Sabashnee Govender. Our goal is to highlight the happenings in the Interest Groups, Community initiatives and other events of interest for our members. We also try to keep members up to date on state, federal and international issues that AAUW works on. Because face book is a visual media we try to put on photos and videos of interest.
10. The LCD Projector and computer continues to have use at many membership meetings plus other meetings such as the AAUW Girl Scout Project: *Extending Girls' Horizons* and several of the World Travelers meetings. Mary Ann Boylan stores the equipment at her home and is the contact person for the projector, screen and computer. Mary Ann operates the system for the membership meetings. In Mary Ann's absence Margaret Nijhuis should be contacted. During this past year, while Mary Ann was assisting her daughter with her new babies, Bonnie Auchincloss had custody of the projector, screen and computer. Mary Ann is hoping to continue with responsibility for the equipment next year.
11. Other booklets, PowerPoint, and flyers were prepared by the committee.

12. The Photography Committee met several times this year to schedule photographers for all AAUW events. Members include, Bonnie Auchincloss, Mary Coiteux, Pat Luczai, Karen Goodman and Margaret Nijhuis. An Amazon Cloud account continues to be used for storage of the photos and all committee members have been trained in its use, however, it is best if only Bonnie, Margaret and Mary access the cloud to be sure that all rules are followed, such as naming conventions and size of images. We were informed last year that Amazon is now limiting the capacity for use of the cloud for our \$60/month fee to 1 TByte of storage. This means that we will have to limit the quantity and size of images placed on the cloud.

Activities to be Completed

1. Continue to seek more members to help with databases, the newsletter and other electronic communication activities.
2. We still need to put in place a framework and working rules for AAUW Poughkeepsie Facebook pages.

Database Manager- Yearly Report

Claudette Hennessy

The Database Manager keeps the local database up to date.

Overall responsibilities as outlined in the Work Rules

- Work closely with the Membership Vice President, Assistant Membership VP, Membership Treasurer, and Newsletter Editor
- Enter information in the database on all new members, including member contact information, education, membership number, and date joined
- Update any changes in the information of all members
- Enter data compiled from the profile sheets
- Before May send a list to the Membership VP and Membership Treasurer including members in the branch with contiguous membership of 55+, 50, 45, ...20 or any anniversary requested for the annual 'length of time' awards
- Update the Branch Database to reflect 40 years in the branch by 'clicking' on the field Local Honorary (this is important since these members no longer pay local dues)
- Prepare the database for use in the publication of the membership directory
- Provide to members, as needed, information collated from the database and support documentation of data and metadata required by the branch for procedures, processes, storage and reports as needed

In accomplishing the tasks outlined above, last year the Database Manager

- formatted and added photos pages to the directory

- published updates to the directory at intervals
- in support of the Open House, updated the Membership Booklet and Invitations
- Trained members of the Membership Committee in Database Manager tasks to provide a pool of members able to assist or take over these tasks if needed
- Began storing documentation of Database task procedures, templates and examples on Branch Cloud folders to provide a resource.