

# Newsletter, Website and Technology – June 2016

## 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
8. To establish a Photography Committee 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. Mary Jo Cottrell – 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 & website update
8. Mary Coiteux – Facebook page
9. Photography Committee – Chair, Bonnie Auchincloss and members: Mary Coiteux, Barbara Hugo, Pat Luczai, Charlotte Mann and Margaret Nijhuis

### 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. 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 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.
5. Further work with the Membership Committee involves preparing for the dues mailing. In addition, this year we did another revision of the Member Profile.

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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. In February we encountered some update problems with the editing software which took Dave many hours to resolve. The board voted to send him a gift card which he greatly appreciated.
8. The Facebook page is beautifully formatted and maintained by Mary Coiteux.
9. The LCD Projector and computer 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 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.
10. Other booklets, PowerPoint, and flyers were prepared by the committee.
11. A Photography Committee was formed with chair, Bonnie Auchincloss and members: Mary Coiteux, Barbara Hugo, Pat Luczai, Charlotte Mann and Margaret Nijhuis. All AAUW events are covered by assignment and information committee meetings are held. An Amazon Cloud account was established for storage of the photos and all committee members have been trained in its use.
12. Mary Jo Cottrell is resigning in June as the Database Manager and Claudette Hennessy will take her place.

### **Activities to be Completed**

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