

Internal Communications – September 18, 2013

Kari Winter

- ❖ **Create, print, and distribute an updated District 12 directory at the 2013 District Conference –** Updates to directory are complete and the directory should be available in hard copy (for those who requested a hard copy) at the conference.

- ❖ **Continue to update directory as new information is received and provide an updated electronic directory to the District 12 webmaster by the 5th of each month –** DONE and ongoing effort. Most current directory has been posted to D12 website.

- ❖ **Keep current email lists of District 12 members and update information received within 5 days of receipt –** DONE and ongoing effort. I also follow up with Presidents when email is unable to be delivered.

- ❖ **Forward communication message to District 12 members as requested. Ensure messages are delivered within 2 days of receipt.** DONE and ongoing

- ❖ **Research potential ways to update the directory and email distribution list through the use of an online tool. Provide options and recommendation to District Board at the January 5th conference call.** I talked about a couple tools I had researched during the January board meeting. Since, I have not had time to continue my research due to changes in my job. I hope to resume this effort and have a recommendation to present to the board before the end of the year.