

Internal Communications – January 5, 2013

Kari Winter

- ❖ **Create, print, and distribute an updated District 12 directory at the 2012 Governor's Seminar and the 2013 District Conference** - This has been completed. There are 7 directories left in stock.

- ❖ **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.** Updated versions have been sent to Susie to post on the Members Only area of the D12 website on a monthly basis. I am getting ready to send her another update this week.

- ❖ **Keep current email lists of District 12 members and update information received within 5 days of receipt** - DONE and ongoing. 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.** So far the tools available would be helpful for email distribution list and email communications. I haven't found a tool that would create an online directory but am still researching and hope to have additional information at the board meeting.