

ZontaDistrict12.org



January 10, 2015 Board Reports

**Name**: Kari Winter

**Position / Committee**: Internal Communications

**Goals: (cut and paste here).**

* Create, print, and distribute an updated District 12 directory at the 2014 Governor’s Seminar
* Continue to update directory as new information is received and provide an updated electronic directory to the District 12 webmaster on a bi-monthly basis.
* Keep current email lists of District 12 members and update information received within 5 days of receipt.
* Forward communication message to District 12 members as requested.  Ensure messages are delivered within 2 days of receipt.
* 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 10th conference call.

**Accomplishments (to date) & plans for next 6 months.**

* Accomplishments:
	+ Completed updates to District 12 manual and distributed at 2014 Governor’s Seminar. Directories were also mailed to those who did not attend the Governor’s Seminar.
	+ Continue to follow-up on bounced emails to get updated email for communication and directory. Update email distribution list and directory with email changes.
	+ Forward communications to D12 members as requested.
* Plans:
	+ Update District 12 Directory and email distribution lists with new members and member contact information changes as information is received – Waiting to get correct forms from Terri Otley.
	+ Send updated directory to Webmaster to be uploaded to D12 website on a bi-monthly basis. Waiting to get new member information added.
	+ Research potential tool that could replace Publisher and Outlook for directory and communications. Hope to have time this Spring to do some research.