

# BOARD REPORT



## Northeast Region Board Meeting – November 3, 2012

**DATE:** October 20, 2012

**TO:** Northeast Region Board of Directors

**FROM:** Richard A. Eustis, PE, FCSI, CCCA, CSC – Chair Region Website Committee

**SUBJECT:** Report of Region Website Committee

### A. Report Summary

1. Through the work of Region Secretary Tracey Powel, the Region has an active “new” Region Website using the Institute “microsite” template. The previous site referred to as the “old” Region website and is currently serving as an archive and “Virtual Office” for those that still use those functions.

### B. The Report

1. Summary of activities since last report:
  - a. Region Secretary Tracey Powell not only created the new site but has been doing all of the maintenance of the site. Recently your Region Website Chair participated in a Training Session with Institute Staff Member Joy Davis so should be able to pick up some of the maintenance tasks of the new site.
  - b. Last Spring, Region Secretary Tracey Powell has also established a NE Region presence on “LinkedIn”. As of October 20, 2012, 173 LinkedIn Members had joined the NE Region Group with about 90% indicating an address in the NE Region. As not all of the members of this Group are CSI Members, Chapter Membership Chairs may want to consider this Group Membership list as a source of potential members.
  - c. The Membership database on the Region website has been updated on a monthly basis to provide “login” access to new members of the Region and to update the “user name” for members that have changed their email address.
  - d. The Region Website “Leadership Listing” has been updated to include information on FY2013 Chapter Leaders as shown on the Institute website. Because the Institute does not collect information on all Chapter Leadership positions, some information is missing. Addition information should either be posted by the Chapter or submitted to the Region webmaster for posting.
2. Status of current programs:
  - a. Monthly updating of the Membership Profiles on the website will continue until it is no longer appropriate
3. Problem areas:

- a. We need to find a way to make it easier and more convenient to post Chapter Meetings and other major events to the Region Event Calendar as a way of encouraging cooperation between Chapters without making it difficult to read the Region Events Calendar.
  - b. Chapter need to encourage their Members to join the NE Region LinkedIn Group. The low Group membership makes discussion threads more difficult.
  - c. The Region needs to confirm the relationship between the existing Region website and the new site.
    - 1.) The existing website includes much of the Region's historical archives that should be preserved or the files and information should be migrated to the new site.
    - 2.) The Region has been providing an archival service for all Chapters for storage of Chapter documents. Only a few Chapters have used this service but how will the existing file be preserved, replaced or if discontinued, how do the Chapter retain their records?
  - d. Region and Chapter Leaders should become better informed as to the information that is currently available on the two Region websites.
4. Success stories:
- a. The Region has been able to respond to a few requests for historical information such as prior Chapter Leadership or past records.
5. Schedule of activities prior to next Board Meeting:
- a. Provide support for the Region Membership vote on the Amendments to the Region Bylaws.
  - b. Archived Region record documents will be updated to reflect any changes approved at the Region Board or Region Annual Meeting.
  - c. Region Membership database will continue to be updated on a monthly basis.
  - d. Additions will be made to the Region archives as appropriate.
6. Changes in Chapter Membership since last report:
- a. Not applicable

**C. Best Practices to share with Region**

1. None

**Respectfully submitted;**

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**END OF REPORT**

Cc: Region Secretary