

# BOARD REPORT



## Northeast Region Board Meeting – November 5, 2011

**DATE:** October 16, 2011

**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. The Northeast Region website has continued to function as in previous years

### B. The Report

1. Summary of activities since last report:
  - a. 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. Notifications of this updating was sent to Chapter Presidents, Chapter webmasters and Region Executive Committee
  - b. The Region President’s Message was posted to the Region website – Region Page.
  - c. Electronic files of Region Information have been provided to Tracey Powell as she is constructing a new Region website using an Institute microsite. These files include:
    - 1.) Region Admin References (General Information, Certificate of incorporation, Region Bylaws, Region Policy, Awards Guide, Committee Guides, and Region Conference Guide.
    - 2.) Listing of all Previous Region Award recipients.
    - 3.) Listing of Region Distinguished Award recipients
    - 4.) Listing of CSI Fellows that are or were Region Members when they became Fellows including those that are deceased.
    - 5.) Listing of Region Members serving on Institute Committees in FY2012
    - 6.) Draft Minutes of FY2011 Spring Region Board Meeting
  - d. The Region Website “Leadership Listing” has been updated to include information on FY2012 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. The Region needs to decide the relationship between the existing Region website and the new site that is under development.
    - 1.) The existing website includes much of the Region's historical archives that needs to be preserved or replaced.
    - 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?
  - b. There has only been limited use of the Region website "Events Calendar". Each Chapter needs to keep other Chapters informed on their Chapter activities.
  
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. Are expected to continue while the new Region website is being developed
  
6. Changes in Chapter Membership since last report:
  - a. Not applicable

**C. Suggestions for the benefit of the Region**

1. None

**Respectfully submitted;**

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**END OF REPORT**

Cc: Region Secretary