

**Date of Spring Assembly:** May 14, 2022  
**Area Coordinator:** Communications Coordinator  
**Name and Email:** BECKY BRANHAM DIMON, techcomms@vaalanon.org

**Informational Items:**

First Panel for this Area Coordinator position:

- \* Webex Meeting Scheduler/Coordinator
  - \* Al-Anon Family Group (AFG) and Virginia Area District meetings
  - \* Virginia Area World Service Committee (VAWSC) meetings
  - \* Al-Anon Service Center of Northern Virginia (NVSC) meetings
- \* Emails - continue to respond to requests for Webex scheduling, meeting information, and general inquiries
  - \* Monitor Area emails
  - \* Assign and configure forwarding emails for VAWSC members and Area Officers
- \* Training – continue to respond to training requests
  - \* Light - Participants for Assembly and for AFGs
  - \* Medium - Webex Host roles for Group and District members
  - \* Advanced - Special Tech Team members whenever needed
- \* Attending Other Coordinator/Liaison Meetings
  - \* Long Range Planning Committee
  - \* Assembly Coordinator
  - \* Website Coordinator
  - \* Al-Anon Service Center of Northern Virginia (NVSC)
  - \* Al-Anon Service Center of Tidewater
- \* Outcomes, struggles, successes
  - More will be revealed
- \* Important action items to do or accomplished
  - More will be revealed

**Expected Focus in Panel 62 (one or more of the following):**

- \* Participation in Area discussions and meetings on digital platforms, updates, and upgrades; document storage requirements; backup and disaster recovery processes; version control and security for Area documents and Website files, data storage, and structures
- \* Assist with routine Website modification and platform updating
- \* Research other digital solutions as needed to support the Area Chair's requests