

VA Area Communications Coordinator's Report

Date of Fall Assembly: October 14, 2023
Area Coordinator: Communications Coordinator
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Informational Items:

First Panel for this Area Coordinator position, second year:

- Continued to schedule meetings and consult with DRs, GRs, and Area Officers. Answered general inquiries
 1. Al-Anon Family Group (AFG) and Virginia Area District meetings
 2. Virginia Area World Service Committee (VAWSC) meetings
 3. Al-Anon Service Center of Northern Virginia (NVSC) meetings
 4. Third Hybrid Area Assembly in Spring 2023
- Provided audio recordings of business meetings for Officers, Districts, special speaker meetings, and others as needed
- Emails - continued to respond to requests for Webex scheduling, meeting information, and general inquiries
 1. Monitor Area emails – add/delete vaalanon.org emails as needed
 2. Assign and configure forwarding emails for VAWSC members and Area Officers
- Training – Training on Webex for Users and Hosts was on-hold for the summer. Our Webex Trainer is available to schedule and assist/support the Area Groups as needed.
- Attended Other Coordinator/Liaison Meetings
 1. Assembly Coordinator
 2. Website Coordinator
 3. Al-Anon Service Center of Northern Virginia (NVSC)
 4. NVSC Public Outreach Workshops
 5. Alateen Sponsor Training
 6. Long Range Planning Committee
- Outcomes, struggles, successes
 1. Successful Hybrid Spring Assembly 2023
 2. Struggled with Spring Assembly with respect to training new team members and "acts of God" interruptions
 3. Successful transitions for Groups hosting their own AFG meetings
- Important action items accomplished
 1. Assisted with posting new events on the Virginia Area Calendar

2. Assisted with updating the Virginia Area Website content as needed to support the Website Coordinator
3. Assisted with website software conversion from Drupal 7 to version 9

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

- Participation in Area discussions and meetings on digital platforms, document storage requirements, backup and disaster recovery processes, version control and security for Area documents and Website files, data storage and structures
- Research other digital solutions as needed to support the Area Chair's requests