

# Memorandum

---

**To:** IMA Golden West Council  
**From:** Robert Hulin, GWC Communications Team Lead  
**Date:** July 19, 2003  
**Re:** Communications Report

---

## Newsletter

The 2003 summer edition of the GWC Newsletter was distributed by email to the Chapter Presidents and Communications Team Leads on July 7th. Included in the newsletter were the following items:

- Presidents Message
- 2003 National Conference Awards
- Upcoming Meetings
- Council Officers

## 2003-2004 Resource Guide

The 2003 – 2004 Resource Guide is on schedule. Last years format was distributed to chapters on July 9<sup>th</sup>. Also distributed at that time was the July 2<sup>nd</sup> release of the formatted chapter membership as well as an Excel spreadsheet version of the Chapter Membership.

Have been in contact with the principals of the following chapters:

- Diablo Valley (Section Returned)
- Fresno Area
- Redwood Empire
- Sacramento
- San Francisco
- Stockton
- Amador Valley (Of Course)

A flyer was sent out to the GWC Leadership Team and the Chapters that could be used for Advertising. We currently have the Jewel Case Front Cover, 1 ¼ page ad, and 3 Business Card ads.

### We need to push advertising.

I am currently in the process of putting together the National Section, GWC Section, and Membership by Company sections. If anyone has anything else that they wish to include in the Resource Guide, please contact me.



Deadlines (a Little different than the draft schedule but close)

July 31<sup>st</sup> - Chapter sections back to Robert

August 15<sup>th</sup> - All Advertising documentation back to Robert with payment

August 23<sup>rd</sup> – Last day for last minute changes.

### **Website**

The GWC Website control has been transferred from Marc Light to Robert Hulin. I would like to thank Marc for his efforts with the Website over the previous years.

The website has been modified and is still undergoing updates. It includes pictures from the National Convention and the last Council Meeting. Please take look at it and provide some input on changes, additions, or corrections.

As the website will be continually updated, the council would like to request that chapter's do not replicate council information on their websites, but provide the link to the Council Website. This will alleviate additional work for the chapter as well as ensuring that the latest council information is correct.

As a last item, based on what National has put out, their hosting of a website is of a smaller storage amount (20MB) verses what the Council currently uses (50MB) and the council is currently paying \$9.95 a month for hosting services. As a result, it is my recommendation not to switch to the National Hosting as yet.

### **Yahoo! Group**

The GWC Yahoo group was updated with the new Chapter Presidents and identified Chapter Communications Team Leads. We still have not identified all Communications Team Leads for all Chapters and need help from the presidents.

Anyone who would like information on the workings of Yahoo! Groups please stay after the meeting, as I will be helping Wesley set up his Yahoo ID.