

# Memorandum

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**To:** Golden West Council of the IMA Team  
**From:** Robert Hulin, GWC Communications Team Lead  
**Date:** October 25, 2003  
**Re:** Communications Report

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## **Newsletter**

The 2003 fall edition of the GWC Newsletter was distributed by email to the Chapter Presidents and Communications Team Leads on October 8, 2003. Included in the newsletter were the following items:

Presidents Message  
Stockton Chapter Visit  
Future Council Meetings  
2003 Financial Executive of the Year Award Results  
Council Officers

## **2003-2004 Resource Guide**

The 2003 – 2004 Resource Guide is complete, currently in replication, and will be distributed by November 7<sup>th</sup>. The deadline was missed for three main reason: 1) CD creation was placed on hold for late information from a couple of Chapters, 2) a graphics problem, and 3) the replication vendor, while being excellent, is taken longer than was originally planned.

Revenues generated from advertising are \$3,250, with \$2937.50 to the Council and \$312.50 to the Chapters. While all expenses have not been totaled, they should come in around \$3,600, for a net cost to the Council of \$700.

## **Website**

The Golden West Council Website continues to be updated with information on the Council and GWC Chapters. As a reminder to Council team members and Chapters, please send an email to the Communications Team Lead when information has changed or when new Chapter Activities are announced. The Website will then be updated.

Silicon Valley Chapter has released a new Website, which is very innovative. The Oakland East Bay and Stockton Chapters are in the process of releasing new Websites. Amador Valley, Central California, Diablo Valley, Hawaii, Redwood Empire, Reno Area, and Sacramento Chapters continue to maintain current websites.

The Peninsula-Palo Alto Chapter in conjunction with Oakland East Bay, Silicon Valley, and Diablo Valley Chapters has established a Website for the Greater Bay Area.



**GWC Distribution Lists**

The GWC Yahoo group continues to be updated to reflect the changes with Chapter Presidents and Chapter Communications Team Leads. As a reminder to Council team members and Chapters, please send an email to the Communications Team Lead when e-mail address change.

As Communications Team Lead, my role is assist Chapters in establishing useful tools and concepts that will aid in the role of providing information to their members. Please feel free to contact me at any time for help.