

# Memorandum

---

**To:** Golden West Council of the IMA Team  
**From:** Robert Hulin, GWC Communications Team Lead  
**Date:** May 1, 2004  
**Re:** Communications Report

---

On April 27, 2004 Sandy Giberson and I discussed turnover of the Communications Team Lead. She will be contacting members to assist her with the Communications Team functions for the 2004 – 2005 IMA Year.

## **Newsletter**

The 2003 – 2004 Spring edition of the GWC Newsletter was distributed by email to the Chapter Presidents, Communications Team Leads, and Past Presidents on April 7, 2004 for distribution to Chapter Members. Thanks to Tom and Dodi Monti for the publication. Included in the newsletter were the following items:

Presidents Message  
May 1, 2004 Leadership Training Session and Quarterly Meeting announcement  
Annual Conference in Chicago  
Photo of Last Quarterly Meeting  
Council Officers

## **2003-2004 Resource Guide**

Feedback from most of the chapters on the 2003 – 2004 Resource Guide has been that it is a useful tool. One Chapter stopped distribution of the CD as one of the members stated that the CD corrupted their machine. The Chapter provided no problem identification or fix. I polled other Chapters and could not discover anyone else having problems.

The Council needs to decide if it wishes to undertake a 2004-2005 edition of the GWC Resource Guide. If so, planning should commence immediately with a budget and a timeframe and advertisers should be contacted immediately.

## **Website**

The Golden West Council Website continues to be updated with information on the Council and GWC Chapters as information is learned. 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.

The GWC Website has been to the National Server. Its new address is

[www.goldenwestcouncil.imanet.org](http://www.goldenwestcouncil.imanet.org)



**GWC Distribution Lists**

The GWC Yahoo group continues to be updated to reflect the changes with Chapter Presidents and Chapter Communications Team Leads. The distribution list is an effective and efficient tool for getting information out to everyone.

With the new IMA year, please notify the Communications Team Lead of your new President and Communications Team Leads, so that we may update the Distribution List.

It has been an interesting year and I wish to thank all for the support and help that has been provide to me during the year. Please remember that our role is assisting Chapters in establishing useful tools and concepts that will aid in the role of providing information to their members. So it is important that as we go forward we provide the help and support to Sandy in ensuring that all our Chapter Team Leaders and Members are our first priority.