

Project Data Sheet

Weekly eNewsletter

2005

Primary Purpose

The primary purpose of this project is to...inform members and guests of chapter activities.

Description: One of the responsibilities of the secretary is to compose the weekly newsletter for the chapter. This chapter uses the Intellicontact software to produce an online newsletter. The account password can be obtained from the previous secretary or the president. The eNewsletter is divided into 4 categories: Events, News and Notes, the Suggestion box, and the calendar. The events section typically contains upcoming events for the current week. The content of “News and Notes” is fairly flexible; it’s almost a “miscellaneous” category for whatever doesn’t fit into the Events category. It most often contains short wrap-up for events, announcements, and the “Happy Birthday” messages to members. The Suggestion Box is included on the template, so unless you want to change the text, you don’t have to worry about it. The last section is the calendar, which includes events for the next two weeks. There is a template for the newsletter for ease of use.

The use of the Intellicontact Software was donated by the owner of the company. He gave free accounts to all of the members of the Chamber of Commerce. Yahoo.

Goals

- Goal A: *Compose a weekly eNewsletter*
- Goal B: *Have all of the 9 officers include information about their areas.*
- Goal C: *Ensure that the distribution list is updated with guests’ emails.*
- Goal D: *Make sure the local and state officers’ email addresses are not permanently bounced.*

MANPOWER	Name	Daytime Phone	Evening Phone	Email
Officer	Kim Winson	---	---	Kim.winson@gmail.com
Chair	Same	---	---	same
		###-####	###-####	

Materials (List all materials that are necessary to conduct this project)

Item	Source of Donation or amount spent
Intellicontact software account	Account donated by the owner.
Computer with internet connection	Secretary

Contact Info (List contact info for any individuals who helped with this project)

Name	Email	Phone number	Role in project
Amber Neill	Amber9904@nc.rr.com	--	2004 Secretary
Kim Winson	Kim.winson@gmail.com	---	2005 Secretary
		###-####	

Time Line (check when these tasks have been scheduled/include date):

- Date of project established.
- Schedule presenter
- Reserve location
- Initial abbreviated PDS approved by the VP in charge.
- Project put on website calendar.
- Announce at General Membership Meeting.
- Information sent out on email lists (e-newsletter & Yahoo Group).
- Announce at General Membership Meeting

<u>Scheduled</u>	<u>Actual</u>
Weekly, 2005	Weekly, 2005
NA	
NA	
NA	
NA	
Redundant ☺	
NA	

- Final abbreviated PDS submitted to the Webmaster for posting to the archive.
- Wrap-up at General Membership Meeting

Dec. '05	
NA	

Evaluation of Goals

- Result A: Success!*
- Result B: 4/8; 50%*
- Result C: Success!.*
- Result D: Success!*

Helpful Information for future chairs

What worked or didn't work with the project?

Result A: The nice thing about the Intellicontact software is that one can set a time for the newsletter to be emailed. I took advantage of this just because the option was there. It is **very** helpful to have a highspeed internet connection.

Result B: It might be helpful to send out a weekly reminder to the officers to submit items. That way, it's not all on the secretary to collect information for the newsletter. As of August, four out of eight officers have sent in items; three of the officers sent in items regularly. It is also helpful to have the officers send in their items in the same format. See below.

Header (title)

Date: Day, date (i.e. Monday, 6/20)

Time: i.e. 6p-8p

Description: KISS, please!

Result C: Make sure that **someone** adds the guests' emails to the list. The communication got spotty here during the year as the sign-in sheets got passed around between the officers.

FYI: There is a "welcome message" that is automatically sent out to those who sign up using the form on the website. I don't think it goes out to people who are directly signed-up within the Intellicontact account.