


From: Kirsten Watts a6888@wamail.net 
Subject: Tacoma Links, Technology Committee Report for April 2019 Business Meeting
Date: April 23, 2019 at 5:06 PM
To: fldhere@gmail.com
Cc: Stephens, Alicia aliciadenise@aol.com, Gina Hatcher gmajor245@gmail.com, Stephanie McGriff s.mcgriff@comcast.net

KW

Hello. I have attached this month's Technology Committee report. It covers March and April 2019. Please let me know if you have any questions.

Link Kirsten Watts

Technology Committee Chair

"The most common way people give up their power is by thinking they don't have any."

~ Alice Walker

TACOMA (WA) LINKS TECHNOLOGY COMMITTEE REPORT COVERING MARCH AND APRIL 2019

Provided for April 27, 2019 Chapter Meeting

COMMITTEE MEMBERS

Links Gina Hatcher (co-chair), Stephanie McGriff, and R. Kirsten Watts (chair). They met on March 19 and April 9, 2019.

Work completed and planned is outlined below.

CHAPTER LAPTOP

In March 2019, Link Kirsten updated the chapter laptop with a new operating system--Windows 10, a new suite of applications--Microsoft Office 2019, and new antivirus software--McAfee Total Protection. The McAfee subscription will have to be updated annually, if sustained.

WEBSITE

The web manager added many pictures and documents to the public pages of the website in March.

During March and April, Link Gina added monthly reports and a new tab, "Microsoft Word 2016 Training" to the Members Only page. All Word lessons taught by the team to date, including practice activities, can be found under the new tab or at <https://edu.gcfglobal.org/en/word2016/>. Also, to her credit, Link Gina figured out how to correct a typo on a link title tab--something the web manager normally would do. The team will update the committee's website update instruction sheet based on this recently learned skill.

The committee will discuss at its May 2019 meeting the logistics of creating a donation portal and adding a public facing donation button on the website, then engage the web manager in the project discussion. The chapter president requested the donation button on April 10.

TECHNICAL ASSISTANCE RENDERED & SCHEDULED

Microsoft Word Training for Chapter: Links Gina, Stephanie and Kirsten led their second successful training session on March 23. They covered lessons associated with working with text, layout and printing, and working with objects for the three participants. Full engagement by each participant stretched the two hour session to three hours.

Microsoft Excel Training for Chapter: This will start on September 28, 2019, if time and space permit. Link Kirsten will discuss with the chapter president.

Chapter Fundraiser (Dark Divas): The committee stands ready to provide technical assistance to support this endeavor, based on any guidance provided by the fundraising committee.

NEXT MEETING

May 14, at 7 PM, via conference call

Respectfully Submitted by R. Kirsten Watts, Technology Committee Chair, on April 23, 2019