

# TACOMA (WA) LINKS TECHNOLOGY COMMITTEE REPORT COVERING MAY 2019

Provided for May 18, 2019 Chapter Meeting

## COMMITTEE MEMBERS

Links Gina Hatcher (co-chair), Stephanie McGriff, and R. Kirsten Watts (chair). They met on May 14, 2019.

Work completed and planned is outlined below.

## WEBSITE

On May 12, Link Kirsten made some minor updates to the link titles on the Members Only page. Likewise, she updated and distributed to the committee the written instructions for editing the Members Page.

At its May 14 meeting, the committee discussed the logistics of creating a donation portal and adding a public facing donation button on the website. Following the committee meeting, Link Kirsten contacted the web manager to initiate the discussion. They will talk format, payment security, and more on May 15.

## TECHNICAL ASSISTANCE RENDERED & SCHEDULED

**2019 Chapter Intake Ceremony:** Link Stephanie made the arrangements for and ensured the chapter laptop and hardware were available and set-up for the initiates to present their project on May 4. The committee received acknowledgement from the Membership Committee for its participation. Thanks, Link Stephanie!

**Microsoft Excel Training for Chapter in 2019-2020:** At the April chapter meeting, Link Connie said she would follow-up on room availability for this September 28, 2019 activity. Link Kirsten will follow-up with Link Connie. The team will meet on September 10 to complete a dry run of the planned training. Link Gina will be the primary instructor, with Links Stephanie and Kirsten assisting participants.

**Chapter President:** Link Kirsten assisted President Davis with a chapter email request on May 13. The president plans to use the chapter email account to internally and externally communicate, instead of her personal email account.

## OTHER

The committee will celebrate its success on June 19.

## NEXT MEETING

September 10, 2019. Link Gina will host.

Respectfully Submitted by R. Kirsten Watts, Technology Committee Chair, on May 14, 2019