

To: Vintage Ladies Executive Committee

Date: August 2, 2019

Re: Our website: www.vintageladiesofstjames.com

The website was created to make it easier for our ladies to:

- Access relevant information from anywhere, anytime – from their mobile phones or browser enabled computer, laptop or tablet - and make it easier to find relevant new and historical information and pictures rather than having to search through email.
 - Chapter events, calendars and pictures will be posted, as well as any announcements from Vice-Chairs or Program chairs. This replaces the need for emailing newsletters.
 - The Executive Chair (President) letter will be posted.
 - Anything important will be highlighted with a banner at top of home page.
 - Members can provide updated contact information directly via the site.
- The website will be updated every other month, per the schedule below, with regular 'newsletter type' updates

Website Updates
Sept. 5
November 7
January 2
March 5
May 7

- Ad-hoc / important updates will be done as needed.
- While anyone can access the website, the address is not publicized, and so the general public wouldn't know about it unless they were told, or found by accident. All of the content is available without a password, except for our membership directory, which does require a username and password, as follows:

User Name	Password
member	Vintage\$

Process:

- Newsletter chairs to provide their regular newsletter content via email to Susan at susan92128@gmail.com per the calendar below:

Submission Date	Appears on Website
August 26	Sept. 5
October 18	November 7
December 23	January 2
February 24	March 5
April 27	May 7

- Regular Content to include:
 - Vice-Chair letter
 - Program chair updates
 - Calendar of events
 - Photos to be posted
- Ad Hoc / Special Content - If it is important and time sensitive, please call me or send me a text message at 910-620-4897 in addition to email
- Member directory –Changes to their member directory need to go to Linda Boretti, who can provide Susan with updates.