



REPORT TO THE FAR WEST DIVISION
PROGRAM STATUS REPORT

2016-2017 SEASON REPORT – due: JULY 5 ~~JULY 10, 2017~~

PROGRAM: FWD Archives

FROM: C. Herbert, FWD Historian

DATE: 6/17/17

Limit report to 1 page — do not send as PDF — email to Secretary jrwaits40@gmail.com

SEASON HIGHLIGHTS — total classes — total participants

Progress has been made on the FWD Archive Project as required in the 2016 approved RFA.

- 1 The concept has been worked out by the Secretary, the Webmaster and the Historian to make FWD archived historical information available on the FWD Website...
- 2 It was found that historical data was currently being compiled and posted on the FWD Website. It was scattered in several locations and hard to find. Some was in a section called "Awards", some in a section called "Newsletters" and the rest in the Minutes of the Board of Directors. Each set of minutes would be filed by date and have attached subfiles describing Board action, budgets, officer roster, registration information and discipline Administrator's reports, etc.
- 3 To minimize work and cost it was determined to continue compiling the information as is it is being currently done.
- 4 To help NSP members interested in looking up historical information it was found practical to create a high level overview crossreference file called something like "FWD Historical Archives". This file would tell the reader where in the Website he can find what he is looking for. Preferably, the file would have buttons that take the reader directly to the location of his desired information.
- 5 The Webmaster will shortly create the necessary changes to the Website software.
- 6 A beta test of the changes will be made before ultimate deployment.

GOALS FOR COMING SEASON:

- 1 Create necessary website software modifications
- 2 Run beta test
- 3 Get Board of Directors buy in
- 4 Digitize paper copies of older Newsletters and Patroller Peeks
- 5 Deploy modified Website with changes for archives.

ISSUES and RESOLUTIONS:

- 1 Availability of Webmaster programming time to modify software
- 2 Resolution of possible problems revealed by beta test
- 3 Obtaining consensus of Board of Directors and RDs on final structure of FWD Archive system by 2018 Winter Meeting
- 4 Limited utilization of revised archive system by FWD membership after deployment.

Submit to: Secretary Janice Waits