



FLORIDA NATIVE PLANT SOCIETY

Communications Committee

Board of Directors Meeting
Submitted by Shirley Denton
Communications Chair

7/21/2022

Reminders and committee composition are at the end of the report.

Annual Meeting

- I need a final copy of the bylaws for posting.

CiviCRM

- Skvare has finished most of the data distribution center for FNPS.org. We are planning to release it for board and chapter leadership use in September. One of the things that is not yet finished is documentation. There are a few things that are quite difficult to do from within CiviCRM and we are investigating them now to determine which are really needed – the online renewal forms for multi-member and business/non-profit organization renewals are a challenge (the new member form works for multi-member and an equivalent business/non—profit form will be highly similar).
- Odd propagation of extra contact records have been resolved
- Issue with the display of Business & Non-Profit members on the website have been resolved – they were caused by the update to Drupal 9.
- The display of board members and chapter reps on the website will need to be redone as the way the information is being stored has changed. That is on my to do list. In the meantime, the people are right, some of the words are wrong.

FNPS Handbook

- No new changes. I think a committee should work on this.

FNPS Data Security

- FNPS has had data security, password safety, and similar policies for the Forum, CiviCRM and previous member management programs, social media, the handbook, all websites, all web hosts, Google Workspace, other Google accounts, , access to membership data, etc. for many years. We just have not advertised it. The Communications team has been the core of this.

- Per Mark's request I am working to formalize what we are currently doing. I will be passing those procedures along to the new ED. Our procedures have modernized, but in essence, 2-4 people have administrative access to almost everything. Every on-line application is different, so there is some difference in who has access.

Recommended Standards for Publications

Still on hold since I've been swamped with ED, Finance, License Voucher, etc.

This goes right in with the ongoing branding discussion.

FNPS has never had a formal standard for review of materials published by FNPS. Issues have recently come up regarding both some printed materials and materials posted on FNPS websites and printed materials in general. The type of standard I am talking about is already applied to the Palmetto but is needed for other materials that can be considered to be published. It would include basics such as author(s) and publication date, technical review and review date if relevant, and a brief checklist such as making sure FNPS is not post publishing stolen images. I am planning to prepare a draft for BOD review in October and I think it should become an internal FNPS policy.

Speaking of – Melanie asked chapters to update the garden information on the website. I have developed a form to guide the content. Very specific information is needed, and when unguided, people send me interpretive trails as gardens, give me gardens that are not open to the public, gardens that have been gone, etc. They don't provide information that is needed such as lat-long (as opposed to mailing address), street address, etc. Most have no photos. The form can be found at

<https://forms.gle/1sbKNgKNtwaE4Ftn7>

If you have an fnps.org email or a gmail email, you can sign in to the form and upload photos. If not, email them to the Webteam (webteam@fnps.org) when you submit the form.

Reminders (no changes)

Downloads of membership data and FNPS leadership contacts can be found on <https://fnpsmembers.org>. This site has the information that was formerly accessed from fnps.org. The logins used are the same ones that were used previously (some chapters have requested changes). Please spread the word to use this new site – the membership information is not on fnps.org.

The FNPS forum, no changes, <https://forum.fnps.org>. If you do not have a login, please contact webteam@fnps.org or s.denton@fnps.org. We will be updating (for security reasons) in late July or early August.

A presentation about where to find resources is posted online in pdf format and is available for download. Printing it is recommended.

<https://fnps.org/assets/pdfs/docs/finding-it-2019>.

We have the logo use policy on the website at <https://fnps.org/society/logos>. It specifies the allowable uses of the logo. Altering the logo is not permissible.

FORUM (NO CHANGES)

- If you need assistance with posting, contact the WebTeam (webteam@fnps.org)
- If you need a login, contact the Webteam.
- Accounts are set up so that they show your name – they are not anonymous. Do not change that.
- You can edit your profile – please do not change it to not accept email. Only FNPS-related email is sent to you by the forum, and that is by the discretion of the FNPS officers, typically the president or someone acting on behalf of the president.
- Note: if you only read and do not post, you do not need a login.
- When a meeting is set up for FNPS, it is normally set up by the Executive Director or a designated officer. When anyone else posts related reports, they should be done as a REPLY to the original post. You can change the title of your report – to something meaningful, such as “Policy” or “Communications”

Communications Committee Structure and Members

All members in bold are formally on the Committee; members not in bold are ad hoc (informal) members

If you are adept with GetSimple, please consider joining our team as a chapter support person.

1. Social Media - posting is done by Valerie Anderson

2. Website

- a. Webmaster: **Paul Rebmann**
- b. Developer: **Shirley Denton**
- c. Content updates: **Valerie Anderson**
- d. Plants content and review – Ginny Stibolt, Shirley Denton, Marlene Rodak, others.
- e. Chapter assistance: **Shirley Denton and Paul Rebmman.**
- f. Branding – **Marjorie Shropshire** – mostly advice