



FLORIDA NATIVE PLANT SOCIETY Communications Committee

Board of Directors Meeting
Submitted by Shirley Denton
Communications Chair

8/22/2022

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

Annual Meeting

- I don't think I've gotten a copy of the signed bylaws. Who, if anyone, has it?

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.
- On-line join and renew forms are being rewritten for simplicity and to minimize issues with membership types with different terms (annual, annual autorenew, life, student, monthly autorenew)
- Working on permissions for accessing the data distribution center. Information by chapters on who they need to have access for is like pulling eye teeth. As of today (Monday Aug. 17, only 6 chapters have responded)
- Created a "members coming into chapter" report for the new data distribution site.
- Will create a "members left from chapter report" but not as a priority
- 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. (put on hold to get more important things done before September).
- Spent time dealing with bugs arising from upgrades to CiviCRM and Drupal. I expect the number to decrease.

FNPS Handbook

- No new changes.
- Still need signed copy of bylaws, but can post the unsigned version if desired

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.

Recommended Standards for Publications

Still on hold .

Gardens Information on Website

Per Melanie's request, I 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>

A few chapters have responded: Cuplet Fern, Suncoast, Pawpaw. They have added useful information on local gardens that the chapters maintain. Most seem to be at IFIS and county park locations. Some update gardens, and they are coming in with photos. They have been coming with photos.

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.

Conference Centers and State Parks Potentially Useful for Weekend Events

Per Mark's request, I have created a report (online) with sites that FNPS has used in the past, for Board Retreats and Conferences, plus others of which I am aware. They fall into the following categories:

- State Parks with m.o.l. adequate facilities
- Private recreation areas
- Church conference centers (churches wanting to control food and beverage choices were excluded)
- Research/educational facilities

Most have been used previously for board retreats and FNPS conferences. A few I've stayed at with other groups. All that made the list are close to natural areas of interest.

There are parts of the state where we have never held events and where weekend event sites are few and far between.

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 FNPSrelated 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 Rebman.**
 - f. Branding – **Marjorie Shropshire** – mostly advice