To: Florida Chapter Executive Committee

From: Tracy Quintana, Website/Insurance Chair

Subject: Florida Chapter Website and Insurance Compliance Report

Date: November 5, 2011

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It is important AND a requirement of National for all events from chapters and branches be entered into the Events section of the website. This is to ensure accurate event accounting and insurance coverage. At this time, National has requested events be posted to the website through June 30, 2012. Out of the eleven branches, only five branches come remotely close to being in compliance with both Chapter and National requests to post events to the website. If you act as branch in the State of Florida and hold a meeting, golf outing, social event, dinner, lunch, breakfast, educational seminar, etc., your branch MUST complete the attached form and return it to me by email, fax or mail in order for the event to be posted to the website and properly insured. District Representatives, it is your responsibility as my first point of contact to work with your branch officers to get this information to me.

On the Florida Chapter website, under LEADERSHIP/Committees, there is a list of all the current committees. Committee chairs, please visit this site and make sure your committee description and goals are accurate, or in some cases, provide the missing description or goals. Additionally, check to see if the correct people are listed as committee members. If there are any corrections or additions, let me know and I will take care of the appropriate revisions.

I traveled to Kansas City for the first meeting for website redesign. It was a whirlwind 48 hours; however, much was reviewed, discussed and recommended. This redesign is expected to be a yearlong process. The biggest challenge identified was to create a design that was at the same time clearly recognizable from one chapter to the next as being the website of an APWA chapter while maintaining the flexibility for chapters to emphasize the things that matter the most to them on the home page. The first aspect of the redesign will be on the home page and will include several new features including a photo slideshow, sponsor promotion at the bottom, social media links and a revised navigation menu. A feature that was agreed upon by all was the importance to keeping everything simple and clean. The home page should be visible without scrolling, presenting the most important information and links in an easily digestible manner that will not overwhelm a visitor and encourage them to stay on the site, reading your site’s content. There is still a lot of work to be done and I look forward to keeping the Executive Committee apprised of the progress made.

And finally, thank you Chas Jordan for letting me be a part of the Florida Chapter redesign. The results are fabulous and what a way for the Chapter to make a statement. After all, first appearances are the most important.

Thank you for your continued support of the Florida Chapter Website.
WEBSITE EVENT LISTING REQUEST

Any event, meeting, golf or fishing tournament, fundraiser, equipment rodeo, etc. organized and sponsored by the Florida Chapter or its branches, must be listed on the Florida Chapter website in order to be covered by National’s liability insurance.

Answer the questions below and forward the form to Tracy Quintana @ tquintana@ci.punta-gorda.fl.us or fax (941) 575-5044 at least one week prior to the event.

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Event name: __________________________________________

Event start date: _________________    Event end date: _________________

Event start time: ________________      Event end time: _________________

RSVP/Registration start date: _______________   RSVP/Registration end date: _________________

Description of event: __________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

If more space is needed, please use a separate piece of paper.

Co-Sponsor?  If so, name: ______________________________________________________________

Event location/building name & address (include zip code):______________________________________________________________________________

Event cost: member $________    non-member $_________

Payment options:

Accept credit cards:   ____ yes   ____ no
Accept checks:            ____ yes   ____ no
Accept purchase order:  ____ yes   ____ no
Accept payment at door: ____ yes   ____ no
Event information contact person:
    Name: __________________________________________
    Email: __________________________________________
    Phone: __________________________________________
    Address: ________________________________________

Payment information contact person:
    Name: __________________________________________
    Email: __________________________________________
    Phone: ____________________   Fax:  ________________
    Address: _________________________________________

Send the completed form to Tracy Quintana, Website Chairperson via email or fax.
tquintana@ci.punta-gorda.fl.us
941-575-5044 fax
Any questions, please call at 941-575-5066.