

**MCCPTA Committee Work Plan 2007-08**

**Committee: Communications**

**Subcommittees: Listservs, Website, Public Relations, Cable TV, Spotlight**

**Chair(s): Patti Twigg**

**Email: LPTwigg@erols.com**

**Committee Members (use reverse side if more space is needed):**

**Listservs Subcommittee**

Moderators for listservs

MCCPTA\_Presidents: (President, VPs, Listservs Chair)

First name	Last name	Email address
Jane	de Winter	<a href="mailto:janedew@verizon.net">janedew@verizon.net</a>
April	Keyes	<a href="mailto:KeyesA@sec.gov">KeyesA@sec.gov</a>
Liz	Wheeler	<a href="mailto:LizRvMD@aol.com">LizRvMD@aol.com</a>
Kay	Romero	<a href="mailto:kay2898@aol.com">kay2898@aol.com</a>
Patti	Twigg	<a href="mailto:lptwigg@erols.com">lptwigg@erols.com</a>
Victor B.	Salazar	<a href="mailto:vbsjpf@verizon.net">vbsjpf@verizon.net</a>

MCCPTA\_Bulletin: (Officers, Listservs Chair)

First name	Last name	Email address
Jane	de Winter	<a href="mailto:janedew@verizon.net">janedew@verizon.net</a>
April	Keyes	<a href="mailto:KeyesA@sec.gov">KeyesA@sec.gov</a>
Dale	Ryan	<a href="mailto:dalejryan@yahoo.com">dalejryan@yahoo.com</a>
Susan	Thomas	<a href="mailto:susan.thomas30@verizon.net">susan.thomas30@verizon.net</a>
Ted	Willard	<a href="mailto:twillard@aaas.org">twillard@aaas.org</a>
Patti	Twigg	<a href="mailto:lptwigg@erols.com">lptwigg@erols.com</a>
Kay	Romero	<a href="mailto:kay2898@aol.com">kay2898@aol.com</a>
Liz	Wheeler	<a href="mailto:LizRvMD@aol.com">LizRvMD@aol.com</a>
Victor B.	Salazar	<a href="mailto:vbsjpf@verizon.net">vbsjpf@verizon.net</a>

MCCPTA\_Board: (President, VP overseeing Listservs Committee and/or Officer with Yahoo ID and active understanding of Moderator duties, Listserv Chair)

First name	Last name	Email address
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Jane	de Winter	<a href="mailto:janedew@verizon.net">janedew@verizon.net</a>
Kay	Romero	<a href="mailto:kay2898@aol.com">kay2898@aol.com</a>
Liz	Wheeler	<a href="mailto:LizRvMD@aol.com">LizRvMD@aol.com</a>
Patti	Twigg	<a href="mailto:lptwigg@erols.com">lptwigg@erols.com</a>

MCCPTA\_Delegates: (President, VP overseeing Listservs Committee and/or Officer with Yahoo ID and active understanding of Moderator duties, Listserv Chair)

First name	Last name	Email address
Jane	de Winter	<a href="mailto:janedew@verizon.net">janedew@verizon.net</a>
Kay	Romero	<a href="mailto:kay2898@aol.com">kay2898@aol.com</a>
Liz	Wheeler	<a href="mailto:LizRvMD@aol.com">LizRvMD@aol.com</a>
Patti	Twigg	<a href="mailto:lptwigg@erols.com">lptwigg@erols.com</a>

In addition, when an issue arises where additional expertise is needed, consultation with appropriate people is sought.

### **Website Subcommittee**

Website Coordinators

First name	Last name	Email address
Lin-Lin	Mao	<a href="mailto:linlinmao@earthlink.net">linlinmao@earthlink.net</a>
Sharon	Goodall	<a href="mailto:sharon.goodall@gmail.com">sharon.goodall@gmail.com</a>

### **Vision**

*How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?*

The work of my committee supports the objects and mission of PTA and the focus of MCCPTA by enhancing our ability to communicate quickly and effectively with the locals. The more information that our locals have, the better they are able to advocate. It is also important that locals are kept informed of MCCPTA activities for communication to their members.

### **Goals**

*Give a summary statement of your committee's goals for this year. Consider how you*

*will identify attainment.*

Our goals for this year are:

Increase awareness of sources of information provided for the locals.

Make sure documents are updated as needed to assure that the most accurate information is provided to locals.

Website Subcommittee: Make sure the MCCPTA website is updated as needed with new information throughout the year.

Listservs Subcommittee: Make sure the documents describing the listservs are kept current.

Create documents outlining the duties and responsibilities of committee members.

Provide assistance to any locals that ask.

### **Action Steps**

*What does your committee plan to do to achieve these goals? Include plans for meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.*

To achieve the outlined goals:

Attend the committee fair at the September DA.

Provide notices for the President's letter containing information on sources of information for the locals.

Work on duties and responsibilities documentation as outlined above to be completed no later than May 2008.

Website subcommittee: Post any information to the MCCPTA website within 48 hours of receipt.

### **Expenses (Include costs of mailings, copying, supplies, awards, etc.)**

Domain name registration for mccpta.net, mccpta.com

We registered the domain names for 5 years, so there won't be a charge for this until October, 2011.

Webhosting - Shared webhosting service, annual apache basic, with Online Gateway  
(address and customer number same as above)

Due 2/15/08 \$120/yr service