



STATUS REPORT

Submitted by:	Jeff Turner
Portfolio/Role:	VP Operations
Report Period:	December, 2006
Report date:	January 2, 2007

Volunteer	Description of effort such as events or meetings attended; tasks worked	Hours
Jeff Turner	Email	10.5
	Board Meetings & Mtg Prep	8.25
	Strategic Plan Doc	4
	Admin & Testing	2.5
Todd Williams	Website related	15
	WebMail	11.7
	Roundtable meetings	0
	SPORG (PDU Tracking)	3.6
	Reporting (including Board meetings)	19.7
	Contact Database	28.2
	eMail	7.5
	Spam	1.3
	Other	2.5
Jimmy Godard	Equipment repair, research, documentation	25
Jani Hansen	Newsletter	19.25
	Website Admin	
Portfolio TOTAL		159
Operations VP		
Planned Work Done	<ul style="list-style-type: none"> Strategic planning 	
Planned Work Not Done	<ul style="list-style-type: none"> Tactical Planning Budget 	
Unplanned Work Done	<ul style="list-style-type: none"> Testing centralized email 	
Issues	Inbound phone communication project volunteer not available until January.	
Budget Items	None at this time	
Director of Technology		
Planned Work Done	<ul style="list-style-type: none"> Website Maintenance Guide PDU Tracking (Started) 	
Planned Work Not Done	<ul style="list-style-type: none"> Content Management System 	
Unplanned Work Done	<ul style="list-style-type: none"> Job Posting Admin Spam filters Testing web mail 	
Issues	None at this time	
Budget Items	DVD for backups	
Director of Equipment		
Planned Work Done	<ul style="list-style-type: none"> SANYO Projector repaired Equipment checkout procedures updated Equipment checkout forms completed Director of equipment responsibilities completed Hardware recommendation draft submitted to VP of Operations for discussion 	

	<ul style="list-style-type: none"> • Projector Maintenance Guidelines in progress
Planned Work Not Done	<ul style="list-style-type: none"> • InFocus Project Not Functional
Unplanned Work Done	<ul style="list-style-type: none"> • None
Issues	<ul style="list-style-type: none"> • Additional information about InFocus projector required before repairs/updates can be made.
Budget Items	<ul style="list-style-type: none"> • InFocus SP-DVI-A, M1 to VGA+USB-A Cable (6ft/2m) \$66.95 • InFocus HWNAVIGATOR Remote Control (\$49-59)
Webmaster	
Planned Work Done	<ul style="list-style-type: none"> • Normal weekly website updates
Planned Work Not Done	<ul style="list-style-type: none"> • Creation of History section and pages for Alan Strong • Testing web mail
Unplanned Work Done	<ul style="list-style-type: none"> • Workshop web and SPORG work • Turned on AMEX for registrations • Set up FTP site for Ops team • Internal Ops documentation updates
Issues	None at this time
Budget Items	None at this time
Newsletter Editor	
Planned Work Done	<ul style="list-style-type: none"> • Normal tasks for newsletter creation and publication
Planned Work Not Done	<ul style="list-style-type: none"> • None
Unplanned Work Done	<ul style="list-style-type: none"> • Newsletter process document created for VP At Large.
Issues	Changes to processes and work due to creation of Newsletter Content Director
Budget Items	None at this time
Careful Reader Bonus	
Bonus	<ul style="list-style-type: none"> • First careful reader to make contact will receive a coffee bonus card worth ten Washington's.