

## **Volunteer Coordinator Report – Kathy Kelly September 2014**

### **Planning for Volunteer Appreciation/Open House Event (Sept. 16, 2014)**

Following meeting with Deena Adelman, Maggie Turqman, Lois Steinberg, and Eileen Deegan at National Geographic Society (NGS) Library on August 6, 2014, to discuss preparations for the Sept. 16 Open House/Volunteer Appreciation event:

- Emailed all committee heads to ask if they'll attend and do 60-second overviews; sent notice of committee head RSVPs to Deena and Chris.
- Emailed all committee heads to ask if they or their members have quotes about why they like to volunteer for the chapter, and photos of their events.
- Sent special personal invitation email to all DC/SLA Volunteers (51 names). This went to non-committee-heads. Corrected any bad email addresses for volunteers via checking with committee heads.
- Drafted DC/SLA Volunteers Show of Interest signup sheet for Open House, and edited with Deena.
- Worked with Alicia Pappas on content for Powerpoint presentation to show at the Open House event.

### **Miscellaneous**

Posted LinkedIn update re: my post “Volunteer for DC/SLA – We Never Bowl Alone,” which had appeared in the May 2014 edition of DC/SLA Chapter eNotes: <http://dc.sla.org/2014/05/18/volunteer-for-dcsla-we-never-bowl-alone/>

Edited Volunteers List as needed.

Contacted Jon Fiencke, Social Events Coordinator, and Deena, to check on names of all Happy Hour/Dine Around points of contact for 2014.

Communicated with President/President-Elect as needed on volunteer issues.

### **Webpages:**

Edited 75<sup>th</sup> Anniversary page to add Eileen Deegan's name as committee member.

Edited Committees & Groups webpage to change name of Dinearounds link to Social Events.

Edited Nominations Committee page to remove Deena's name.

Edited Program Planning Committee page to add names of Mariana Long and Charles Perkins.

Edited Social Events page to add Jon Fiencke's name and info on types of events.