Officer Name: Amy Boyd  
Officer Title: Webmaster/ Secretary  
Reporting Month: October  
Date Submitted: Nov 7, 2018

Meetings/Events/Trainings Attended:  
Meeting with VCSA Haynes  
Meeting with rebranding group

Ongoing Project Updates:  

Web page redesign  
• I have perused and updated most links and begun general reorganization of content. The major overhaul will occur over the next 2-3 weeks.  
  ○ Announcements concerning the overhaul have been made via the website sidebar widget and will be posted to facebook 48 hours in advance. The nature of the overhaul (thematic and menu changes) means that certain options may malfunction until the overhaul is finished. Drafts are not possible for these meta-changes.  
• I have met with various individuals to discuss what they would like to see on the website in general and the pages specifically related to them.  
• Prior to the overhaul, I have included a custom google search in the sidebar which should enable accessing content that has been moved around during the revision process.

Increasing Facebook like/Twitter following  
• I am continuing to identify relevant content and share on the GSA facebook page which is linked to Twitter.  
• I would like to include some sort of Facebook like/Twitter follow campaign as part of the Fall quarter grad bash

Office Reporting (OR) google form  
• I have a template and google form ready for office reporting. This form automatically formats response to prompts into a pdf document based on a google doc template. Also, this automatically enters responses in spreadsheet for tracking.