

**OFLA Annual Report**  
**Cheryl Johnson, Editor for Electronic Media**  
**March 12, 2013**

This year I have:

- continued to maintain the OFLA main website at <http://ofla-online.org> and post regular updates to the site to keep it current
- consulted with David Sherrod to restore our site after it was hacked and started the conversation for transitioning to a new hosting solution
- worked with our newly elected Editor for *The Cardinal* in setting up the first electronic issue of *The Cardinal* in *WordPress*
- posted *The Cardinal* electronic issue links to our members-only area at <http://ofla.memberlodge.org>
- set up our OFLA DropBox area for our new board members and at the August Retreat I showed our board members how to use the area
- refreshed the email board accounts and at the August Retreat I trained the new board members how to access their accounts
- when personally contacted, I helped members access the members-only site
- when personally contacted, I responded to members who were having trouble removing themselves from the listserv and then contacted Theresa Minick who would immediately remove them (Thank you, Theresa, for your quick responses to my requests)
- helped with proof-reading the Fall and Winter *Cardinal* issues
- set up our online voting area with the online service *Constant Contact* and then passed the voting results along to the Immediate Past President
- formed a photography committee for the 2013 Joint CSCTFL and OFLA Annual Conference and got people assigned to the events
- attended the February CSCTFL and OFLA conference planning meeting at the Downtown Hilton
- attended board meetings

Respectfully submitted,

Cheryl Johnson, Editor for Electronic Media