Korean War & Korea Defense Service Veterans of Lake County, Chapter 169



Tom J. Thiel, Secretary, Web, Editor, Past Pres.
19147 Park Place Blvd, Eustis, FL 32736
352-408-6612 – kwvathiel@gmail.com
www.cid169.kwva.org

To: KWVA Leaders and All Members

From: Tom Thiel, KWVA of Lake County (FL), Chapter 169, Inc.

Subject: The KWVA Database as a Tool for Chapters and Departments

# # #

God grant me the serenity

to accept the things I cannot change,

the courage to change the things I can, and

the wisdom to know the difference.

Reinhold Niebuhr

# # #

The KWVA Database (DB) is an internal file used by the Korean War Veterans Association, Inc., to manage membership, publication distribution, and numerous other functions. Access to this DB has been granted to selected individuals at not only the Association level, but also at Department and Chapter levels as well.

My goal in writing this document is to make the reader more aware of the tremendous tool the DB truly is now, but more importantly, to make the reader cognizant of what the DB truly could be.

It is also to make an honest appeal to the leaders of KWVA to extend its usefulness so that Chapters and Departments can actually use it to manage their Chapters and Departments.

They cannot do that now!

My computer experience began with analog computers to study water movement in soils in the late 1950's for USDA's Agricultural Research Service (ARS) at The Ohio State University. I first began using digital computers about 1965, at the University of Minne-

sota. In the early 1980's, I was managing, designing and programming a Datapoint distributed architecture system at one of ARS' regional offices in Peoria, IL. In 1984, I retired from ARS, and became a Computer Consultant for an 8a firm in Arlington, VA, designing systems for the Office of the Secretary of Defense's (OSD) Office Automation Division in the Pentagon, and other government agencies in the DC area. That assignment also included managing a New Technologies lab for the OSD.

It is interesting that no official definition of the KWVA Database, or its intended purpose, has ever been published, at least I can find no such document. I can find nothing on the website. It is not mentioned in the Bylaws. It is mentioned in the Standard Procedures Manual as well as numerous times in Graybeards, but only as it has been or is being implemented. Suffice it to say it has been implemented to ensure primarily Chapter compliance, that is over and above the overall Membership and Publication (Graybeards) distribution processes.

I have been using the DB for about eight years now. I have used it as both a Chapter (access +1), and a Department (access +2) user. For almost that same period, Mr. Doppelhammer made me a +3 level access user to provide him with feedback on the system.

Because I have not been able to find any documentation of the DB, and have never received any training whatsoever on using the DB, I have written and posted on the internet "KWVA Association Membership Database (MDB) User Manual" that is available to anyone at: http://cid169.kwva.org/Manual/000_cover_manual.htm

Like the DB itself, my Manual has not received any publicity, other than an AD I submitted to Graybeards.

I also understand Chapter and to a lesser extent Department management. I have served as Secretary, Treasurer, and President of my Chapter, CID169, and in several capacities at the Department of Florida.

So, I feel not only well-qualified to speak to using the KWVA Database, I feel equally qualified to understand what it takes to manage a viable KWVA Chapter. Early in my term as 169 president, membership had fallen to less than 40 members when we implemented the requirement that all Chapter members maintain Association membership; today (October 25, 2015), it is 113 members and growing.

So, what do I mean when I say that Chapters and Departments could GREATLY use the KWVA DB to manage their units? Let me give you some examples.

For example, if I, as a Chapter manager, am able to use the DB to email and/or snail-mail my members, I would ensure that every one of my members is in the DB, and that

their information—address, phone, email, etc.—is entered correctly! The DB access I am provided as a Chapter user will not allow me to do that now!

As Chapter Secretary, I would like to report my Chapter's Election results so that all I need to enter would be the member number of each chapter officer or director to be entered in the form. The computer would then complete the line, but only if that person is 1) in Active status, and 2) eligible to serve in that position. I would be really happy to report my election results that way.

I would welcome the opportunity to do that because I want to use that information for my own purposes. And, I would want Department to be able, and to actually use, that information also. As a side benefit, no one would have to do an eyeball check of those election reports!

None of that is available now, even with the new procedure put into operation recently. Why did the designers of that system not enter into dialog with Chapters and Departments about what we would like to do with the data entered into the Election Report Form?

I could go on and on here, but the point I want to make is that if the KWVA DB system could truly become my Chapter or my Department DB, I would be very happy to use it regularly and thereby ensure that my information is up to date, and a priori it is also up to date at all other levels.

Some say, "not everybody has your computer smarts, and that Chapter and Department officials will not be computer proficient... and that field level managers will continue to ignore the system."

Maybe. But I do not believe it. Here is where awareness and training comes into the picture.

And, when the leaders are not proficient, I do not propose we attempt to make them so. Instead, they should be encouraged to find members who are proficient, and give them access and let them do it. Or, even bring a computer-smart person into the Chapter as an Associate Member who is interested in Korea Veterans. We have done that in CID169 also. It works!

I am not talking about simply seeing the information in printed form, or even on a computer screen. What I am talking about is being able to use the DB to manage my Chapter. To be able mail my members directly from the addresses I get from the DB, both email and snail mail.

The additional capabilities this proposal suggests will not allow anyone at the Department and Chapter levels to change any information in the DB itself, just to be able to better use what is already there.

It also discloses that Department level search systems produce erroneous results, and a no-cost way to correct this.

In the following sections I will as briefly and as accurately as I can, talk about

- retrieving information,
- email and snail mail retrievals and use,
- DB System output capacities and needs,
- Election Reports and how they relate to this proposal, and
- publicity and training.

Each of these sections is essentially a summary of its facet of the subject.

#####

Chapter and Department Search and Retrieval Capabilities

This is a discussion of what information Chapters and Departments can now access from the KWVA DB, and some areas where enhancements ought to be made.

Chapter Access

I'll start with Chapters first by saying they have extremely limited capability to ask (query) the DB at the present time; this has been defined for them (the screen snippet below lists the several search screens that are provided with Chapter access).



The snippet at the top of the next page shows what the first selection, " Membership List Searchable Database for Chapter 169 (Alphabetical Sort by Last Name) (1+)," enables Chapter 169 to search on.

Clearly, it is totally inadequate to meet the Chapter's requirements.

For example, I was writing Sonny Edwards an email recently thanking him for his service to KWVA in his recruitment efforts. I wanted to tell Sonny how many new members our Chapter had signed during his two-years of leadership.

There is absolutely no way to get that from the Chapter level access now. Yet the data is in the DB, and Chapters certainly have a legitimate right and need to access it.



There is a plethora of such similar questions that Chapters would pose should the DB allow them to do so; I am certain fellow Chapter officers have questions I had not encountered.

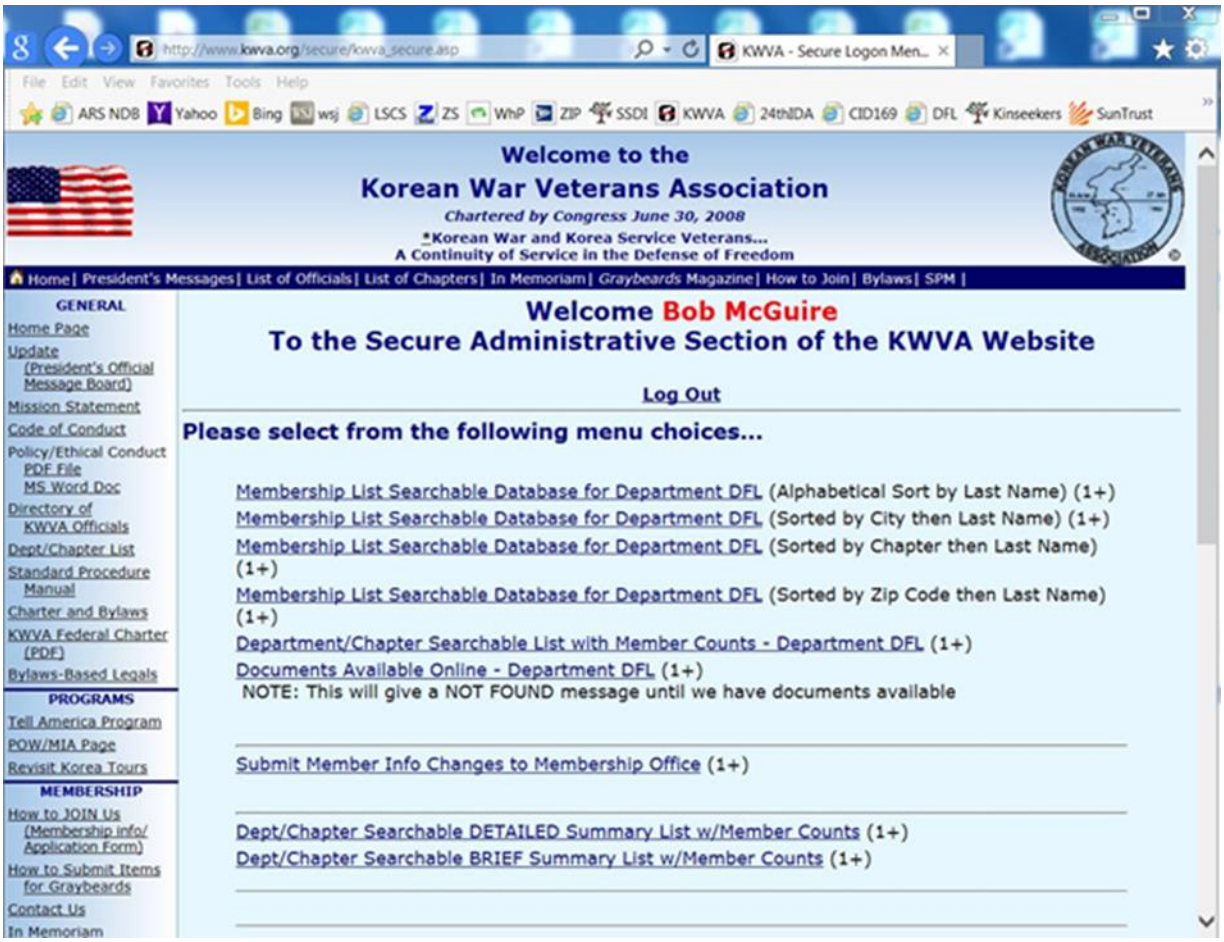
At present Chapters only have the ability to select a subcomponent of total Chapter membership shown in the form above.

There is, for example, no way for a Chapter to download a list of its Life members, or its Associate Members, or its Non-Voting members, or members for a certain City or Zip Code, or get a list of members joining in a certain period of time, etc.

This is why I say Chapter access, as it is now implemented, *makes the DB totally incapable of meeting Chapter management needs.*

Department Access

Departments do have the ability to submit queries (see Department Menu below).



However, all of the first five Department Retrievals are worthless because they always give false information, at least for the Department of Florida (DFL) and for CID169.

Our Chapter has permanent members who live in other states; it also has many seasonal members who live in the north long enough to have their addresses changed back and forth.

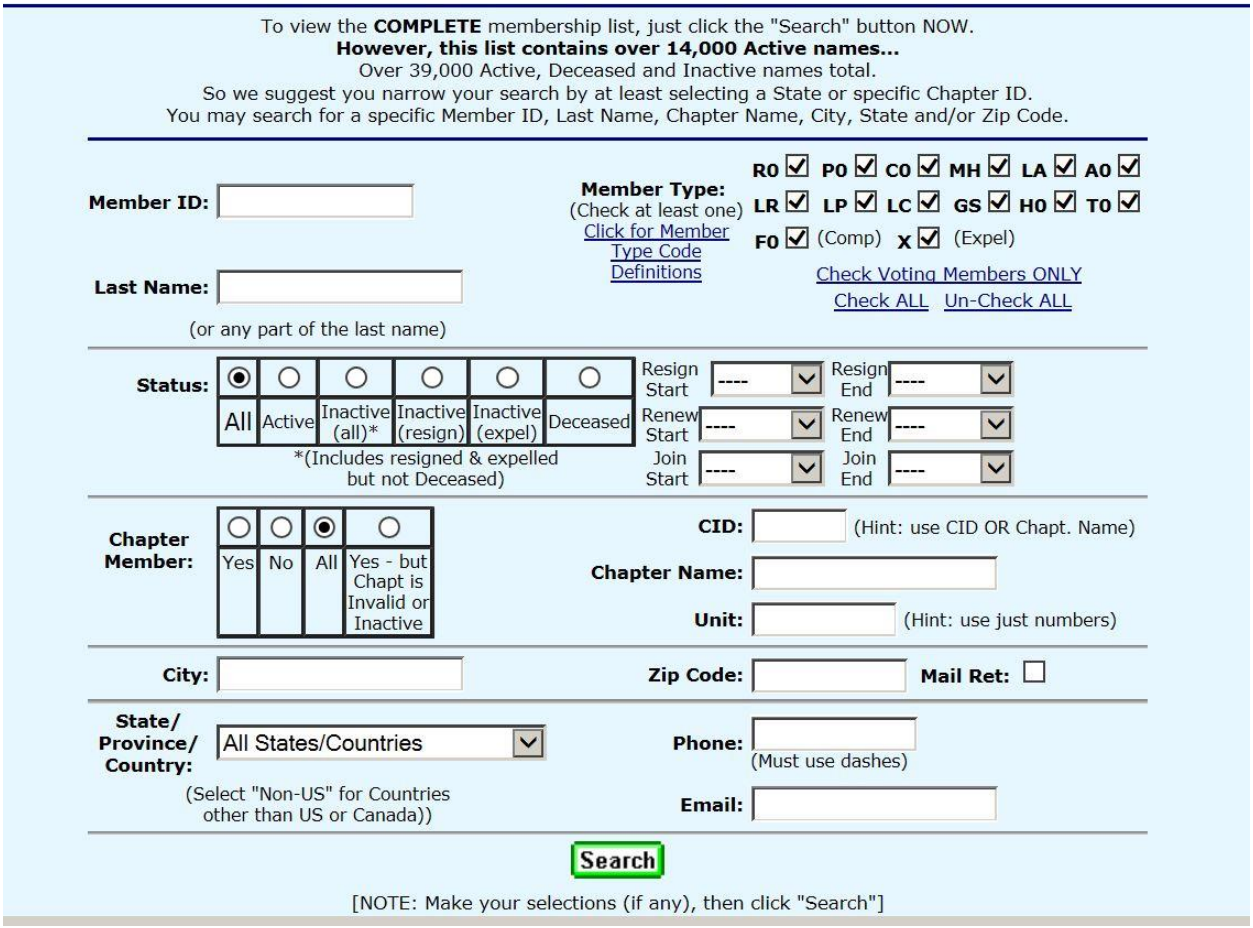
Department access illustrated above is limited to the state. For example, DFL access is limited to only those members whose Graybeards is delivered to a FL address.

Many Chapters have out of state members. Hence, Department access as it is subjected to the constraint of the search only "seeing" their state code in the scope of their search reach renders most ***Department searches worthless***.

Enabling Chapter and Department Search Capabilities to meet their needs

If Chapter access is "incapable" of meeting Chapter needs, and Department access is "worthless" because it provides inaccurate results, what can be done to enable the DB to meet the needs of both Chapters and Departments?

The answer is really very simple; enable Chapters and Departments to have the ability to conduct the searches currently offered with the search identified as: "Membership List Searchable Database (Lastname, Firstname) (2+)" (see retrieval screen below).



First, this search report already exists, and secondly, it *provides correct answers* to all the query needs I have ever encountered from my activities at both the Chapter and DFL levels.

And since the query already exists, there would be very minimal implementation effort required, and *therefore little cost*.

But, it must be implemented with 2+ access at both the Chapter and Department levels to provide the needed information.

This says that Chapters and Departments will, through access to “Membership List Searchable Database (Lastname, Firstname) (2+),” have access to all of their records in the KWVA DB.

This query enabled me to very quickly say with certainty that the KWVA DB showed that CID169 increased its membership by 27 during Sonny’s tour! (And it also said that as of October 21, CID169 has added 62 new members since the beginning of Sonny’s tour of duty!)

We have often been told and there has been numerous such statements in Grabeards that questions like these should be referred to the Membership Records Management & Management Information System Supervisor, who then would do the retrieval and provide the information—by telephone!

By phone? Really? In an era when the real world demands responses in seconds! By phone? Is this how KWVA Chapter and Department Managers are to manage?

This concludes this discussion of what search and retrieval capabilities the KWVA DB now provides, and what should be done to better enable it to serve Chapter and Department needs to manage their operations.

Very simple. Enable both to have full access to “Membership List Searchable Database (Lastname, Firstname) (2+)!” And it should not cost one red cent.

#####

Chapters and Departments need email and snail mail capacity directly.

Email and snail mail capabilities are a special case of both DB query and system output.

For a number of years I had asked that email addresses be included with the information downloaded with Comma Separated Value (csv) output. About a year ago Mr. Doppelhammer added it, and it works very well.

For me. But, not likely for many others; because they may not know cs**v,** or how to use it and Excel.

Recently, Gmail has imposed mailing restrictions that all but make it impossible to send BCC emails with attachments to all Chapter, indeed all groups of recipients (I do not know what other email providers have done).

Hence, Chapters and Departments need the ability to go to the KWVA DB under their access code and password, and have a query that enables them to:

a) select their members who have email addresses and directly send them an email, with attachments, and
b) select their members who only have snail mail addresses and have the system provide output to their printer in Avery 8160 format so that they can directly print labels to snail mail correspondence, newsletters, etc.

Departments need a similar capability; they need to have the DB system enable them to select all Chapter Presidents in their State and directly send them an email, with attachments. Or to directly email all members in its state, again with attachments. And, they also need to be able to contact, for example, all Treasurers, or Secretaries in their State.

At present, I am able to download email addresses from the DB system in two ways.

The first is directly from a special “Email Addresses - Active FLORIDA Members with Email Addresses for MASS Emailing (3+)” that Jim provided me.

The second is as a csv download from a DB system retrieval.

The first requires me to know how to store the retrieved addresses on my computer prior to pasting into the BCC field of my email program (Gmail because it lets me send to up to 500 email addresses at one time).

The second also requires me to know how to store them, and on top of that to know how to download them via the csv procedure.

This is likely too complex for most Chapters. But they still need to be able to use, to come to rely on, the email addresses in the DB.

What is needed is first, the ability to select recipients from the DB and secondly, to directly send email to all those retrieved by the selection, with attachments.

Undoubtedly, there are numerous needs at the Association BoD level; one possibility that I could think of is for a member of the BoD to directly email those States or Chapters he is assigned to monitor Chapter compliance.

What would be ideal is for the KWVA DB System to provide the email capacity, rather than to need to extract the email addresses to my email program.

I don't know if this can be done, but giving each chapter its own email identity (something like tthiel@cid169.kwva.org/), and the capability for them to use it to send a message to all its members.

Operationally, an authorized user would go to the DB and conduct a specific search, for example, all members of a Chapter with Chapter retrieval access, or all Chapter Presidents with a Department retrieval, or all Chapter Presidents (or Treasurers, or whatever) with an Association retrieval.

These would automatically go into a DB System-related email program, the message would be added, as would an attachment, if appropriate. The email would then go onto the internet and delivered to the addressees.

I would think this ideal, but do not know whether it either doable or what it might cost.

#####

KWVA DB Output Forms Available to Chapters and Departments

Printed output

The KWVA DB System has only one printed output format available to users with all levels of system access, +1 to +3. This is generally adequate for printer output. An example of this for CID169 is shown below.

Mbr No	Member	Status/ Renewal/ [Joined]	Chapter/ Unit Served
A046482 Associate Member	**ASCH-PESKI, MARY** 2312 NACKMAN PL THE VILLAGES, FL 32162-3593 Ph: 352-259-4778 danielpeski@gmail.com	Active 3/4/2016 [3/4/2015]	**FL #169 - KWVA of Lake County**
LR43586 Life Member Regular	**BABCOCK, RAYMOND E.** 35 TEAKWOOD DR TIFFIN, OH 44883-1951 Ph: 352-602-9234 babcock49@gmail.com	Active LIFE [1/6/2012]	**FL #169 - KWVA of Lake County** 1st Mar Div K Co
R024207 Regular Member **(COC Subscriber)**	**BACK, WILLIAM E.** 1115 FOREST LN TAVARES, FL 32778-4528 Ph: 423-489-8011 BBack59@yahoo.com	Active 2/11/2016 [7/10/1998]	**FL #169 - KWVA of Lake County** 7 INFD 31 INF 2 BN G
R046836 Regular Member	**BARKOW, DAMON S.** 1769 ASHWOOD RUN THE VILLAGES, FL 32162-3112 Ph: 352-753-0234 damonbarkow@yahoo.com	Active 8/20/2016 [8/20/2015]	**FL #169 - KWVA of Lake County** USA 7th Inf Div 31st Bn Co B
GS24750 Gold Star (Parent or Spouse) **(COC Subscriber)**	**BECKER, CAROL M.** 17741 W APSHAWA RD CLERMONT, FL 34715-9299 Ph: 321-231-1465 carolmbecker33@gmail.com	Active GOLD STAR [10/21/1998]	**FL #169 - KWVA of Lake County** WIFE OF KIA/MIA
[illegible]	[illegible] Wik57@aol.com	[illegible]	
R046544 Regular Member	**WILSON, ELMER J.** 1855 N STUART RD MONTICELLO, IN 47960-4609 Ph: 352-408-9792 ewilson366@comcast.net	Active 3/30/2016 [3/30/2015]	**FL #169 - KWVA of Lake County** USA 2nd Div 9th Rgt Co D
R045142 Regular Member **(COC Subscriber)**	**ZENDER, RICHARD E. 'GENE'** 600 SPANISH MOSS DR WILDWOOD, FL 34785-5352 Ph: 352-748-0112 GeneZender@hotmail.com	Active 7/29/2016 [7/29/2013]	**FL #169 - KWVA of Lake County** USA Engineer Div 480 EA13
A044570 Associate Member	**ZETTLEMOYER, DOREEN M.** 113 BIG OAK LN WILDWOOD, FL 34785-9383 Ph: 352-748-0549 doreenmpeever@aol.com	Active 3/4/2016 [1/30/2013]	**FL #169 - KWVA of Lake County** Widow of KWV
R041226 Regular Member	**ZETTLEMOYER, RICHARD P.** 113 BIG OAK LN WILDWOOD, FL 34785-9383 Ph: 352-748-0549 Cell: 352-568-5329 doreenmpeever@aol.com	Active 7/7/2016 [7/7/2009]	**FL #169 - KWVA of Lake County** USA Med Detch 213th AAA PNG

Member Count this page: 109

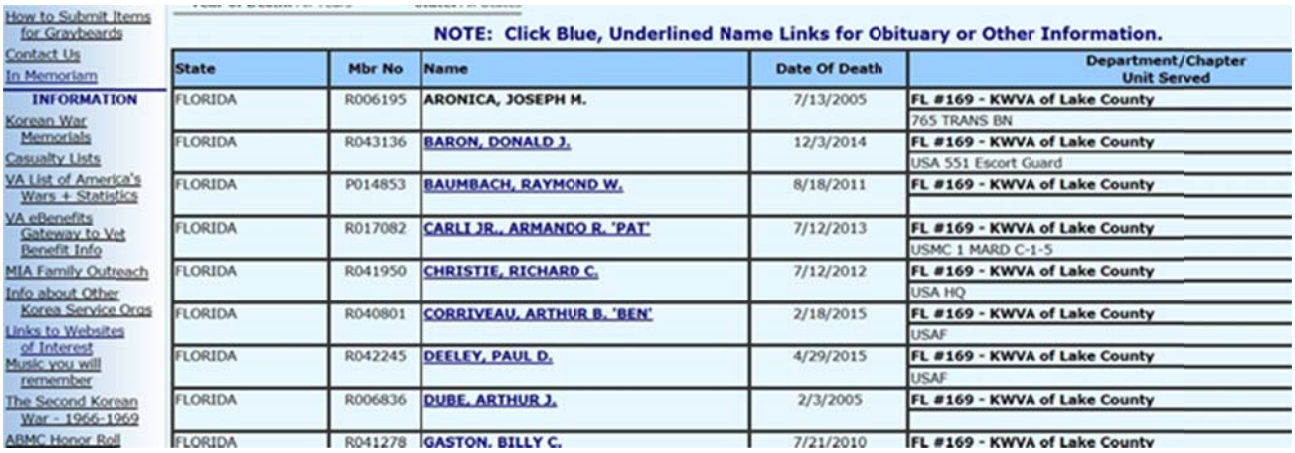
(Please note two of the members, Babcock near the beginning, and Wilson in the end snippet are from OH and IN; respectively. This illustrates what I meant in earlier sections about the Department search constraints (filters) causing inaccurate results.)

There are a myriad of report output formats Chapters and Departments need if they are to use the DB for managing their entities. Many examples come to mind.

Deceased Members Reports

One that both Chapters and Departments need is the capacity to retrieve and print their deceased members in a usable format. Normally this is simply, Name and Year of Death order.

The most useful format the DB System provides for this purpose is the one that is available from the non-secure part of www.kwva.org. This is the IN MEMORIUM option available from both the left and right side menus. A portion of this report for CID169 is shown below.



How to Submit Items for Graybeards
Contact Us
In Memoriam
INFORMATION
Korean War Memorials
Casualty Lists
VA List of America's Wars + Statistics
VA eBenefits Gateway to Vet Benefit Info
MIA Family Outreach
Info about Other Korea Service Orgs
Links to Websites of Interest
Music you will remember
The Second Korean War - 1966-1969
ARMC Honor Roll

NOTE: Click Blue, Underlined Name Links for Obituary or Other Information.

State	Mbr No	Name	Date Of Death	Department/Chapter Unit Served
FLORIDA	R006195	ARONICA, JOSEPH H.	7/13/2005	FL #169 - KWVA of Lake County
				765 TRANS BN
FLORIDA	R043136	BARON, DONALD J.	12/3/2014	FL #169 - KWVA of Lake County
				USA 551 Escort Guard
FLORIDA	P014853	BAUMBACH, RAYMOND W.	8/18/2011	FL #169 - KWVA of Lake County
FLORIDA	R017082	CARLI JR., ARMANDO R. 'PAT'	7/12/2013	FL #169 - KWVA of Lake County
				USMC 1 MARD C-1-5
FLORIDA	R041950	CHRISTIE, RICHARD C.	7/12/2012	FL #169 - KWVA of Lake County
				USA HQ
FLORIDA	R040801	CORRIVEAU, ARTHUR B. 'BEN'	2/18/2015	FL #169 - KWVA of Lake County
				USAF
FLORIDA	R042245	DEELEY, PAUL D.	4/29/2015	FL #169 - KWVA of Lake County
				USAF
FLORIDA	R006836	DUBE, ARTHUR J.	2/3/2005	FL #169 - KWVA of Lake County
FLORIDA	R041278	GASTON, BILLY C.	7/21/2010	FL #169 - KWVA of Lake County

However, while this output is satisfactory, it needs to be in order of the Date of Death. *So, this is a request to add a Date of Death sort capability to the IN MEMORIUM current report.*

Special Printed Output—an idea

Thirty-five years ago, before there was Access, Excel, even the personal computer, I wrote a program in Databus Language that enabled an analyst, in conjunction with the end user, to specify the fields that were to be printed from any data file on the Datapoint system.

Once this was done, the program then wrote a Databus program that the end user could then execute to print their reports. This greatly accelerated the process of getting information out of the computer in a format that the end user desired.

I do not know whether such a utility is available with Access. Operationally, it would execute as follows:

- I do a retrieval or query,
- the System would then ask me if I want the Standard or a Selective print output,
- I chose Selective,

- the System would then give me a list of field names from which I could check the ones I want (e.g., LNAME, FNAME, YJOIN, DDEATH, EMAIL, PHONE, etc.,
- The System would then provide a printed output containing those field names selected.

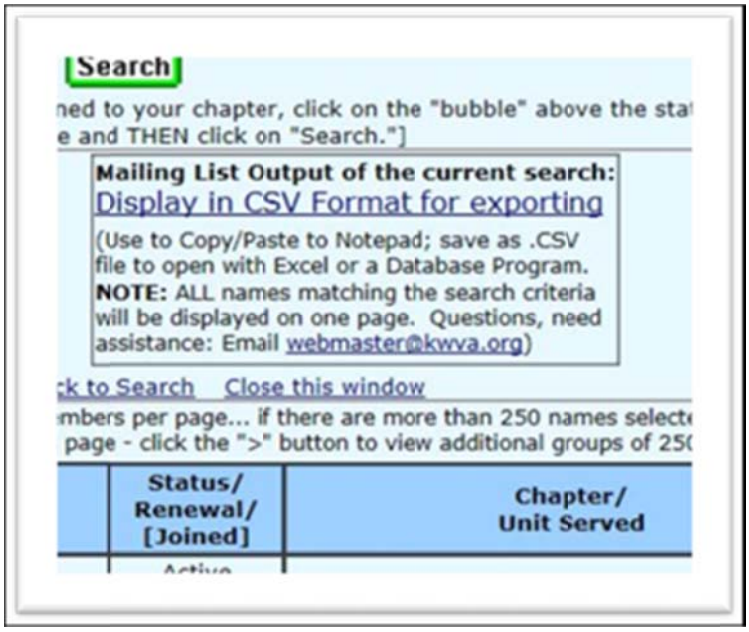
So much for theory, now I will turn my attention to the non-printed output.

System Output—Non-printed format

The KWVA DB System also provides a couple of non-printed output techniques: Comma Separated Value exporting and Windows Copy and Paste.

CSV Output: Comma Separated Values

There is another form of output that Mr. Doppelhammer added to the DB System some five or so years ago at my suggestion. It is named csv, or Comma Separated Value output.



Nearly all reports provide the option for "CSV Format for exporting," as is shown at left in the small box in the middle.

(Note that it is "exporting" in terms of what the DB System is doing, but it is "importing" from the perspective of the receiving computer.)

CSV is a powerful component of the DB System's output capacity because it allows the System user to instead of printing the report on their printer, to bring the data elements retrieved back (import or download) to the user's Personal Computer.

Once the downloaded information is saved on their computer, usually to an Excel file format, users can then rearrange, sort or reconfigure the downloaded information in whatever format they wish!

I will not address how this procedure works but want to say that once one understands how to do the procedure, it will take them less than one minute to execute.

This is a very powerful capability, but it requires another level of end user sophistication, they need to know Excel, and the benefits it offers.

I find CSV Downloading extremely useful, and use it often.

But I find it has one slight shortcoming; it does not include all the data elements on the printed form, plus dates of Korean service. This is a request that this feature be added.

Downloading with Windows Copy and Paste

There is still another way a user can obtain information in the KWVA DB System and download it to their personal computers. That is the Windows Copy and Paste Commands.

I use this procedure more often than both Printing and CSV together.

To obtain material from the DB System with this procedure, the user first executes a standard retrieval of any form. However, instead of printing it on their personal computer's printer, they instead highlight the portion of the displayed results they want and then execute the Copy command (Control +A to select followed by Control +c to copy to the clipboard).

This places the highlighted material in the Clipboard of the user's personal computer (hence executing a download operation from the DB computer to the user's computer).

The user then opens an application on their computer that will accept the material copied to the clipboard, and Pastes the downloaded material into an application (Control +V). Normally, I place the material I download in Excel because it is most easily rearranged as I wish.

An example of this process is one where I take the output from the retrieval "Dept/Chapter Searchable BRIEF Summary List w/Member Counts (1+)" and transform it into an Excel sheet that shows Chapter total membership by rank (below). (Note: all KWVA Active Chapters are converted; this just shows the top 10.)

This is not a procedure supported by the DB System, but it is a common way for one to capture information from any online system and move it on their own computer.

For a complete explanation on how to use Copy and Paste, please go to: http://cid169.kwva.org/ and select the brown "Manual" button on the left, and then click on the Copy and Paste link. Specific examples are provided.

#####

Rank	Total	CID	State	Chapter
1	168	299	Massachusetts	Korea Veterans of America
2	131	270	Texas	Sam Johnson
3	114	40	Minnesota	Minnesota #1
3	114	169	Florida	KWVA of Lake County
5	107	55	New York	Nassau County #1
6	102	63	New York	Western New York
7	102	168	Illinois	Quad Cities
8	102	321	Washington	Richard L. Quatier
9	99	66	New York	CPL Allan F. Kivlehan
10	99	251	Michigan	Saginaw-Frankenmuth

Chapter and Department Officers; Election Results.

Much has been made of providing Chapter and Department Officer and Board information (AKA Election Results) to Association in a timely manner. We have no quarrel with that.

But we do question the manner in which it is being obtained.

The Association asks us to provide the information with a) SPM FORM 4.7-3 Chapter Election Report to KWVA Membership Office, and b) SPM FORM 4.8-3 Department Election Report To KWVA Membership Office. (These forms are appended to this section.)

These create a fill-in form, which is a nice form for typing information; however, it has no value as a source of information that is useful to Departments and Chapters.

It is the equivalent of writing this information on paper, and then scanning! Agreed, it is a data entry PDF, but that is not data!

Chapters and Departments have a need to access and manage this information as well, and in this context, as well as from the Association's perspective, Chapter and Department officer information ought to be handled as data.

First of all, recording as data would provide a monstrous Association benefit; the computer can check, yes verify, the correctness of the information recorded on either of the two SPM Forms if they were recording it as data; as it is now done, that must be done by a human! You?

Chapters and Departments need the ability to access all Chapter officers, both in one full group, and by individual office, e.g., Presidents, Secretaries, Treasurers, BoD members, etc. For example, Departments may want to send a communication to all Secretaries, or Treasurers. Or, a Chapter Secretary may want to initiate dialog among all other Secretaries in their state, or for that matter nationwide. Why not?

Instead of capturing the data on a pdf form, it ought to be captured with online data entry to a similar form, but the data is captured and recorded as data.

The data would be a subset of the KWVA DB (a "relational File"). Actually, it would only tag that member's entry in the DB indicating that for example I am Chapter 169's Secretary. Then when Association wants to create a report of 169's BoD, or if Department might want to send a message to all secretaries in the state, or when CID169 wishes to obtain a list of its BoD to publish in the Scuttlebutt, they enter appropriate queries in a data retrieval form.

In an online entry format, one would only load the membership number of a person for a particular position. If the number is of a valid Active Status member, it would fill-in

the balance of the line (Name, email and phone) from the data in the DB. If the Member ID is not a valid Member Number (not paid, not eligible to serve in that position, etc.), then it would be rejected. (This assumes of course that everybody accepts the Bylaw's definition of Membership.)

While it would fill in the form, it would also complete an entry on the proposed Relational File saying that the individual associated with this Member Number is officer "x" Chapter so and so.

All the data on this form is now being maintained and provided by Departments and Chapters manually. This does not make sense when the data already exists in the Membership DB.

Why is this capability being requested? First of all to keep from manually maintaining it, however it may be done. It is needed often by Departments to better manage their Departments (for example arrange for a Chapter Secretary or Treasurer workshop). At present there is nothing available to provide this information.

And secondly, It is needed by Chapters to prepare lists of its officers and BoD for its members, and to encourage exchange of knowledge among Chapters.

Finally, I want to mention again that there is one monstrous Association benefit; the computer will check, yes verify, the correctness of the data submitted on these online Election Reports! As it is now done, that must be done manually!

#####

SPM FORM 4.7-3
Chapter Election Report to KWVA Membership Office

(A) Chapter election results
(B) Other officer status changes
(C) If a department exists, notify the department with a copy of this Election Report.

Position	Member No.	Name	Telephone Number	Email Address
President or Commander				
First Vice President or Commander				
Second Vice Pres. or Commander				
Secretary				
Treasurer				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Other				

Chapter Number (CID): _____ Election Term: ____1 yr ____2 yr

Time, day, location and address of chapter meetings:

_____

Chapter Mailing Address: _____ Email: _____

"I hereby certify that the above elected Officers are Regular Members in Good Standing of the KWVA, Inc., as well as their chapter."

Chapter Secretary _____ Date Submitted: _____ Date of Election: _____

SPM FORM 4.8-3
Department Election Report To KWVA Membership Office

- Department Election results
- Other officer status changes
- Notify all department chapters with a copy of this Election Report

Position	KWVA Member #	Name	Telephone Number	Email Address
President/ Commander				
First Vice President or Commander				
Second Vice Pres. or Commander				
Secretary				
Treasurer				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Other				
Other				

Department of: _____ Election Term: ____1 yr ____2 yr

Department Mailing Address: _____ Email: _____

"I hereby certify that the above elected Officers are Regular Members in Good Standing of the KWVA, Inc.

Department Secretary _____ Date Submitted: _____ Date of Election: _____

Publicity and Training

This section addresses what has been missing ever since the KWVA DB System was made available to Chapters and Departments.

It addresses: 1) making the Chapters and Departments properly aware of the System, and 2) providing needed DB System training.

Awareness, AKA Publicity

I am not sure when I first became aware of the DB system. But, I am sure that since then I have received absolutely no training on how to use it. I'm not aware of any effort by the Association to train Chapter of Department leaders.

I have been attending Department of Florida (DFL) Council and Annual Meetings since May 2007; the only training session provided at these meetings was one I presented at an Annual Member Meeting in Crystal River in 2012!

The only context the DB has been mentioned at these meetings has been in having Chapters ensure that they are compliant with some not well elucidated requirement that Chapters do not understand well. Normally, Mr. Feaster hands out printed reports to all Chapters present, which he uses to ask Chapters to research some problem and to get it corrected.

While I do believe most Chapters are aware of the KWVA DB, I know they do not know how to use it very well, if at all! And, not infrequently, they just shrug it off, and decide to hell with it!

On the publicity question, I thought that Graybeards might contain some significant insight. So, I searched 7,234 pages of Graybeards from 2000 to mid-2015 for several words.

"KWVA Database" was found 11 times, and "membership database" occurred 7 times in this near-fifteen year period.

None of the 18 combined references was in association with explaining how to use the System; most were buried in the Business Section of Graybeards, and addressed compliance. Mr. Feaster explained compliance requirements on pg. 14 of the May-June 2008 Graybeards; I do not recall ever seeing this article although I was using the System by then.

This is not really a very significant campaign to publicize the DB.

It may be that no one recognized the ability of the KWVA DB System to meet operational needs at either Chapter or Department levels. If true, then it is time to begin now to make it serve all KWVA entities.

It would be extremely beneficial to educate Chapters and Departments on how the system could help them better manage their specific information and improve their ability to communicate with their members. Major benefit would accrue, not to Chapters and Department, but to the Association because users would ensure information in KWVA DB is complete!

Training

In the above research on the KWVA DB System, I also looked for "training" in various configurations and combinations, e.g., KWVA Database Training-0 results; Database Training-0 results; database training-0 results; and simply "training" which yielded 982 results; none of these contained a relationship to the KWVA DB.

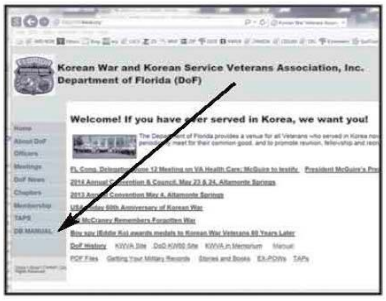
I looked for "user manual" which yielded one (1) result in the July - August 2014 Graybeards. This was an AD for my Association Membership Database (MDB) User Manual, that I had submitted to Mr. Sharp on my own. See right.

I am not certain how many Chapter and Department members who access the DB looked at this manual; I have received a spattering of feedback, all of whom said they found the online manual helpful.

Association Membership Database (MDB) User Manual Operational On DoF Website

An interactive User Manual giving precise detailed instructions on how Chapter and Department officials can better use the KWVA Association Membership DB (a.k.a. Master Database) is now operational by clicking on the bottom brown button on the left menu at the DoF website, www.dfl.kwva.org.

The site has five web pages, one for each chapter, and includes sections or chapters on the following: Cover, Introduction, Chapter Access to MDB, Department Access to MDB, Excel & CSV Output, and Copy & Paste Output. One additional page encompassing System Needs to make it more usable is planned. When completed it will be added to the site.



The site itself is open to everyone, but the Database requires a User Name and Password to access (a section on how to obtain a User Name and Password is covered in the page entitled Chapter Access).

All Chapter and Department officials are encouraged to use the Manual. Feedback at the above email is encouraged.

Tom J. Thiel, KWVA Department of Florida, DoF Secretary,
kwvathiel@gmail.com, 352-408-6612

I seem to remember Mr. Feaster referring to this user manual; but am unable to locate the specific reference, even with electronic searching.

A physical or printed training book could be of significant benefit.

Some reported printing my online manual. It was not prepared to serve as a printed manual, and I therefore do not think it reasonable to print it directly from the website.

But, it should be easily converted to a printed manual, I think. I might do that.

It would be good to have someone evaluate it first, but I know of no one who could do that (from a Chapter and/or Department view).

It would be extremely beneficial to train Chapters and Departments on how the KWVA DB system could help them better manage their specific information and to improve their ability to communicate with their members. Chapters and Department would, therefore, gain because they could use it better, but the major benefits would accrue to the Association!

######