

**Ohio Foreign Language Association  
Annual Meeting Report  
2009-2010**

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COMMITTEE/OFFICE: VP of Publications

**MAIN RESPONSIBILITIES:**

Coordinate the dissemination of information from OFLA to its members and other professional organizations in order to accomplish our mission in making foreign languages an essential part of every school's core curriculum.

Some Tasks:

- Serve as publisher of
  - the member newsletter (*The Cardinal*),
  - post official forms, and
  - other publications as needed (such as brochures, stationery, etc.)
- Update and maintain the OFLA website
- Communications:
  - Check email regularly and respond promptly to all communication.
  - Send email reminders about submission deadlines to Executive Board and other regular contributors and/or advertisers.
  - Acknowledge receipt of submissions.
  - Forward address change information (received from USPS) to Vice President for Membership

**SUMMARY:**

This year I have continued to teach myself about Adobe's InDesign more advanced features so that I might incorporate this knowledge into the Cardinal publications. I have produced the regular issues of the Cardinal in print and also in digital form for free download from our website.

I met with our website administrator once over the summer and learned the Joomla CMS (Content Management System). I then was able to maintain and update all of our webpages. In the fall our administrator opened FTP access to our website so that I am now able to upload our pdfs and other media items to our server with ease.

I worked with Teri Wiechart, our VP of Membership, to transfer all of our membership data to an online membership database. This provided us the opportunity to offer an online registration system to our membership that permitted the board and The Meeting Connection to do fast data queries. This space is presently being set up to offer our board members the opportunity to create blogs in order to keep our membership well informed of issues and events. I have connected this space to our main OFLA website.

Respectfully submitted by,  
Cheryl A. Johnson