

*Syracuse AIS/LDC
Report to AWSC
August 22, 2009*

AIS Center:

- *Added software to center pc(MS Office/QB Pro)*
- *Purchased bookcase for CAL*
- *Re-arranged file cabinets-space utilization*
- *Added prices to CAL display*
- *Filled Public Outreach Coordinators position*
- *New recorded phone message now directs callers to our website for meeting information*

Literature:

- *Controlling cost by depleting overstocked inventory*
- *Initiated new order form*
- *Set-up control sales procedure for volunteers*
- *Sales of CAL at "Days of Sharing"*
- *Visited Ma. LDC-role modeling*

Website:

- *Established new URL syracuseais.com/net/org*
- *Established Web Design/Content Committee*
- *Final design/content to be approved on August 24th*
- *Designed new on-line meeting schedule*

Public Outreach:

- *Established projects committee*
- *Committee designed packets to be assembled on August 24th*
- *Committee will distribute packets to local professionals in September*

*AIS Goals
2009*

- *Electronic Newsletter*
- *Email for CAL orders*
- *Computerized LDC-inventory, forms, reports*
- *Establish new website*
- *Visit every meeting in Districts 3,15,18,21,28*
- *Expand hours of operation at AIS Center*
- *Fill open Alateen Coordinators position*
- *Develop packet for distribution to professionals/groups*
- *Revise/update meeting schedule*
- *Purchase printer/fax/copier for AIS office use*