

Website Committee Annual Report – 2006-2007
Submitted: September 2007
www.cshp-nl.com

As in previous years, the website contents this year included:

- branch news, announcements and advertisements for branch events
- an advocacy section
- an archive of minutes and committee reports from past annual general meetings
- awards section – providing a description of branch awards and a listing of past winners
- membership information
- contact information for the branch executive and committee chairs
- newsletters section – with current and past issues of Branch Out and other Hospital Pharmacy newsletters from around the province available
- a section to download commonly used branch forms
- an online version of the branch manual

Other activities included : contacting members with announcements and information about branch activities through email and maintaining the email address book as updated monthly by CSHP national office.

The website had an average of 438 visits per month from October 2006 to August 2007.

Operating costs this past year include:

Service Provider Fee:

This fee is for the company that gives us space to post our material on to the website.

Cost: \$ 109.83 (from Readyhosting.com)

InterNicc Fee:

This is the fee for the lisencc of the website name www.cshp-nl.com for 2 years.

Cost : \$ 66.75 (from Network Solutions)

My role in maintaining the branch website will change for next year. CSHP National has hired a web administrator, Kirsty Phillips, to manage branch websites. She will take over the maintenance of our site. I will provide her with items that need to be posted to the web page. She will format these items and upload them to the site when we require it. I will still be responsible for email messages sent to Branch members.

Respectfully,

Dave Smith.

