

## VITA Update

It has been a very busy spring at VITA. Jing Kwok is taking over as the technical director effective May 1. John Ryneerson will continue to assist Jing during the transition. Jing is running his first VSO meeting with the May gathering.

As part of the transition, we have been working hard to update the tools that we use at VITA. We are converting to online tools and moving data to the cloud to provide us better access to our data and more effective tools to manage the organization. Everything from accounting to website content management are in the process of converting.

This update covers:

1. VITA Workspace by Kavi for VSO projects
2. Membership management tools
3. VITA online store
4. Email lists
5. Event registration
6. Individual website access

### VITA Workspace by Kavi

The VITA Standards Organization (VSO) arm of VITA has managed the process of VITA standards development through a set of very effective tools that John Ryneerson has constructed over the years. Many of these tools were sufficient when only a handful of specifications existed, but over the years the list has grown beyond 80 specifications. That means a lot of management of new and approved standards is required. Fortunately for us, we are not the only standards organization with this problem. Web-based collaboration tools for standards development organizations now exist that make the entire process easier to manage and more collaborative. We have selected Kavi Workspace as a collaboration tool to address our needs. Our instance of this tool is referred to as VITA Workspace. With this new tool will be new capabilities to collaborate more effectively than ever before. John and Jing Kwok have been loading the workspace with documentation and users.

The Kavi tool lets us distinguish between active participants and observers. We initially have a limited number of participant licenses available, but the number of observers is not limited. VITA members who are signed up for one or more VSO working groups will be sent a login and password on May 8 so that they may access the VITA Workspace. Please take a few minutes to set up your personal workspace to meet your needs. The first round of training for Kavi will be held at the May VSO meeting. If you are not able to attend, please try to join the on-line meeting session.

VITA Workspace will improve our communications, document storage, action items logging and tracking, balloting, and the commenting process. It will make the entire process easier for the working group chairs to manage. As we get comfortable with the tools, we will be expanding the capabilities to further improve our efficiency. We look forward to everyone's support as we bring this new workspace online.

### Membership Management

A new VITA website implemented with a membership and content management online tool is under construction. A soft rollout is underway with new functionality from this tool being added to the current

VITA website. Most of the content stays the same but we will now be using this tool for the website content, membership management, event registration, and “members only” access that is not part of the VITA Workspace. The full rollout is expected in June.

Features being added to the current website during the soft rollout include:

1. Member directory directly tied to membership status. We also have the ability to include company logos and a short description.
2. Members will be able to join or renew their memberships on-line.
3. Event registration that makes the process easier for registering for VSO meetings and other VITA functions. Fees may be paid online with credit cards or PayPal. Events can be easily downloaded to your calendar.

This membership management tool will make it much easier for us to keep contacts current, improve our information flow, and address other issues that have challenged us over the years. The website will be undergoing several other improvements and feature enhancements in the upcoming months.

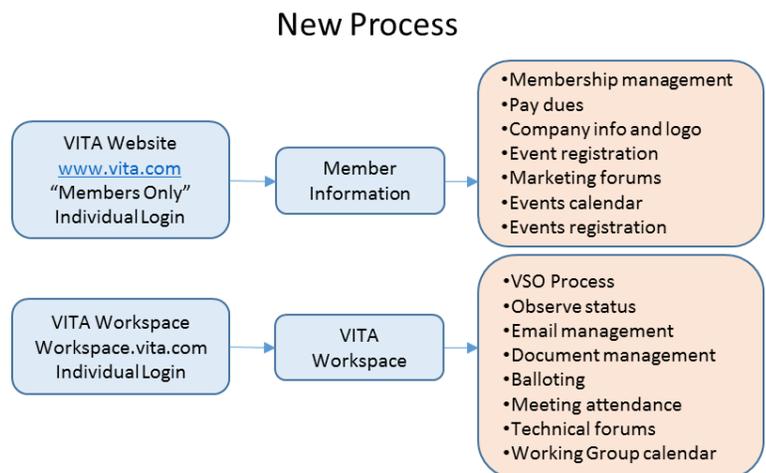
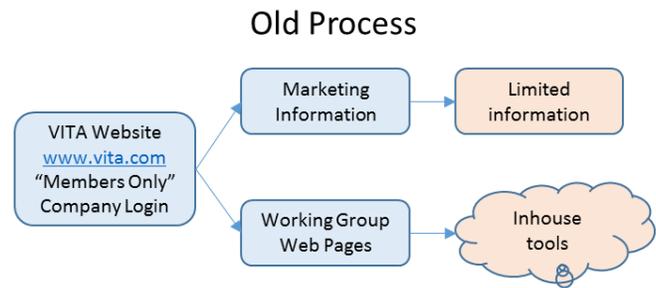
### VITA Online Store

You may have noticed the new online store that enables the immediate download of specifications when ordering. We have totally eliminated CD distribution of specifications. We have already noticed a significant savings in time and improved response to customers. Members should remember that you can go directly to the “Members Only” section of the VITA website to download copies of approved specifications for “Internal Use Only.” Please respect our distribution policy by encouraging non-VITA members to purchase specifications from the VITA Store.

### Individual Access

The greatest impact to members will be the new individual access to the VITA Workspace and the “Members Only” section of the VITA website. The current company access will continue to work with the existing website but that will change in June to individual access requiring new IDs and passwords. Access will be on an individual basis rather than as a company. However, each member company must assign an administrator to manage who within the company has access to the VITA Workspace and “Members Only” section of the website. More on this process will be communicated in the coming weeks.

We eventually hope to make one ID and password grant access to both the VITA website “Members Only” section and the VITA Workspace.



## Email Lists

Over the years VITA has used a number of different methods for managing email lists. All of them have been labor intensive and always out of date. Most recently the VSO has been using GroupSpaces to manage email lists for all of the working groups. Going forward the VITA Workspace will use the Kavi tools to manage email lists for the VSO. Both will remain active for a short period of time as we get everyone moved and trained on the new process.

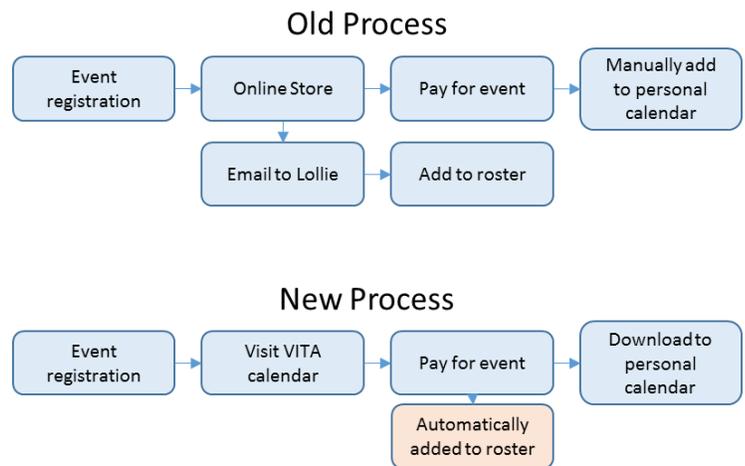
Membership contacts have been in a Filemaker database. Marketing contacts have been maintained in a separate Excel spreadsheet. The new membership management tools will allow each member company to assign an administrator who will maintain the contacts for each of their companies. The burden of keeping the contacts current will fall on each of the member companies. For some of you, this will be easy. For others, it might mean a bit of housekeeping. I will be directly contacting each company to help you through this process as it is very important to have the right member contacts with access.

VITA policy is to NOT make any email lists publicly available. The new tools will allow members to contact each other as necessary but VITA holds all contact information as private and off limits to solicitations.

## Calendars and Event Registration

With our new tools, there will now be two calendar locations. The primary event calendar is on the VITA website. The secondary calendar is for VSO use to schedule working group meetings that do not require registration.

The primary calendar will make event registration much easier. Events that accept registrations will be enabled to allow an attendee to select the event, complete the online registration, make an online payment, and then download the event automatically to your personal calendar.



## Summary

The current VITA website with its member companywide “Members Only” access will continue to operate during the transition to the new individual access membership management website. VSO participants will be invited to join the VITA Workspace.

Many other improvements are on the drawing board. I will be reaching out to each individual member company to gather your inputs. I look forward to hearing from everyone as we work as a team to make VITA the best organization possible. Please feel free to contact me directly if you have concerns, suggestions, or questions. Unless I am on my bike, I will be happy to talk with you!

Jerry Gipper  
VITA Executive Director

