

WPRA Email Communication Protocol

- The WPRA Office will distribute in a timely fashion needed updates that cannot wait for posting in the monthly newsletter. These emails will usually be in reference to needed Legislative Alerts or time sensitive announcements that cannot wait for posting in the monthly newsletter.
- Section and Regional email lists should not be used for promoting agency events and/or announcements...this should be sent to sthompson@wpraweb.org for inclusion in the online newsletter only.
- Do not share Section or Regional email base with other members or non-members. The email database is only for Section Chairs or Regional Representatives to distribute appropriate Section and/or Regional meeting material.
- Section and Regional meeting agendas and changes to meeting locations/dates/times should be forwarded to sthompson@wpraweb.org for posting on the website.
- Section and Regional Meeting Minutes should be forwarded to sthompson@wpraweb.org for posting on the state association website.
- Every attempt should be made to minimize the number of emails that are distributed to both Section and Regional members so that members do not feel inundated with state association related announcements. Again, items that can be posted in the monthly newsletter should be the means of posting and distributing information whenever possible.