

Publications Committee Minutes Monday November 7, 2022

Committee Members Present: Suzanne Eggleston; Chair, Hilary Newell, Carolyn Braun, Laurie Englebeck

Meeting was called to order at 2:12 pm by Chair Suzanne Eggleston.

- Laurie reported no major problems with the layout of November's issue. She indicated she would like to write up a tip sheet to use with Robly
- Still looking for a photo editor. We also discussed the necessity of finding new members, as Suzanne and Hilary are ready to become 'at-large' members and pass along some responsibilities. Recruitment can happen at new-comers cocktail parties, in the Kala Pointer, and one-on-one.
- Suzanne is sending APPs around to all Pub committee members to ask for changes and updates regarding board oversight and other procedures
- It was noted that emails coming from KPOA/Admin/Keith are not consistent because there are several email lists. Email lists can be managed through Robly. Hilary will contact Keith/Felice to see about streamlining this so all members can get the same information.
- We discussed changing the meeting location back to the Admin building.

December Duties

Layout Editor: Hilary

Initial Copyeditors: Suzanne and Laurie

Margaret will continue to monitor emails and put them in appropriate Dropbox folders

Proofreaders: Carolyn and Margaret

Deadline for Submissions: Saturday November 19

Meeting adjourned at 3 pm

Next meeting Monday December 5, 2 p.m.

Respectfully submitted,

Hilary Newell, secretary