

# 2017-Aug-22 Editorial Subc'ttee Report

Submitted to: Publications and Communications

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## Subcommittee Purpose and Scope

The Editorial Subcommittee in its current form was created in March, 2017, to support the work of the CYM Editor. Since that was the first time a single contractor had been responsible for

- publishing The Canadian Friend,
- daily management of Quaker.ca, and
- advising on communications strategy and redesign,

the Editorial Subcommittee's scope expanded to include all of those areas. We support the Editor in prioritizing among the three work areas.

Our current expectation is that the Editor will publish two blog posts per month on Quaker.ca, and publish three editions of The Canadian Friend per 12-month period.

Members currently include Chris Hitchcock, Mary Conchelos, Catherine Novak, Mylène DiPenta, and Wesley Glebe (liaison from Education and Outreach).

## Frequency of Meetings

We had previously been meeting on an ad-hoc basis as required by the Editor, but our conflicting schedules meant it was too difficult to organize a meeting quickly when needed by the Editor. We plan to plan in advance for 3-4 meetings in the coming year, with a meeting scheduled just before each issue of TCF goes to layout.

## Editorial Liaison

We designated one person from the committee to be liaison to the editor. This person may meet with the Editor more frequently or be available to answer routine questions, facilitate information-finding, and discerning when to report back to the Editorial Subcommittee. The Editorial Liaison is currently Mylène.

## Editorial Guidelines and Publishing Permissions for Quaker.ca

Previously, many people had access to post material on the front page of Quaker.ca, and as a consequence, the style and content was inconsistent. We have now notified those who have access that all material for the front page of Quaker.ca should be submitted to Reykia, who will edit for consistency and discern what should be posted when.

## Outstanding Questions

Some questions that we will follow up on when the incoming editor begins include

- How do people get on the list to receive print copies of TCF?

- Do Monthly Meetings and other worshipping groups automatically receive print copies of TCF?
- How is the contact information maintained?
- What are the guidelines for accepting ads in TCF – are ads ever declined?