

2018-01-07 Editorial Subc'ttee Report

Submitted to: Publications and Communications

Compiled by: Mylène DiPenta

The Editorial Subcommittee continues to meet regularly and support Tim's work. Tim has been responding to a wide variety of requests to update website content. The Subcommittee is continuing to improve our processes, including documentation of technical solutions, creating style guides, and refining processes such as how videos of yearly events are stored and published.

Contract Name

P&C asked us to consider a name for the contract Tim holds that clearly reflects the many tasks it includes: website updating, video format troubleshooting, production of The Canadian Friend, social media curation, advising on questions of who has access to which parts of our communications infrastructure, etc. ***Would one of these titles be suitable?***

- Communications officer
- Communications co-ordinator
- Communications specialist
- Coordinator of media services
- Media co-ordinator
- Media specialist

Who Should Administer Youth Website?

Some YF/YAFs have contacted Tim about posting to the subsite quaker.ca/youth. ***Can we turn over control of who has permission to edit to the YF/YAFs themselves?***

The Canadian Friend

Tim expects to be working on layout this month. He has coordinated with Kerry and Program Committee for a Feb 5 due date to send CYM materials to the printhouse.

Tim plans to follow up with print houses in Ottawa that CYM has used in the past. CQLS has agreed to send all materials to the same print house.

After investigating with Manuela, Reykia, Anne Marie Ziliacus, and others, no one seems to have a record of TCF ever charging for "ad" space for bodies affiliated with CYM. ***We propose to lay down the "internal" ad rate***, as any material submitted by a CYM body will be treated as editorial content.