

Production Coordinator Board Report

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December 11, 2013

To the board, staff and members,

Herein is a summary of the work and initiatives that myself and other staff have been involved in since the last meeting.

Production

Production of the print paper is now finished for the year and everyone has gotten into the weekly groove. Over the last few issue I have been communicating more with the visual team and we are working on assessing problems and solutions. Over the publishing break I will be taking my time to focus more on refining the website and styles as well as making minor tweaks to the print style and consolidate those changes into new templates.

Campaigns

During December we are running a photo contest aimed at student travel in an effort to peak interest of potential new contributors as well as expand our reach. Production is also working with the Promo Coordinator to prepare new swag for the coming spring semester's student promo and outreach with new stickers, bookmarks and shirts.

Web

We have chosen to keep our Web Specialist on for the break to address some bug fixes and new feature development. We are also looking into integrating our archive site content with the current site in an effort to centralize all of our content and reduce and cost that come with keeping two websites active.

Office

The office is getting organized! With some time to reassess we are looking into some options for company organization using Producteev to schedule and track tasks and projects. I will also be making a full inventory and catalogue of office equipment in an effort to keep better record of sign-out and hopefully reduce rental confusion/loss/damage etc.

Movie Night

We had great response to our themed film day over reading week and will be having another on December 12.