

# Production Coordinator Board Report

**William Workman**

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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 is going smoothly. Everyone is in the groove and with the help of the Junior Designer (Kaitlyn Rosenburg) we have been finishing layout much sooner. The Jr. Designer and myself with input from the EIC and Copy Editor (Katlyn Goeujon-Mackness) we have refined our style more and more over the course of each issue.

## **Campaigns**

Poster promotion continues. As we head into March we have a full plan for poster runs, from Opinions to themed issue teases. We are also currently running a Speaker Series and Tea-With-an-Editor campaigns that have been successful at bringing in new people.

## **Web**

Website progress has been good, however we are currently attempting to sort out connection issues due to CPU caps, all of which plague our production upload work. We are looking into it as well as alternatives to our current webhost as I have been advised by our Web Media Specialist (Jeremy Vernon) that it may be time to move to a more stable and well-equipped host who deals with larger clients.

## **Video**

Thanks to the Video Co-ordinator (Hugo Wong) the video team has been putting out fantastic work: weekly previews, campus profiles, and election coverage. His work with the volunteers has been exemplary and the video department has been made stronger for it.

## **Equipment**

As the year has progressed we have been making notes as to what equipment needs we may have in the coming volume and what repairs, upgrades or replacements may need to be made. While most of our equipment is in good working order there are a few more technically demanding jobs, such as photo and video editing that will require newer or upgraded equipment. As well, there is also a need to sort out the type of hardware and software we will be moving towards using in the future. It is my plan to discuss all of these needs and bring them forward closer to the SAGM and the coming budget.