

PRODUCTION CO-ORDINATOR

Board report — September 26, 2014

William Workman

To the board, staff and members,

Herein is a summary of the work and initiatives that myself and other staff have been involved in in the recent weeks.

Production

Papers are rolling out on schedule. We have had eight issues hit stands since we started and that is fantastic. Admittedly production has been a slow process so far but we are hoping that the added staff will now alleviate the large amount of edits the EIC will have to make, speeding things up.

I have been in contact with our print reps at International Web Express and they are in the process of testing new equipment to improve dots and colour. So far it's been great. They have also be putting more strict quality control procedures that have made me very happy to talk with them about.

Finally, now that September and ads and pickup have leveled off we have decreased our print run to 5,000 copies a week to cut down on waste and cost.

Hiring

After a long application process and week of interviews we have finally found a new team for the coming volume. It has been an exciting and trying experience but after much deliberation we have 10 hire candidates who have accepted positions. Due to budget concerns we are currently waiting on a couple staff members to be allocated work study hours which will determine how we proceed. Also, due to a lack of applicants we have decided to keep hiring open for the Production Assistant and Web Administrator positions until we can find candidates or an alternative structure.

Web

The website has been holding up. Things seem to be running smoothly and we have been trying a new web ad model. Due to the income from Free Media inserted ads being rather low we have moved our Web Ad sales in-house and are hoping to work more closely to develop an online ad plan for the future as we move to a more web focused product. With that I would like to recommend that current a future staff begin to research to develop a plan for the future of our web ad sales.

Also, due to our current lack of Web Administrator I will continue to fulfil their duties and look into finding contract-based development of the website using the position's unused hours.

Goals

We are now in the thick of it. We have a staff and weekly papers coming without halt and although this leaves little time to expand on our duties I am hoping to take some time out each day to work more closely with our new editors and production staff.

Over the course of the volume, as it will be my final term as Production Co-Ordinator I will be looking to produce an exhaustive transition report for the incoming proco as well as the board. It is my goal to ensure the continued success of paper on all platforms and part of that will be a comprehensive look at the production process and management.