

ACS Virginia Section Publications Committee Report

Executive Committee Meeting Date and Location: January 20, 2018, Virginia Commonwealth University, Richmond

Submitted by (Chair): James D. Beck

Committee Description/Charge as related to Strategic Plan: The Publications Committee provides information to the members of the Section and to the general public on the Section and its programs and activities. The primary vehicle for dissemination of information is *The Bulletin* of the Virginia Section, a newsletter that is published nine times a year and is posted on the Section's website.

Committee Chair and Members: James D. Beck, Committee Chair and Editor of *The Bulletin*; Will H. Lewis, Jr., Publisher of *The Bulletin*; Ann M. Sullivan, Section Webmaster

Committee Meetings: The Committee did not had any formal meetings in 2017, however, there were numerous informal discussions among committee members and some work sessions for preparing copies of *The Bulletin* for mailing.

Completed To-Date Committee Activities:

Activity 1: Prepared, posted, and mailed nine issues of *The Bulletin*, a total of 127 pages.

Dates: January, 2017 - December, 2017

Relationship to Strategic Plan/Committee Charge: Directly connected to the mission of the Section and to the charge for the Publications Committee. Closely tied to Section goals 1, 2, 3, and 4.

Participants Served: Section members and the general public

Items purchased and cost: Printing (\$ 514.50), postage (\$ 229.60), envelope tabs (\$ 80.63); for a total of \$ 824.73, included in the 2017 Section budget.

Activity 2: Provided email notification to members of Section meetings and of the posting of *The Bulletin* on the Section website.

Dates: January, 2017 - December, 2017

Relationship to Strategic Plan/Committee Charge: Directly connected to the mission of the Section and to the charge for the Publications Committee. Closely tied to Section goals 1, 2, 3, and 4.

Participants Served: Section members

Items purchased and cost: Email service (*Constant Contact*, \$ 378.00), included in the 2017 Section budget.

Proposed/On-Going Committee Activities:

Activity 1: Prepare, post, and mail nine issues of *The Bulletin* during 2018.

Tentative Dates: January, February, March, April, July, September, October, November, December, 2018

Relationship to Strategic Plan/Committee Charge: Directly connected to the mission of the Section and to the charge for the Publications Committee. Closely tied to Section goals 1, 2, 3, and 4.

Proposed budget need: Printing (\$ 600), postage (\$ 300), mailing supplies (\$ 100), for a total of \$ 1,000, to be included in the 2018 Section budget.

Activity 2: Provide email notification to members of Section meetings and of the posting of *The Bulletin* on the Section website .

Tentative Dates: January, February, March, April, July, September, October, November, December, 2018

Relationship to Strategic Plan/Committee Charge: Directly connected to the mission of the Section and to the charge for the Publications Committee. Closely tied to Section goals 1, 2, 3, and 4.

Proposed budget need: Email services (Constant Contact) - \$ 400, to be included in the 2018 Section budget.

ACKNOWLEDGEMENTS

The Publications Committee expresses sincere thanks to everyone who provided information and assistance with the preparation of the 2017 issues of *The Bulletin*. Special thanks to the meeting hosts: **Dorothy Eseonu, Raymond Dominey, Kathleen Sink Spangler, James Demas, Scott Gronert, Peter Ruiz-Haas, and Janet Asper**. And to these persons who provided material for *The Bulletin*: **Colleen Taylor, Kathleen Spangler, Stephanie Mabry, Denise Walters, Joseph Pompano, Heather Lourenco, Ann Sullivan, Kathryn Diebler, Hyacinthe Yarabe, Joseph Crockett, Kristine Smetana, Cynthia Knight, LaChelle Waller, Rob Davidson, Amrie Grammar, Kearney Foss, Linette Watkins, Jeremy Garritano, Mike Hunnicutt, John Thoburn, Brandi Ford, Amanda Mallory, Yezdi Pithawalla, Rhea Miller, and Larry White**. We also appreciate the excellent work by **James River Printing**, the assistance of **Thad Hannel**, and the hours of proofreading by **Gale Beck**. And an extra special thank you to **Ann Sullivan** for posting the *Bulletin* material on the Section website and for maintaining the email list for high school teachers.