

ACS Virginia Section Publications Committee Report

Executive Committee Meeting Date and Location: May 12, 2018 at Reynolds Community College, 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 has not had any formal meetings in 2018, however, there have been 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 the January, February, March, and April, 2018 issues of *The Bulletin* - four issues for a total of 52 pages.

Dates: December, 2017 - April, 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.

Participants Served: Section members and the general public

Items purchased and cost if from budget: Printing (\$ 232.00), postage (\$ 141.00) for a total of \$ 373.00, included in the 2018 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 - April, 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.

Participants Served: Section members

Items purchased and cost if from budget: None

Proposed/On-Going Committee Activities:

Activity 1: Prepare, post, and mail the Summer, September, October, November, and December, 2018 issues of *The Bulletin*.

Tentative Dates: 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 (\$ 290), postage (\$ 160), mailing labels and seals (\$ 50) for a total of \$ 500, included in the 2017 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: 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) - \$360, included in the 2018 Section budget.

Acknowledgements: The Publications Committee thanks the meeting hosts, the committee chairs, and all others who submitted materials for the 2018 issues of **The Bulletin**. Special thanks to Section Chair **Kathleen Spangler**, Chair-Elect **Joe Pompano**, and Webmaster **Ann Sullivan**.