

Publications - Communications Program
Board meeting: October 14, 2022

Nancy Wilson, publications director

Program Highlights

- Reprinted Abner Sprague's *My Pioneer Life* – reformatted/proofing/new printer
- 2021 Annual Report completed, designed and posted on website
- Summer *Quarterly* developed, printed and delivered to members/donors
- Managed Facebook and Instagram social media program for Conservancy

Recent Accomplishments and Current Activities

- Autumn *Quarterly* in development
- Annual appeal envelopes designed and printed in advance
- Annual appeal letter edited and sent to print
- Collaborated with Holiday Gathering planning – invitation printing/event management
- Oriented and managed rotation of Education Fellows into social media program
- Website updated: Employment postings, staffing updates, partner logo edits, volunteer days edits
- Conservancy logo program management through LLBean
- Business cards, membership forms, social media event posts managed
- Employment ads designed for local newspapers, for admin/retail/warehouse/membership/FI

Upcoming Activities and Projects

- Winter *Quarterly* in development
- Annual Fundraising Campaign: appeal letter editing, version 2 for *Quarterly* edited, printer interface
- Extracted Smugmug photos to upload into new photo program
- New Conservancy Fellows to integrate into social media program
- Website product editing process update - ongoing

Challenges and Opportunities

Program Financials

- No issues