



Publication Director 2019-2020
Fall Semester Progress Report

Summer 2019:

- Attended position transition meetings
- Attended APSA Summer Retreat
- Wrote Councillor Biography
- Met with PQ Editors to plan September PQ issue
 - Organized APSA council member articles to be written and published
- Organized Publications Committee data storage
- Attend and assist in the Class of 2023 Orientation

Fall Semester 2019:

- Organized and lead multiple Publications Committee Meetings
 - Planning of September, November, and January issues of the magazine
- Publish and distribute PQ+2 Magazines to the MSB PBL rooms
 - Graphic design and content editing for the PQ issues
- Finalized CU (advertising agency) contracts for funding the 2020 yearbook
- Finalized Friesen's contract and payment for 2019 yearbook
- Adjusted yearbook pricing on the APSA website with the IT Director
- Collaborated with the Social Media Officer to advertise PQ+2 and publish copies of the issues online
- Met with VP Finance to plan 2020 Yearbook budget and sales

Ongoing:

- Management of yearbook pick up and delivery (Class of 2019)
- Negotiation of Class of 2020 Friesen's Contract - Yearbook Manufacturer's
- Attending biweekly general council meetings
- Attending weekly office hours - Monday 8am
- Documentation of yearbook sales for upcoming years

Winter 2020:

- Sell 2020 yearbooks in collaboration with Grad Committee
- Sell yearbooks of past years at discounted cost to clear out storage room
- Pre-sell future yearbooks to Classes of 2021 to 2023
- Plan and publish additional issues PQ+2 magazine with the Publications Committee