

## ***May***

- Transition meeting with 2022/2023 Publications Director (Alison Cheung)
- Conducted orientations for:
  - PQ+2 editors
  - 2024 Yearbook Editors

## ***June***

- PQ+2 meeting for September 2023 issue
  - Selection of article topics (consensus)
  - Delegation of roles
- CU Media meeting
  - Introduction to the company
  - Discussion of agreement
  - Signing of contract with CU Media for 2024 yearbooks
- Yearbook editor meeting for 2024 yearbooks
  - Reviewed formatting requirements
  - Reviewed timelines and finalized tentative deadline

## ***July***

- Conducted photographer orientation:
  - Reviewed expectations
  - Organized signup sheet for events
- Meeting with 2021 Publications Director (Saad Malik) - discussed retrieval plans for 2023 yearbooks

## ***August***

- Budget submission, including PQ+2, yearbooks, and photographers
- Follow-up PQ+2 meeting for September 2023 issue
  - Reviewed draft
  - Reviewed outstanding tasks

## ***September***

- Published September 2023 issue of PQ+2
- PQ+2 meeting for December 2023 issue
  - Selection of article topics (consensus)
  - Delegation of roles
- Updated event signup sheet for photographers
- Finalizing and signing of CU Media letter to be sent to advertisers

## ***October***

- Updated event signup sheet for photographers

## ***November***

- Coordination of sponsorship details with Neighbourly Pharmacy
- Meeting with Neighbourly to discuss specifics of sponsorship for PQ+2
- Follow-up PQ+2 meeting for December 2023 issue
  - Reviewed draft
  - Reviewed outstanding tasks
- Updated event signup sheet for photographers

## ***December***

- Published December 2023 issue of PQ+2

In addition to the above I write/design articles for PQ+2 and participate in APSA General Council meetings.