

2006 BikeAlameda Newsletter Schedule and Jobs

**Newsletter Schedule**

	Meeting Date (last thurs of previous month) 8PM	Article Due to editor(3 <sup>rd</sup> Fri)	Edited articles due to final edit (4 <sup>th</sup> Fri)	Graphic layout (4 <sup>th</sup> /5 <sup>th</sup> Mon)	Assembly Date (next Monday)	
Spring 2007	Jan 25, 2007	2/16/07	2/23/07	2/26/07	3/5/06	BTWD
Summer 2007	May 3	May 18	May 25	May 29	6/4/2007	Summer
Fall 2007 (sep,oct,nov)	July 26	Aug 17	Aug 24	Aug 27	Sept 3	Back to school
Winter 2008 (Dec,Jan,Feb)	Nov1	Nov 23	Nov 30	Dec 3	Dec 10	Holiday, rain
Spring 2008 (Mar,Apr,May)	Jan 24,2008	Feb 15	Feb 22	Feb 25	Mar 3	
Summer 2008 (Jun, Jul, Aug)						

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**Newsletter Jobs**

<b>Task</b>	<b>Volunteer</b>
Create newsletter schedule	Anne
Call meeting/ remind team members	Anne
Run newsletter team meeting	Lucy?
Create and distribute meeting minutes with assignments	Lucy?
Followup with writers, photographers and editors	Anne
Edit individual articles	Anne/Gianna
Assemble edited articles in one document for copy editor	Anne
Copy edit of entire document	Shelley
Email edited document and photos to Graphics	Coordinator
Create newsletter	Dan
Edit final newsletter before printing	Anne, Ricardo, Gianna
Send newsletter to Word Factory (@Encinal) for printing	Dan
Setup newsletter assembly party	Anne
Pickup printed newsletters	Lucy
Printout labels of members, comp	Ricardo, Lucy
Highlight expiring members	Newsletter party
Verify supplies including approx 200 stamps (\$.41)	Anne
Assembly: fold, stamp, staple, label	Newsletter party
Mail the newsletters	
Distribute color copies to bike shops	Gianna

Current Team:

Biography writers: Vincent and Francis Arcellana-Politzer

Editor: Anne Prowell

Copy Editor: Shelley Reed

Advocacy news: Lucy Gigli

Distribution of Color copies to bike shops:Gianna

Writers: Anne Prowell, Gianna Lear, Connie Branson

Photos: Susan Decker, Ricardo Pedevilla