REGION 6 ASSEMBLY
COMMITTEE SUMMARY REPORT

Date of meeting: September 21, 2024

This report must be completed and given to the R6 Secretary by the close of the Assembly. In addition to specifying the committee's goals and action plans, this summary will guide the committee at its next meeting. Please attach the list of committee members to this summary.

Committee Name: Web and Publications
Committee Chair: Karen S.   **Committee Secretary:** Susan P.

Issues discussed during meeting:
Election of Chair and Secretary
Introduction and review of the Messenger and Guidelines
From previous meeting: Having a virtual place to store documents, such as the Resources of the Month and the template for the newsletter. Michael advised that it being arranged.

Decisions made:
Karen continues as Chair
Susan is secretary

Goals / Actions which will be completed by the next assembly:
Add link to calendar to the Messenger
Forum – none for October, Michael will get Flyer for November
Add deadline for submissions for next Messenger
Deadline for submissions by the 1st of previous month. i.e. For November issue submissions to be received by October 1st. Newsletter to translation committee by October 15th.
Send to translation by 15th of prior month

Assignments and deadlines:
Susan will provide Assembly article for October issue by Monday September 23, 2024, to be forwarded for translation.
For November issue:
        A sampling of the writing exercise from this Assembly will be included
        Annie will write the lead story (Convention or Newcomer to assembly/Web & Pub committee)
        Susan will do article for WSO section
        Diana will do article for R6 section
        Karen will create the November version on Constant Contact
Next meeting October 1st, 2024, at 5:30