

2013 Calendar Committee Annual Report

May 2013

Committee Members: Brad Krick (chair), Sara Battiest, Mary Sue Dates, Gary Newman

The 2013 Staff Calendar was printed and distributed by early February 2013. The final template was submitted to Printing Services around January 7.

The committee has added a January month for the next year on the calendar because we anticipate a proofing delay. This delay is due to proofing the list of reps and alts. Proofing took longer than normal this year and we had an additional delay due to the January soft closure week. Printing Services was apparently not any more backed up with projects than usual this year, but our later submission put us further behind in their queue.

Things for the 2014 Calendar Committee to consider:

- 1) Timeline changes: Should the Calendar Committee ask for changes to the Elections schedule? Similarly, are there things that we can do to get the finished product out faster? The current time between ratifying elections and the Dec break does not leave us much time to finish proofing and submit the calendar.
 - a. In particular, including the list of Reps & Alts means that we can't finalize the calendar until elections are finished. If there is any delay at that point (verifying reps/alts, final proofing, soft/hard closure), we have a small margin of error.
- 2) Should we change how we solicit photos? There were a substantial number of submissions for the 2013 calendar, but at least one staff person reported to Staff Affairs that they did not hear about photo solicitations. The Calendar Committee asked SC reps to distribute the solicitation. In the future, the committee could consider sending the email directly.
 - a. The Staff Appreciation Day Committee will hold a photo contest. The top photos will be forwarded to the Calendar Committee for consideration for the 2014 calendar. Be aware that nice photos are not necessary the only criteria for a successful calendar photo. Other layout factors go into the final decision, so it is best to allow the Calendar Committee, as the designated experts, be the ones responsible for the final choice.
- 3) Staff Affairs suggested that the Calendar Committee conduct a survey of staff. Their suggestion was to send out a survey after the calendar is distributed because that is when staff would be thinking about the calendar. Brad's suggestion was that the survey could go out at the same time as a photo solicitation because that is a bit before the committee will think about design choices. We didn't discuss the kinds of questions that might be on a survey. Some options:
 - a. Changes to kinds of information included (dates, names of reps, etc.)
 - b. Photo subject?