

WBEA Position Newsletter Editor Agenda Item No. \_\_\_\_\_  
 Presented By Ken Kuhn, British Columbia, Can. Date June 16, 2010  
 (Name and STP)

**Newsletter Editor Program of Work Report 2010-2011**

Name Ken Kuhn Telephone (W) (604) 941-5401  
 Professional Title Business Education Dept. Head  
 Employer Terry Fox Secondary School Fax (W) (604) 941-1777  
 Mailing Address 1260 Riverwood Gate E-mail Address  
 City, ST ZIP Port Coquitlam, BC V3B 7Z5 [kkuhn@sd43.bc.ca](mailto:kkuhn@sd43.bc.ca)

<b>Summary of Year's Activities</b>			
<b>Deadline</b>	<b>Procedures Manual Reference</b>	<b>Tasks to Perform</b>	<b>Accomplished</b>
June 2009	NA	Read Program of Work, Procedures Manual, Bylaws, and Articles of Incorporation.	✓
<b>Overview of Objectives Still to be Completed</b>			
<b>Deadline</b>	<b>Procedures Manual Reference</b>	<b>Tasks to Perform</b>	<b>Accomplished</b>
Ongoing	1020	Maintain NBEA/WBEA membership	
As needed	3110.19	Obtain stationery and envelopes from President.	
June 24-25, 2010	NA	Attend Summer Executive Committee meeting in Tukwila, WA	
June-August 2010	6030.4.d	Consider options for mailing newsletter and/or web-based newsletter	
August 2010	A6030	Requested articles from WBEA Executive Committee members for Fall Issue	
August 2010	4040.4	Requested articles from WBEA representative to NBEA for Fall Issue	
August 2010	5020.6	Requested articles from STP Presidents for Fall Issue	
August 2010	6010.2.b	Requested articles for awards, newsletter, and scholarship for Fall Issue	
August 2010	6050.6	Requested articles from Legislative Director for Fall Issue	
August 2010	6020.2.d	Requested articles from Membership Director for Fall Issue	
August 2010	3160	Requested articles from Past President for Fall Issue	
<b>September 1, 2010</b>	<b>A6030.4</b>	<b>Deadline for Fall issue</b>	
September, 15 2010	6030.4.h/6030.4.i	Publish Fall Issue of WBEA Newsletter	
September 15, 2010	6030.4.h/6030.4.i	Submit Full Fall Issue to Telecommunications Chair	

**Overview of Objectives Still to be Completed**

<b>Deadline</b>	<b>Procedures Manual Reference</b>	<b>Tasks to Perform</b>	<b>Accomplished</b>
November 2010	A6030	Requested articles from WBEA Executive Committee members for Winter Issue	
November 2010	4040.4	Requested articles from WBEA representative to NBEA for Winter Issue	
November 2010	5020.6	Requested articles from STP Presidents for Winter Issue	
November 2010	6010.2.b	Requested articles for awards, newsletter, and scholarship for Winter Issue	
November 2010	6050.6	Requested articles from Legislative Director for Winter Issue	
November 2010	6020.2.d	Requested articles from Membership Director for Winter Issue	
November 2010	3160	Requested articles from Past President for Winter Issue	
<b>November 15, 2010</b>	<b>A6030.4</b>	<b>Deadline for Winter issue</b>	
December 1, 2010	6030.4.h/6030.4.i	Publish Winter Issue of WBEA Newsletter	
December 1, 2010	6030.4.h/6030.4.i	Submit Full Winter Issue to Telecommunications Chair	
February 18-21, 2011	NA	Attend <b>WBEA Conference</b> in Tukwila, Washington	
February 19, 2011	NA	Provide oral report to Executive board on major Program of Work tasks accomplished	
February 18-21, 2011	NA	Request/take pictures of new officers and other appropriate photos to be included in newsletter	
March 2011	A6030	Request Conference report from President for Spring issue	
March 2011	A6030	Request articles from WBEA Executive Committee members for Spring Issue	
March 2011	4040.4	Request articles from WBEA representative to NBEA for Spring Issue	
March 2011	5020.6	Request articles from STP Presidents for Spring Issue	
March 2011	6010.2.b	Request articles for awards, newsletter, and scholarship for spring Issue	
March 2011	6050.6	Request articles from Legislative Director for Spring Issue	
March 2011	6020.2.d	Request articles from Membership Director for Spring Issue	
March 2011	3160	Request articles from Past President for Spring Issue	
April 20-25, 2011	NA	Attend the <b>2011 NBEA Annual Convention</b> in New Orleans, Louisiana (optional)	
<b>April 15, 2011</b>	<b>A6030.4</b>	<b>Deadline for Spring issue</b>	
May 1, 2011	6030.4.h/6030.4.i	Publish Spring Issue of WBEA Newsletter	
May 1, 2011	6030.4.h/6030.4.i	Submit Full Spring Issue to Telecommunications Chair	
<b>Additional Challenges and Issues</b>			
Will investigate with the WBEA Executive the consideration of print versus on-line newsletters. (pros and cons)			
Will investigate the possibilities of adding paid advertising to the newsletter and how it affects our non-profit status.			
Will investigate having a members-only access section for newsletter articles on the web page.			
Will investigate the deadlines and publishing dates for the newsletter.			