

2015 Annual Report of KORA Committees and Subcommittees,
Service, Special Interest and Support Groups

Name of Group: **Communications Committee Subcommittee: The Kendalight**

2015 Chair(s): Elizabeth Aldrich Chair since what year: 2011

2016 Chair(s): Elizabeth Aldrich

1. Current mission statement:

To issue a monthly newsletter providing pertinent information for residents and detailing upcoming events and functions sponsored by residents, the KatO administration and outside groups using Kendal facilities. It also publicizes community events for which the Transportation Committee arranges the Kendal bus for residents. It is given to each resident, and is sent to priority list members and other interested parties. .

2. Changes to mission statement? __ Yes or **X** No Please indicate changes as necessary

3. Summary of activities and accomplishments:

We have turned out 12 issues of the monthly Kendal newsletter full of information of value to Kendal at Oberlin residents as well as Priority List members and the other Kendal entities. The issue is placed on the *kaores* website each month. We have expanded the issue from 10 to 12 pages on several occasions to include more news items and biographies. We have upgraded our computer to Windows 7, installed InDesign and purchased a Samsung printer which has provided superior copies for our monthly printing run on Kendal Administration equipment. Cost estimates have shown that use of Kendal's equipment is more cost-effective than use of an outside printing supplier

4. Problems? Needs?

Problems and needs depend on possible equipment failures calling for replacement of printer or computer elements. Our Samsung printer has been having mechanical problems and will definitely need to be replaced in early 2016.

5. Plans for 2016 and future:

We will switch from our outdated Adobe Pagemaker 7 program to InDesign in January 2016. This change will require a good deal of reworking of current procedures; the two systems are similar, but are not actually compatible. Change will be time-consuming but necessary since Pagemaker 7 has been phased out by Adobe and no longer has technical support. Lyn Cope, a resident well-versed in InDesign, will set up templates for *The Kendalight* on InDesign and will act as an advisor.

6. Committee members: Elizabeth Aldrich, Bob Baldwin, Lyn Cope, Eleanor Helper, Kathy Reichard, Mary Simons, Don VanDyke.