

2015

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

Name of Group : **Communications Subcommittee : Phone Directory**

2014 Chair(s): Nina Love                      Chair(s) since what year: 2012

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## 1. **Current mission statement:**

To publish a yearly phone directory for the residents and staff of the Kendal community. It has phone numbers, unit numbers with a map, and e-mail addresses of all residents. It also has key phone numbers and email address format of the Administration and Staff. The cover features artwork or a photograph by a Kendal resident.

2. **Changes to mission statement:** \_\_\_**No** (shown in **Bold** and Underlined)

## 3. **Summary of activities and accomplishments:**

- Selection of an original art work of a Kendal resident, this year a detail of the Robert Cothran Mural, “A Journey in search of Curious Herbs and Spices”,) for reproduction on the front cover.
- Printing a draft of the directory for residents and administration to check for accuracy in early November.
- The first name directory, new last year, continues to receive much favorable comment
- Distribution of a 2015 directory to each resident at the first of the year. and **125** copies to administration for their convenience and use (all administration, health and staff departments, bank, beauty salon, board of directors, cardinal shop, CAR, Central supply, Channel 19, dining services, employee lounge, tool room, facilities services, front desk, health & wellness, housekeeping, Kendalight, KORA treasurer, library, memorial committee, marketing & new residents, Patterson meeting room, therapy, pool, Quiet Room, RAF and Woodshop.
- Placing directories in Kendal public spaces (library, front desk phones, quiet room, woodshop, etc)
- Keeping current with new residents, deaths, moves within Kendal.
- Publication of a midyear update in the summer.
- Provision of second copies of the directory as requested

**4 Plans for next year:** It is anticipated that an on-line directory, distinct from the pdf file which includes photographs, currently sent out by email, will be developed.

## **5. Problems? Needs?**

**6. Committee members :** Nina Love (compiler), Joe Luciano (distribution and proof reading), Eleanor Devereux (proof reading), Jodee Palmer, (staff consultant for administration listings and proof reader)

Respectfully submitted by,  
Nina S. Love