I. Date: January 29, 2021

II. Officer: Newsletter Editor

III. Members: Jacey Kepich

IV. Board Action Required: none

V. Brief Summary of Activities

Worked with Katie Buehner to design and test submission page for newsletter articles on Wordpress. Two remaining challenges will be creating logins and encouraging authors to format their submissions properly (e.g. no cut/paste from PDFs or Word docs)

Katie and I spoke about creating a brief video and/or screenshot instructions to guide members through the submission process. Once ready, I plan to post them on the newsletter landing page.

An ideal time to launch the digital newsletter looks to be after the digital conference. I plan to message MLA-L prior to March 1 to encourage interested authors to contact me so I can create Wordpress accounts for them, as well as generate content ideas.