

SALAL HOUSING CO-OP

Newsletter Policies and Procedures

"The Cluster Chatter", the Salal Housing Co-operative Newsletter, is edited and published quarterly by the newsletter committee to keep the Salal community up to date and connected with the Co-op's activities. The newsletter highlights reports from the Board of Directors and the various Co-op committees, as well as news and other topics of interest to Salal members. The newsletter welcomes and relies upon contributions from members.

The Newsletter Committee has the right to edit all submissions to the newsletter regarding content and length. Views expressed in articles published are the sole responsibility of the author and are not necessarily those of the members on the newsletter committee of the Board of Directors. Contributions must be signed and properly identified for consideration, though they may appear as "Anonymous" at the request of the author. Contributions should encourage our community spirit. Personal attacks will not be published.

The newsletter will typically be distributed via email. Members may request physical copies. Special editions may be both digital and physical.

Submissions to the newsletter should be in digital format and emailed to the Newsletter committee. Members can also contribute items to the co-op office mailbox. Please label "For Newsletter". Office coordinator will scan and share any received items with the Newsletter committee electronically.

Possible submissions could include:

- new member introductions
- relevant news of the local area
- event notices
- recipes
- art work (young people's art, too)
- member announcements – births, deaths, significant anniversaries, retirements, etc
- letters to the editor
- member classified ads
- volunteer appreciation
- good neighbour notes

OTHER COMMITTEE RESPONSIBILITIES

The newsletter committee will manage the Co-op member phone and email list. The committee should work in tandem with the Co-op property management company in order to keep the

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information up to date. The member phone list will be distributed to all members several times a year, as changes occur. As a general rule, the email list will not be distributed. Members are encouraged to provide the Co-op with their email addresses in order to receive newsletters and notices. Members may request that their information is not distributed.

The newsletter committee will send out notices, announcements, warnings, etc., via email as requested by the Board of Directors, committee chairs or members. Examples would be specific requests for volunteers, warnings about wild animal activity, time sensitive event notices, etc. It is important to ensure that members are not inundated with Co-op email messages, so discretion is called for in determining what requires an immediate email and what can wait for a newsletter edition.

This Newsletter policy replaces any previous Newsletter policy.

June 2021