

## 12. COMMUNITY BOARD “ONBOARD” MONTHLY NEWSLETTER PRINTING COSTS

<b>General Manager responsible:</b>	Acting General Manager Public Affairs, DDI 941-8976
<b>Officer responsible:</b>	Communication and Consultation Manager
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### PURPOSE OF REPORT

1. The purpose of the report is to seek Board approval to fund the printing costs for OnBoard, the Community Board’s monthly newsletter.

### EXECUTIVE SUMMARY

2. OnBoard has been developed as an A4 single sided newsletter that is a breakdown of items of interest from the Banks Peninsula Community Board meetings. The first Lyttelton/Mt Herbert newsletter was in October and the first from Akaroa/Wairewa was in November.
3. OnBoard is placed on the website and emailed to a variety of contacts supplied by the Board chairs and Community Board Principal Advisers.
4. The intention is to place OnBoard at a variety of noticeboards across the Peninsula as well. We can also establish OnBoard as an email e-zine. A good way to start will be to email to all residents groups.

### FINANCIAL AND LEGAL CONSIDERATIONS

5. Per A4 single sided (which I suggest we try to keep it to) is .35c each. To do 100 once a month = \$35 per month therefore for 12 months = \$420 per year.
6. If we only put the poster up onto noticeboards, up to 20 = \$84 per year.
7. The Community Board has the ability to allocate funding to this project from its discretionary funding.

### OPTIONS

8. The Board has three options:
  - (a) Allocate funds to print 100 per month at \$420 per year. This would allow for a wide distribution and the a stock to be placed at locations such as local shop, service centres and libraries.
  - (b) Allocate funds to print up to 20 per year at \$84 per year. This would allow a more limited distribution but no stocks to be placed at local community hubs.
  - (c) Decline to allocate funds for printing costs and only use email to distribute. Onboard could still be distributed via email.

### PREFERRED OPTION

9. That the Board allocate funds to print 100 per month at \$420 per year.

### STAFF RECOMMENDATION

That the Board allocate funding to print 100 per month of the Board’s OnBoard newsletter at a cost of \$420 per year from its 2006/07 discretionary budget.