

10. COMMUNITY BOARD ONBOARD PRINTING COSTS

General Manager responsible:	General Manager, Public Affairs
Officer responsible:	Communication and Consultation Manager
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PURPOSE OF REPORT

1. The purpose of the report is to seek approval to fund the printing costs for OnBoard, the community boards 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 BP Community Board Meetings. The first Lyttelton/Mt Herbert newsletter was in October and the first from Akaroa/Wairewa in November. OnBoard is placed on the website and emailed to a variety of contacts supplied by the Board chairs and PBA's

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

3. Costs:
Per A4 single sided (which I suggest we try to keep it to) is .35c each
To do 100 once a month = \$35 /month therefore for 12 months = \$420/year

If we only put the poster up onto notice-boards ...up to 20 = \$84 /year

OPTIONS

4. The Board has three options:
 - A) That the Boards allocate funds to print 100 per month at \$420.00 per year
 - B) allocate funds to print up to 20 per year at \$84.00 per year
 - C) decline to allocate funds for printing costs and only use email to distribute

PREFERRED OPTION

5. That the Boards allocate funds to print 100 per month at \$420.00 per year

STAFF RECOMMENDATIONS

- A) That the Boards allocate funds to print 100 per month at \$420.00 per year