

## 12. COMMUNITY BOARD “ONBOARD” NEWSLETTER – UPDATE

<b>General Manager responsible :</b>	General Manager Public Affairs, DDI: 941-8637
<b>Officer responsible :</b>	Communication and Consultation Manager
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### PURPOSE OF REPORT

1. The purpose of this report is to seek Board approval to:
  - (a) Continue funding the printing of “OnBoard”.
  - (b) Produce printed variations of the newsletter.
  - (c) Alter ‘OnBoard’s’ email format.

### EXECUTIVE SUMMARY

2. “OnBoard” was developed as an A4 single-sided newsletter that covers items of interest from the two Banks Peninsula community board meetings. The first Lyttelton/Mt Herbert newsletter was produced in October 2006 and the first from Akaroa/Wairewa in November 2006.
3. “OnBoard” is distributed as a printed newsletter, emailed to a variety of contacts supplied by the Board Chairs and Community Board Principal Adviser’s, and is available for download as a PDF from the website.
4. Initial feedback indicates that the printing and laminating of some A3 versions is desirable for a number of notice boards to assist readability and to protect the newsletter from the elements.
5. Community contacts receiving the email version and who are on an Internet dial-up connection have complained of difficulty downloading the email newsletter in its current format (PDF attachment) because the file containing graphics is too big. Some have requested removal from the email distribution list as a result.

### FINANCIAL AND LEGAL CONSIDERATIONS

6. Printing Costs:
  - Per A4 colour single-sided is \$0.35c each
  - Per A4 colour single-sided, laminated is \$1.35 each
  - Per A3 colour single-sided, laminated is \$2.55 each
  - To print 6 x A3 colour laminated newsletters once a month = \$15.30
  - To print 6 x A4 colour laminated newsletters once a month = \$8.10
  - To print 33 x A4 colour newsletters once a month = \$11.55
7. To print 45 once a month = \$34.95/month therefore for 12 months = \$419.40/year per Board. If we print just for noticeboards the laminated print run could increase.

### OPTIONS

8. The options are:
  - (a) Continue to fund printing the “On Board newsletter at \$419.40 per year and adjust print numbers to accommodate the additional costs of A3 and A4 laminated versions.
  - (b) Continue to fund printing the newsletter at \$419.40 per year but just print for notice boards. This would allow for more A3 and A4 laminated versions to be produced.
  - (c) Change the format of the email newsletter to one without graphics and attachments where newsletter copy would simply be in the body of an email. This would negate the current download problems experienced by residents on dial up Internet.

## **STAFF RECOMMENDATIONS**

It is recommended that the Board resolve to:

- (a) Continue to fund printing the "OnBoard" newsletter at \$420 per annum from its annual discretionary budget.
- (b) Reduce the number of its non-laminated A4 print run to accommodate printing A3 and A4 laminated versions for notice boards.
- (c) Change the email version of the newsletter to a simpler format.