The first year in this newly created position has been filled with transitions, adjustments, and developments. Because of subscription commitments, I was asked to produce the final 2005 issue of Update as well as develop the ARLIS/NA Web site news and events sections—the focus of this position. Although much time was devoted to Update, I believe the work accomplished with the AWS news and events sections has provided a strong beginning to what I hope will evolve into very useful and timely resources for the membership.

**Activities**

Contributed approximately one hundred news and events items to the news and events sections of the AWS. Content was solicited and received from ARLIS group contacts, and culled from ARLIS-L and other electronic and printed resources.

Added relevant deadlines from the Management Calendar to the event calendar.

Contacted outgoing Update editor to discuss transition of information from printed format to AWS and for advice about producing the final issue of Update. Received contact information for contributing editors from ARLIS groups.

Expanded the contacts for information from those that contributed only to Update to include all group leaders and liaisons to affiliate organizations. Contacted people formerly known as Update editors for ARLIS groups and other group leaders to determine the current contributors of news.

Contacted all contributors about submitting material for the final issue of Update and for AWS news and events content.

Produced the final issue of Update, no. 4/5/6, 2005, which was printed and distributed in December 2005. There was some confusion on my part and anticipated confusion on the part of the readers about the final issue since information published in the last issue produced by the Update editor included statements about that issue being the last printed issue. Clarification about issue no. 4/5/6, 2005, being the very last printed issue was included in the “From the President” column.

Provided content of Update no.4/5/6 to AWS editor for posting in appropriate locations (news or events sections) of AWS.
Worked closely with the AWS editor and began conversations with the new professional resources editor.

Suggested establishing an AWS sub-committee of the Publications Committee to be comprised of the AWS editor, news & features editor, professional resources editor, and chair of the Publications Committee.

**Plans**

Develop a process for contacting contributors on a regular basis and ways to generate excitement about using the AWS as a vehicle for communicating their groups’ activities and news. Ideally, they should be feeding information to me as it becomes available rather than waiting for me to solicit it from them.

Create an efficient means for identifying and learning about changes in AWS news and events contributors. I have had to hunt down this information—a very time consuming process.

Work with AWS sub-committee to develop policies and procedures for AWS content and communications to the membership about the AWS.

Create written procedures for the position responsibilities.