

## "Fiddlesticks" Annual Report 2019

### Duties of "Fiddlesticks" Editor:

- Keep address lists current, adding addresses of new members and friends as needed and determining their preference for e-mail or snail-mail.
- Solicit and accept articles, poems, photos, etc. from members and friends of the Order.
- Write articles as needed to fill issue.
- Keep a file of articles between issues.
- Set deadlines for the submission of articles for each issue.
- Follow up with Director of Formation to make sure all new inquirers have submitted an introduction.
- Select and insert appropriate articles using the format established in Publisher, adjusting the layout as necessary.
- Proofread and edit all articles.
- Find pictures and graphics suitable to the articles.
- Edit entire newsletter for spacing and other errors.
- E-mail completed newsletter to local printer.
- Pick up finished newsletters and purchase postage required for national mailing.
- Fold newsletters and insert contribution envelopes and any other fliers as requested by the Council.
- Print and apply address labels.
- Deliver finished newsletters to post office, having international mailing items weighed for correct postage.
- Convert computer version of issue to PDF and send to web master for e-mail distribution.
- Maintain a paper and computer archive of each issue.
- If issues are returned, follow up to find a correct address.

Current Circulation: 36 snail-mail issues per quarter. E-mail distribution continues through our web master.

I will continue to expand and reorganize the newsletter as necessary to meet the needs of the community. At the moment, the newsletter's format and size seems to meet our needs. It continues to be 10–12 pages per issue, with some 16-page issues at times. I continue to forward the newsletter to Sister Kiara Mychal for proofreading help. The quality of the publication continues to improve. Suggestions for improvement are always welcome. Quality Plus Printing in Wisconsin Rapids, WI continues to manage our printing with good results.

I am still enjoying putting this newsletter together. Several new contributors have joined our ranks, which makes each issue interesting and relevant. Book reviews and Greetings and Gnawings from Brother Rat are wonderful additions. Keep those articles coming!

Respectfully submitted by,  
Christine Petersen, OEF, "Fiddlesticks" Editor