

PROTOCOLS FOR BLACK CREEK PUBLICATIONS

Setting up protocols for our publications is something that can, and should, be adjusted on an ongoing basis as the need arises. We are fortunate in having several avenues for sharing information with our community (print, internet, email).

The information being shared is not only for the benefit of long time residents but also to help new residents become familiar and comfortable with our Black Creek Lifestyle.

Some of the present criteria (protocol) for:

Up the Creek

Editor: Guy Brideau **Asst. Editor:** Eileen Cullen

*As there is a cost to the community for producing Up the Creek (paper, cost per copy page, etc.) the **need to keep this publication as concise as possible** is necessary.*

- News items pertaining to the community only
- Upcoming Events
 - When they are open to the community
 - When they are sponsored (sanctioned) by the Social Events Committee (previously Social Committee)
- Items, such as Thank You, Condolences, etc., personally from residents aimed at others in the community
- Items submitted by Management
- Items submitted by BCHOA
- Items submitted by Social Events Committee
- Items submitted by Conveners of Social Events
- Items appearing in publication to contain submitter information, except for special circumstances.
- Editor will not add/delete to the item beyond basic grammar/spelling, etc. without permission from the submitter.

Website

Webmaster: Eileen Cullen (assisted by several members of the Communications Committee)

- If in 'Up the Creek' was able to be included in Website.
- If sent out via Email Blast is able to be included in Website.
- Personal information is not put on website without implied or expressed permission (If information has been printed in 'Up the Creek', etc. by resident, or available online such as address and telephone numbers, etc.)
- Website usually updated as items submitted.
- Minutes, etc. for BCHOA are provided by the BCHOA secretary and are available on the BCHOA Page.