

Email to Awards/Manuscripts/Publications Committee on May 10, 2019

Hope this email finds you all well and enjoying spring!

First, I wanted to thank you for your contributions with manuscript reviews. The committee was very responsive and efficient in reviewing papers. To date, 8-10 manuscripts have been sent on to the journal. The overall feedback from authors regarding your suggestions were very positive.

In efforts to increase the communication among committee and council members, I am requesting a brief quarterly **(June-Oct-Jan)** update from the chair/co-chair of this committee via email. This will be a great help in keeping us focused and on-target with action items, as well allowing us to help each committee complete their mission.

Awards Committee/Manuscript/Publications Committee: Chair, Kathleen Kibler Al Stammers, Josh Walker, Isaac Chinnappan, Jimmy Beck, David Palanzo

There are a few action items for this Committee as we move forward this year.

- Development of an automated template for authors. This is a tool meant to assist authors and reduce the amount of returned manuscripts due to lack of proper format. This was discussed at the open business meeting and felt to be a doable task by members of the awards/manuscript/publication Committee members present
 - o I believe Al and Josh were uber excited about this in particular!
 - o I expect this project will be in development throughout the year, but the aim would be to have this completed and implemented in time for the Reno meeting
- Review and recommendation of journal articles on a quarterly basis. This would be made available on the web site as well as emailed to all fellows, members, etc.
 - o Jimmy Beck volunteered to take the lead on this...
 - o Timeline = June and then quarterly
- Council had the recommendation to allocate one of the 4 rooms made available the first meeting night (1600 -1900), for drop-in sessions for manuscript authors to receive real-time, on-site help on their manuscripts. It would be great if this committee would start thinking about on how that process would look, and best ways to implement this.

Last, thank you again for your willingness to serve. I look forward to a productive and successful year with your help. Please don't hesitate to reach out to me at any time.

Carmen
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