

## STATUS REPORT ON HYE HOKIN

(January 14, 1988)

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The following is a brief summary of the status of the publication since our last meeting:

### NAME

After re-consulting with Council and consulting with the Editorial Board, Hye Hokin ("The Armenian Spirit") was chosen as the name of the newsletter.

### EDITORIAL STAFF

**Coordinator/Overall Supervisor:** Lisa Manookian (Central Council); **Editor:** Karen Sirabian (Alumnus); **Design/Layout:** Lucine Baronian (Bayside); **Religious:** Phillip Karayan (Cleveland); **Cultural:** Gary Assadourian (Northern New Jersey); **National Events:** Jill Arslanian (Cleveland); **Chapter News:** Laura Negosian (Detroit); **Contributing Editors:** Sekita Ekrek (Washington, D.C.); Hovig Heghinian (Watervliet); Doug Trapasso (Trumbull); Tom Topalian (Boca Raton); and Hagop Dingilian (St. Nersess Armenian Seminary).

### STATUS

First and foremost, we are starting from scratch. Therefore, things may take a little longer in the beginning. With the first issue we have set the format and created a dummy with which Karen and Lucine can work off.

Most of the articles for the first issue have been edited and will be sent to the typesetter soon. The articles were ready for typesetting by the beginning of December and an issue was speculated to be in people's hands by Armenian Christmas. However, after the earthquake occurred, we felt that it would be inappropriate to send out the newsletter without including some material with regard to it. Since people already knew the facts and statistics surrounding the tragedy and would know even more by the time the issue was published, we felt that we should prepare an article on ACYOA involvement in response to the tragedy. Doug is presently working on this. Additionally, Doug requested Fr. Tateos Abdalian (Racine, WI) to submit a few words from a spiritual point of view. During these past two weeks, we also discovered that Lynne Carol Hartunian, a member of the Watervliet ACYOA, was a passenger on the ill-fated Pan Am Flight 103. Scott is currently researching her background and gathering information regarding her Church involvement so that we may also include a tribute to her.

## GENERAL OBSERVATIONS

Although our first publication has not yet been produced, I have noted a few observations based on conversations with and constructive criticism from the the Editorial Board, my fellow Council members, Doug and others:

1. Delays seem to be constant with several of our projects, the publication being one of them. I feel that Hye Hokin is our most important communication tool and that we should utilize it to its fullest potential. I have therefore, at Scott's request, prepared a more detailed schedule of the steps to produce the newsletter with suggested deadlines which appears below.
2. Doug had mentioned to me in one telephone conversation that Karen had commented on problems with regard to one article. It triggered several thoughts which I discussed with him with regard to the editing and proofreading of articles:
  - (a) All religious materials should be looked at by an appropriate person;
  - (b) No material should be deleted from an article simply because one opinion does not agree with another, but that material should only be deleted when the factual content is incorrect and when the article is in conflict with and in offense to the beliefs of the Church. If an article is poorly written, we should do our best to work with it and if necessary, request that it be rewritten.
  - (c) When major changes are made to an article, the author should be notified of those changes.
3. Additionally, as the materials go into the production stage, the gathering process for the next issue should begin.

## SCHEDULE OF PREPARATION

1. All articles will initially be sent to me. I will collect the articles from the Editorial Board by a given deadline date and forward them to Doug.<sup>1</sup> Doug will forward the material to Karen to edit. (e.g. February 13).

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1 Anyone not on the Editorial Board, who wishes to submit an article, should forward it to me. If I receive an article after the deadline date, I will hold it for the next issue unless I feel that due to time constraints it should go in the current issue.

2. Karen will edit the material and forward copies to both myself and Doug within two (2) weeks after receiving the materials to edit. (e.g. February 27).
3. After Doug and myself review the material, Doug will forward the material to Karen (or contact her via telephone) within one (1) week after receiving it. (e.g. March 6).
4. Karen will forward the material to the typesetter. The typesetter will typeset the material within two (2) weeks after receiving it from Karen and forward galleys to her. (e.g. March 20).
5. Karen will proof the galleys, make corrections, and send the galleys back to the typesetter within one (1) week after receiving them from the typesetter. (e.g. March 27).
6. The typesetter will make any indicated changes and send Karen clean galleys for the layout within one (1) week after receiving them from Karen. (e.g. April 3).
7. Karen will forward the galleys to Lucine for the layout. Lucine will do the layout and forward completed copies to myself and Doug for our review. I will contact Lucine with any changes within one (1) week after receiving a copy of the layout from her. (e.g. April 10).
8. Lucine will add the final touches and forward the original layout to Doug who, in turn, will forward it to the printer. (e.g. April 17).
9. The printer will produce the newsletter and send back \_\_\_\_\_ copies to Doug within two (2) weeks after receiving the layout from him. (e.g. May 1).
10. Doug will coordinate a national mailing through the ACYOA office at the Diocese within one (1) week after receiving the newsletters from the printer. (e.g. May 8).