

RSBC NEWSLETTER EDITORIAL

View @ 75%

2025						
Editorial	Description/Details	Contact/Interviewee	Interview date	Photos	Contact Approval	Status (in progress/done)
JANUARY 22nd						
NEWS/INFO						
BCACP conference recap	Overview of conference, key highlights	Jan Staples to write and submit	x			done
Moving away from Canva- one place to read the newsletter.	Newsletter will no longer be available on intranet and Canva. Just intranet (one source of truth)		x			done - in email body
MESSAGES						
ADM message (Brad)	New year, new leadership (Amy left December), Brad as acting ADM	Brad Truswell	7-Jan	Received	15-Jan	done
PROFILE						
Interview with Tara Richards, PSSG Deputy Minister	Ask business and personal questions of new DM	Agnes Fraser	8-Jan	5 photos of Tara	10-Jan	done
Static Segments						
Recipe	https://www.lavenderandmacarons.com/dill-pickle-soup-polish-zuppa-ogorkowa/	Darlene Erakovic	x	Canva		done
Social Media			x			omit segment
HR (Staff Updates)						
Staff updates	RSBC staff hiring and leaving	Xiao	x			done
Bulletin board	Competitions, scholarships, etc.		x			done
ADS						
Pacific Leaders Scholarship	Profile the scholarship, deadline		x	Canva		done
Jan. 22nd = Let's Talk Day (Mental Health)	Ad to promote EFAS		x	Canva		done
Calendar of holidays/special occasions	Link to calendar - acknowledging these dates in a more fulsome way by including link to all dates listed by Compass. Ad should include prompt: "do you have a special holiday you celebrate? Write in and tell us about it!"	Calendar of events (click "Calendar icon" in top righthand corner): https://compass.gww.gov.bc.ca/ Monthly calendar: https://compass.gww.gov.bc.ca/events/			THIS LINK: https://compass.gww.gov.bc.ca/events/	done
FEBRUARY 5th						
NEWS						
Having the hard conversations	Resources and tips for how to address conflict and negotiate with others, tie in Pink Shirt Day	Research based	x	Canva	3-Feb	done

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MESSAGES						
N/A	Messages from leadership					
PROFILE						
N/A	Feature staff spotlight					
FUN						
Recipe	Panna cotta	Michael Labelle	x			done
HR (Staff Updates)						
Staff updates	Staff coming and goings	Xiao	x			done
Bulletin board	Competitions, scholarships, etc.		x			done
Ads						
Winter Go By Bike Week (ad)	Profile upcoming event, details	Natalia Helke	x	x		done
SEED Session (Feb. 6th)	Ad for upcoming learning event	Beth Donald	x	x		done

FEBRUARY 19th

NEWS/INFO						
Budget Day is Feb 22nd	Write a short article about Budget Day and include a "heads up" on fiscal year end. make it a checklist doc - with checkboxes	Nadia Laczkowski - Powerpoint from Nadia - email Jan. 20 (dates to be updated)	Tue, Jan 27, 2026	Canva	3-Feb	done
MESSAGES						
ADM message	Mandate letter	Brad Truswell	5-Feb	x	7-Feb	done
PROFILE						
n/A	Staff spotlight					
FUN						
Recipe	https://www.dinnerlovestory.com/a-winning-weeknight-dinner/	Natalia Helke	x	x		done
HR (Staff Updates)						
Staff updates	Staff coming and goings	Xiao	x			done
Bulletin board	Competitions, scholarships, etc.		x			
ADS						
CARSP membership	https://carsp.ca/en/	Michael Perez de Tagle	x			done
Orientation to RSBC volunteers	Ad for Beth (info in her Feb 4th email)		x			done
Reminder to Bulletin Board	From Beth: reminder to staff that if they have moved, they should be updating their telework agreement. (See email Feb. 5th with link/instructions)	Beth Donald	x			done

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MARCH 5th - Cancelled (staffing shortage)						
MARCH 19th EDITION						
FEATURE						
Fiscal year end - March 31	Reminder article in March This will be a quick checklist, with reference to February article.	Powerpoint from Nadia - email Jan. 20 (dates to be updated)- make it a checklist doc - with checkboxes (boxes that have passed should be checked off)	23-Jan	canva	20-Feb	done
New ADM	Toby Louie hired March 5th	Cancelled	x			not this edition
COVER: Pacific Leaders scholarship	interview with recipient - written by Sarah		x			Done
MESSAGES						
N/A	Leadership messages		x			
PROFILE						
Neurodiversity Celebration Week	One-pager with link to an article (Christina's story) with a "read more" prompt, and will include resources at bottom of page. Neurodiversity Celebration Week is March 17 - 23, 2025; possible link to these events (though in UK)	Research	x			done
FUN						
Recipe	Sesame bowl	Adam Craik	x			done
HR (Staff Updates)						
Staff updates	Staff comings and goings	Xiao				
Bulletin board	Competitions, scholarships, etc.					on hold until after hiring freeze
Calendar	List of events	Link to Compass Points				
ADS						
Orientation Faciliator ad	Beth					
CARSP	Michael Perez De Tagle is contact					done
Pacific Leaders						done
#ItCanWait – Impaired Driving Prevention Week (March 16-22) #BuckleUpBC	Stock ads submitted for our use from partners					done

