

Nanaimo Historical Society  
Newsletter distribution

Prepared by NHS Communications Committee

Draft November 2022

**Distribution of newsletter**

1. Newsletter will not be distributed by email
2. Newsletter will be posted to website. URL forwarded to Secretary
3. Secretary sends email to NHS members noting URL of current issue of newsletter
4. Secretary sends email to other emails lists about 1 week following initial distribution
5. Newsletter will be available on website to general public (after 1 week or on posting)