

# FY-2024 Quarter 2 Report

GENERAL MANGER / BIG BEAR MEDIA (PRINT/MAIL/TOURISM/KALI)

**Status report of Outcomes/Goals**

1. Print/Mail Operations continue to work with PageDNA Digital Store front.
2. All staff pulled together to work on the Winter Gathering.

Outcome/Goal # 1

Operational Sustainability BBM: Print Operation, Mail Center, Tourism & Kalihwisaks

STAFF: PRINT 5.0 MAIL 2 TOURISM 2.50 KALI 2  
(DIRECTOR/ADMIN ASSISTS ALL AREAS)

YTD Sales Recap

FY2024 \$287,120

FY2023 \$980,010 (+148 jobs printed)

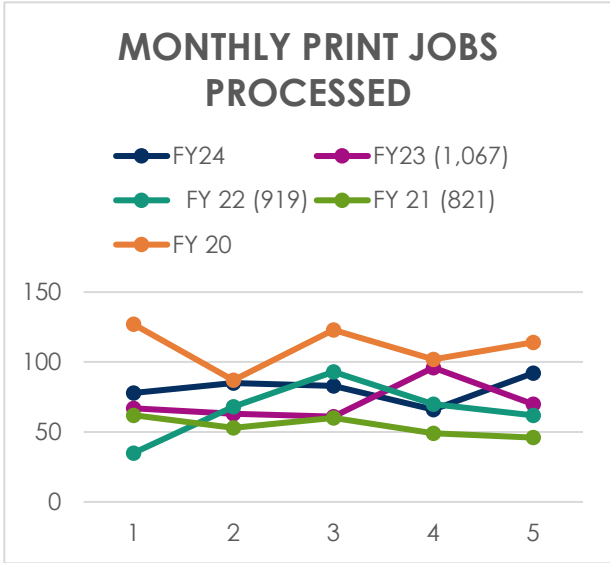
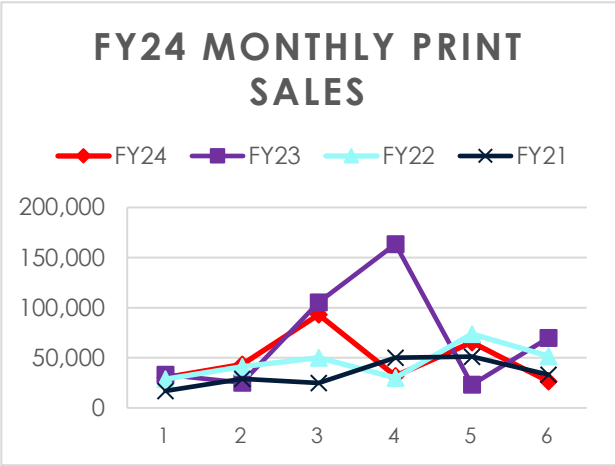
FY2022 \$712,722

Print created a monthly production calendar for the organization and planning chart. Total jobs processed is about 10% short of 2019 levels.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Continue cross train employees to assist in all areas of Big Bear Media.

GOAL CHALLENGES: Limited staff puts pressure on staff when employees take vacation, call in or are sick.



Outcome/Goal # 2

Advancing On^yote?a.ka Principles

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

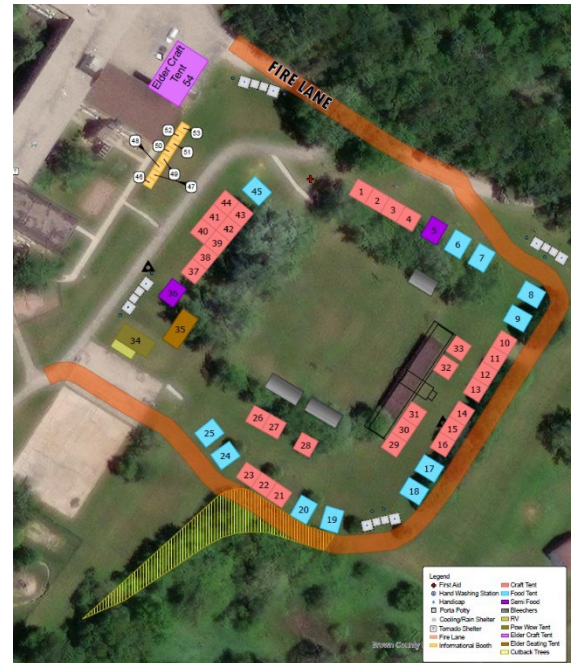
**\$2.6M obligation for the Amelia Cornelius Culture Park / Veterans Memorial**

Construction will begin again in the spring with second layer of asphalt on parking lots and accessible pathways to be completed. Bronze eagle statue has been prepared for installation at the Veterans wall. RFP for visitor center design went out and has a deadline of April 11, 2024, for company submissions.

**Lee Gordon & Pearl McLester Log Home** – Log home has been placed at the ACCP. Next step: engineering plan for rehabilitation plans, create official CIP for tracking the unexpected project.



**Oneida Pow Wow Pavilion** – Pavilion infrastructure is completed. Siding and interior finishing will continue through April with completion projection in May. Pow Wow Event Team worked with Zoning & Fire on new parameters for tents which impacted creating more grounds space. Special thank you to DPW Grounds crew for completing the tree and brush removal to expand grounds.



## Outreach

- Winter Gathering Pow Wow is well attended attracting an estimated 1,000 guests throughout the day. Thank you Pow Wow Events Team! The event was fantastic.
- Planning continues on Author, Larwence Hauptman's visit to Oneida in April which will include a high school lecture, VFW lunch & learn and Library dinner & learn sessions. His final travels at age 80 will also include research on Cornelius Hill for a new book.



## Kalihwisaks

- Kalihwisaks has expanded to 36 pages of great information for the community.

### EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Continue to oversee construction projects. Work on strategic content for the Kali and continue projects that will enhance Oneida education.

GOAL CHALLENGES: Continued challenges of staff ratio vs project plans.

## Outcome/Goal # 3

### Advance Forward using Technology

#### MEASUREMENT:

#### ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Sr. Graphic Artist used existing communication channels to promote the planning of print and membership mailers. The graphic to the right includes set dates when priority printing will occur in the production area of Big Bear Media.

#### EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

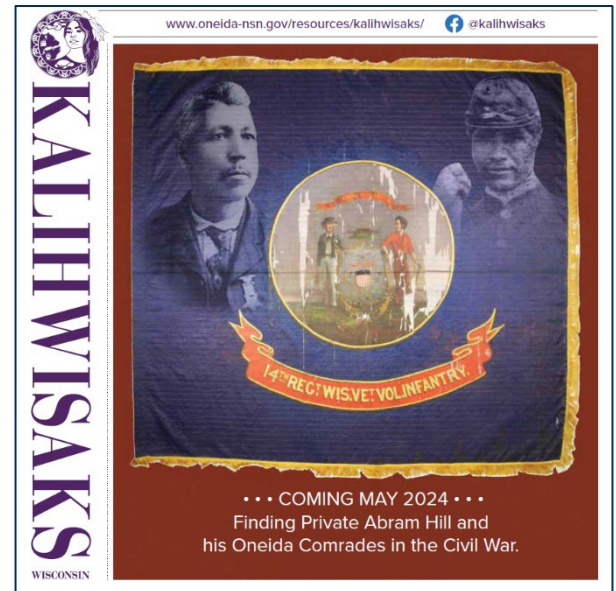
Continue to try to expand media content that connects the Oneida community in a positive way.

#### GOAL CHALLENGES:

Number one challenge is having enough staff time to prioritize new initiatives.

#### Contact Info

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**MAIN WEBSITE:** ExploreOneida.com FB: Oneida Tourism



PRINT SCHEDULE

## APRIL

E-mail all orders to: [PRINTING@ONEIDANATION.ORG](mailto:PRINTING@ONEIDANATION.ORG)  
 Sr. Graphic Designer: Eric Doxtator - ext 5638 | Graphic Designer: Sophia King - ext 5629

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
			GTC*			
	GTC*					
		GD - Training				
		Sr. Graphic Designer - Out of Office				
			Kalihwisaks			
	Inservice					

\*Based on average GTC timeline. GTC: Mailing Packets, GD: Graphic Designer

#### Planning Guide

Fill out the Project Order Form and e-mail to [printing@oneidanation.org](mailto:printing@oneidanation.org).

Submitted forms will be reviewed in order of receipt by Printing staff, to avoid processing delays please include your required Open Purchase Order number.

Business cards, envelopes and letterhead can be purchased through the new Digital Store Front: [www.OneidaBBM.com/](http://www.OneidaBBM.com/) Internal Supervisors, Managers, and Administrative Assistants have internal access, for any additional access needed, please submit an RFS to DTS.

The Big Bear Media Digital Store Front allows users to edit orders in real time with an immediate proof, expediting the production timeline for the customers convenience.

#### Mailings

To ensure your audience receives notification in advance please allow 12 business days (including Saturdays) prior to your event date.

Be advised, GTC and Kalihwisaks materials will take priority for printing and mailing, please plan accordingly.

#### Custom Art

- 1-5+ Days: Graphics & Typesetting
- 1-3 Days: Graphics & Typesetting (This proof length will depend on the complexity of the job. Watch for proof.)
- 1-3 Days: Customer Approval
- 1-4 Days: Customer Approval (Customers are given up to three revisions before order is added to final invoice.)
- 1-4 Days: printing

#### Provided Art

- 1 Day: Graphics & Typesetting
- 1-3 Days: Customer Approval if Requested
- 1-4 Days: printing

**Mailing**  
 Mailing list must be obtained from Enrollment by the customer to ensure the criteria is correct.  
 Mail Center    Present    Print Queue