



PENNSYLVANIA STATE BOARD – 2011-2013
<http://statepalaoh.com>

August 14, 2011

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To: LAOH PA County and Division Publicity Chairs
LAOH PA County and Division Presidents
Re: State Website, Newsletter, and Hibernian Digest
Submissions

Dear Sisters:

At the 2011 State Convention, our new State President, Maureen Lavelle, appointed me to serve as the 2011-2013 Webmaster/Publicity Chair for Pennsylvania. My new duties include the state website, newsletter, and Pennsylvania LAOH submissions to the Hibernian Digest. I am looking forward to working with all of you for the next two years.

This message is being sent to all presidents and publicity chairs as shown on your 2010 Annual Reports. I sent out an earlier email with website information and several of the messages did bounce due to bad email addresses. If you know of someone who should be receiving my communiqués, please let me know.

In the last four weeks since the convention, I have completely re-designed the state website. I hope you like the new design, find it user-friendly, and that you will check it often. There are new additions, some updates, and I have added two pages of convention photos. Ensure that you have the correct web address: <http://statepalaoh.com> and that you add it to your favorites/bookmarks as the site address has changed.

If you have a division or county webmaster, please send me her email address. I would like to do a Webmaster list for our state. If your website is not listed on the Divisions page, please email me the web address and I will add it. If you do not have a website but wish to list a contact person and email address for prospective members in your area, send that information and I will place it on the page.

I have received requests from a few members who want to do a site but do not know where to begin. When I was National Webmaster, I put together a document named "Websites and Email." It is on the LAOH National website on the Forms page: <http://ladiesaoh.com>. If you wish to pursue this further after reading the document, contact me and I will assist you as best as I can.

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For the Newsletter, I am planning on having the first one published in the next few weeks with new editions every 2-3 months. You can begin sending your submissions immediately. If I receive enough information at one time, I will publish an edition at that particular without delay. This will keep the editions of the newsletter down to a manageable size and not too cumbersome to print. Please forward all communications you receive from me, including newsletters, to your division members. Also, remember to take a copy of what you receive to your meetings for the sake of those who do not have email.

Submit pictures in .jpg format for the newsletter and/or website and send as an attachment to an email message with a complete description of the event including the name of each person in the photo. Do not reduce the image size before emailing to me, they should be high-quality photos, but please do crop out any alcoholic drinks. If you cannot Email, send the photo(s) via US Mail with the same complete information, including County/Division Name and Number, to **P. O. Box 186, Pottsville, PA 17901**. Photos submitted by US Mail cannot be returned. Suggestions for submissions: special Masses, Installations, Junior news, division events, fundraising events, etc.

I have just received the deadline dates for the Hibernian Digest: August 1, October 1, December 1, February 1, April 1, and June 1. The next deadline for my acceptance of your information will be October 1st. Adhering to these dates will ensure that I get Pennsylvania's submissions into the National Assistant Editor in advance of her deadlines. It is possible that anything you send me for the newsletter/website will be submitted for inclusion in the Digest, so please follow all of the above instructions. I stress again, all pictures should be high quality.

If you do not already receive the Hibernian Digest, please consider purchasing a subscription. It is only \$8.00 per year. The subscription form is included with this mailing and is also on the LAOH National website on the Forms page. Reminder: all Hibernian Digest submissions must come through me, they should not be sent directly to the National Assistant Editor.

I hope I have covered everything you need to know about the newsletter and website. If you have any questions, please email me at irishmare@gmail.com or call me at 570-617-7961. I am looking forward to publishing your events and information on the website and/or in the newsletter and, hopefully, seeing them published in the Hibernian Digest.

Yours in Friendship, Unity and Christian Charity,

Mary Ann Lubinsky
LAOH PA Past President
2011-2013 Webmaster/Publicity
<http://statepalaoh.com>
Enclosure
cc: LAOH PA State Board