

**OFFICE STAFF REPORTS**  
**CSM February, 2009 – Las Vegas, NV**

**MANAGING EDITOR FOR JOURNALS/NEWSLETTERS – Sharon L. Klinski**

- **OP & Advertising:** We continue to receive incoming articles on a regular basis and have several in the review process as well as accepted articles for the April 2009 issue. The university issue was very well received and we hope to continue to print one annually.

2008 ad sales ended strong with a grand total of \$42,950 which is a 10% drop in sales from 2007. The first issue of 2009 started out strong with our highest individual sales ever; total sales for 2009 currently total \$31,755.

I continue to provide Marilyn and Carole with ~100 potential contacts per issue of *OP* (any and all suggestions for potential contacts are welcome), mailing all media kits, and managing billing and collection of ads.
- **Contracted Journals and Newsletters:** Renewals have been received from the Section on Geriatrics as well as the Oncology Section; both are 3-year contracts for continued production of the *Journal Geriatric Physical Therapy*, *GeriNotes*, and *Rehabilitation Oncology*. I have a new incoming editor for the *Cardiopulmonary Physical Therapy Journal*. I look forward to working with her.
- **Budgeting:** The budgetary process continues to be monitored with regular requests for quotes to assure best pricing and all income and expense figures are within the budgeted spending limits.
- **Policies and Procedures for Each Individual Journal/Newsletter:** All policies and procedures are monitored and updated on an ongoing basis.

**Chris Hughes, OP Editor**

- **Article Submission:** We continue to receive quality submissions. Our first theme issue highlighting faculty/student research was well received. Contact has been made with two other programs interested in submitting in future issues. Our new addition of PT related crossword puzzles by Myles Mellor has appeared in two issues. I continue to work closely with the Managing editor to improve editing and turnaround times for submissions.