

# CLASS SECRETARIES SNAPSHOT

November 2022

## ANDOVER MAGAZINE

### Upcoming Class Notes Deadlines

Issue	Deadline	Word Count	Expected Mail Date
Spring Issue 2023			
All Classes	2/10/23*	900	Spring, 2023

*\*This is hard deadline. Notes submitted after this deadline will not be accepted*

Email [Classnotes@andover.edu](mailto:Classnotes@andover.edu) or call 978.749.4900 with questions or updated contact information for classmates. Thank you for all your efforts as we seek to close the gap between submission and publication to enhance our robust notes program.

### Class Secretaries Recap

In partnership with the Class Secretaries Committee of Alumni Council, the Office of Alumni Engagement and Andover magazine are excited to launch an online portal for Class Notes submissions. This web-based portal is part of a continued effort to refresh and improve the class notes process, and tighten the turnaround time between submission to publication.

February 10 is the submission deadline for the Spring 2023 issue, and we will be utilizing this new portal for our notes. Recognizing that this is a large change from our previous process, the Office of Alumni Engagement (OAE) is making every effort to ensure we are all familiar and comfortable with the platform. OAE has established the following opportunities for training and support.

**The Class Secretaries Committee met this fall on campus during Alumni Council weekend. It was a great turnout!**



**Need help with the Portal? Please join the below sessions:**

- **Thursday, January 5 at noon ET – Class Secretaries Zoom to demo the portal and answer any initial questions.**
  - Thursday, January 19 (Noon – 1:30 p.m. ET): OAE Office Hours Support
  - Wednesday, January 25 (Noon – 1:30 p.m. ET): OAE Office Hours Support
  - Tuesday, January 31 (Noon – 1:30 p.m. ET): OAE Office Hours Support
  - Wednesday, February 8 (Noon – 1:30 p.m. ET): OAE Office Hours Support
  - Thursday, February 9 (Noon – 1:30 p.m. ET): OAE Office Hours Support

### 2022-23 Class Secretaries Committee (CSC) Members:

Ruben Alvero '76 • Darryl Cohen '92 • Curtis Eames '89 • Devontae Freeland '15 • Jack Gray '74 • Nancy Harris-Frohlich '67 • Ray Healey '66 – Co-Chair • Caroline Jarboe '86 • Cynthia Johnson '71 • Lauren Kelleher '07 • William Lindsey '10 • Margot von Maltzahn '95 • Marcia McCabe '73 – Co-Chair • Ramona Morgan '93 • Adam Namm '81