



# CONCORD ACADEMY

*class secretaries  
toolkit*



Dear Class Secretaries,

As CA's largest group of alum volunteers, your dedication to fostering engagement among your classmates is integral to the success of our class notes program and the strength of CA's alum connections. Your work contributes to the glue that holds our alum community together.

This toolkit offers a roadmap of your responsibilities and expectations in this role. Inside, you will find pertinent information regarding deadlines, step-by-step guidance for reaching out to your classmates, and procedures for submitting notes and photos. We are here to support you in any way that we can, so if you have any questions or concerns regarding your role or the class notes process, please feel free to reach out.

We are excited to partner with you in this work and are grateful to you for supporting CA and your classes in this way.

Warm regards,

A handwritten signature in black ink that reads "Natalie Krajcir".

Natalie Krajcir '02  
Chair, Class Secretary Program  
nerli315@gmail.com

A handwritten signature in black ink that reads "Hannah Dunphy".

Hannah Dunphy  
Annual Fund and Alum Programs Officer  
hannah\_dunphy@concordacademy.org  
(978) 402-2238

## Contents

Your Role.....	3
Class Notes Timeline.....	4
Contacting Your Classmates.....	5
Editing Your Class Notes.....	7
Submitting Digital Photos.....	8
CA Staff and Alumnae/i Partners.....	12
Stay Connected with CA.....	13
2022-23 Class Secretaries.....	14

## Your Role

**Engage** your fellow CA classmates through social media, letters, phone calls, or emails.

**Encourage** participation and attendance at upcoming CA events, and especially reunion if it's your year to celebrate!

**Listen** as they update you on marriage, babies, work, travels, retirement, family, and more!

**Share** photos and news! We want to see you and your classmates having fun together, traveling with family, and making memories.

**Spread** the good word about your classmates. Perhaps they're having a book signing event or they were mentioned in a recent article — share the news with your class on social media or through other modes of communication!

**Stay** in touch with your co-secretaries (if applicable) to decide how you will divide up the work and your class list.

**Edit** what your classmates send you into one class narrative.

**Send** your class notes to CA! You can choose to email them to us as an attachment, or mail them via USPS. If you choose to email them, please send notes and photos to [class\\_secretary@concordacademy.org](mailto:class_secretary@concordacademy.org).

## Class Notes Timeline

- October** Class secretaries will receive a class list from CA. Some classes will also receive postcards & envelopes.
- October–  
January** Class secretaries should email, call, or send notes to classmates, asking them to write in with their notes, and send their photos. Everyone has their own style, so use whatever works best for you and your classmates. Make sure to alert them of the February 14 due date!
- January** Class secretaries should remind classmates in the new year to send in their notes and photos by February 14.
- February 1** Two weeks until the deadline! The CA Advancement and Engagement Office will send a communication to all alumnae/i, reminding them that notes are due February 14.
- February 14** **Due date for classmates!** Classmates should have all notes and photos sent to secretaries; secretaries should begin compiling and editing notes.
- February 28** **Due date for class secretaries!** Secretaries should submit all edited and compiled notes and photos to CA.
- July/August** Look for the magazine in your mailbox!

## Contacting Your Classmates

- Please use the list that is sent to you from CA to contact your classmates. Please note that this list is for your use only as class secretary. Your classmates' contact information is confidential, so please do not distribute this list as a directory to classmates or for personal use.
- Write personalized emails or notes to your classmates encouraging them to send in news to you by February 14.
- If a classmate does not have an email address, try reaching out by phone, letter, or social media.
- Please don't use or submit information from Facebook profiles or status updates, or from other online or social networking sources, without asking permission from your classmate.
- Some alums hesitate to participate because they don't know what to say. Asking simple questions might encourage their participation: *Where are you living? What are your hobbies/interests? Where have you traveled recently? What did you do to celebrate your birthday/anniversary/other milestone? Have you kept in touch with other CA alums?*
- **Use the following instructions in your email to classmates:**
  - Please send your news for class notes to [insert name and email address of class secretary here] by February 14. Class notes will be published in the summer issue of *CA Magazine*.
  - Send your high resolution digital photos to [class\\_secretary@concordacademy.org](mailto:class_secretary@concordacademy.org). Photos file size should be 1MB or larger and sent as a JPEG. Label the photo file with your class year and name and identify all people in the photo, especially other alums.
  - If you have updated contact information (address, phone, email, business), please complete this [form](#).
- The earlier you can contact your classmates, the better. Aim for an initial contact in the fall and then follow up if needed. After reaching out to each of your classmates, send a reminder email a week or so later with a deadline for a reply.

## Contacting Your Classmates During a Reunion Year

*If you are celebrating your reunion this year, please also include the following information when contacting your classmates.*

- Save the date for our upcoming reunion: **June 7-9, 2024**

### **4s and 9s**

Classes of 1949, 1954, 1959, 1964, 1969, 1974, 1979, 1984, 1989,  
1994, 1999, 2004, 2009, 2014, and 2019

## Editing Your Class Notes

- Space is limited in the class notes section of the magazine; please aim to make your total write-up about **500 words**. Adhering to this limit ensures that there will be space for notes from every class, as well as photographs.
- Try to keep each entry concise, a sentence or two per person if possible. Attempts to maintain the voices of classmates are appreciated, but please summarize lengthy notes, perhaps with brief quotations. Do your best to eliminate redundancies and use active verbs, and please omit messages to specific individuals. You know your classmates best, so your editing is appreciated and trusted.
- Write in one continuous paragraph, placing classmates in alphabetical order by last name.
- Include first names, former names, and last names for alums. Use your class list to check the spelling of names, especially nicknames and maiden names. No parentheses are needed for maiden names, and nicknames may be placed within quotation marks.
- Boldface the names of all alums, even if they are mentioned more than once within the set of notes.
- Include the class year of any alum friends you mention who are not in your class, in the following format: “**First Maiden Last ’94**”. If you are unsure of a CA graduate’s class year, please use **TK**. Don’t worry — we will double-check that before printing!
- Use the past tense if an event will have passed by our publication date in early July.
- If possible, write with CA style in mind. We use numerals for ages (e.g., “Her granddaughter, 5, and grandson, 2, attended”), serial commas, and one space after periods.
- If you are working with co-secretaries to collect notes, please coordinate to combine your write-ups into one document before submitting it to CA.
- All notes will be edited for style, grammar, and if needed, length.
- *Please do not include information about a classmate unless they have submitted it themselves or have approved it being written.* This includes information found on social media or from other social networking sources.



## Submitting Digital Photos

*If you are having trouble sending your photos, please don't hesitate to contact Hannah Dunphy at [hannah\\_dunphy@concordacademy.org](mailto:hannah_dunphy@concordacademy.org) or (978) 402-2238.*

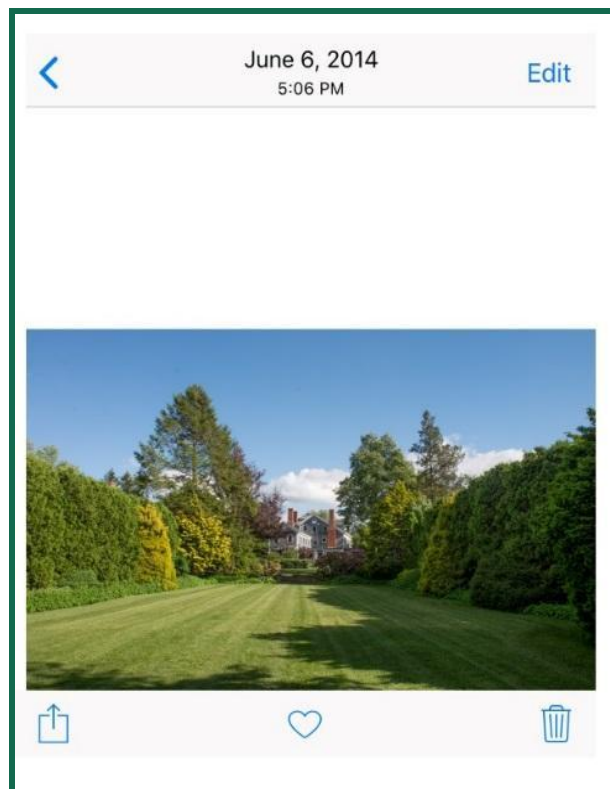
Each year we receive more photos than we are able to print in the magazine. In coordination with our designer, we prioritize photos that include more than one alum, photos from alums in a reunion year, major life transitions such as weddings and births, as well as images of higher resolution. Photos we are unable to publish in the printed magazine will be included in an online album that will be sent with the digital version of the magazine.

Please identify all CA alums who appear in photos with class year(s) and full names. Include the date, location, and a brief description of the occasion.

Each photo that we print in *CA Magazine* must be of sufficient size and quality to be reproduced in a print publication. A general rule of thumb is at least 1 MB in size, or a resolution of 300 dpi or greater at 4x6 inches. How can you make sure that the photos your classmates send are big enough? Here are some steps they can take to make sure they are sending the largest possible version of the image.

### *If they are sending from their iPhone:*

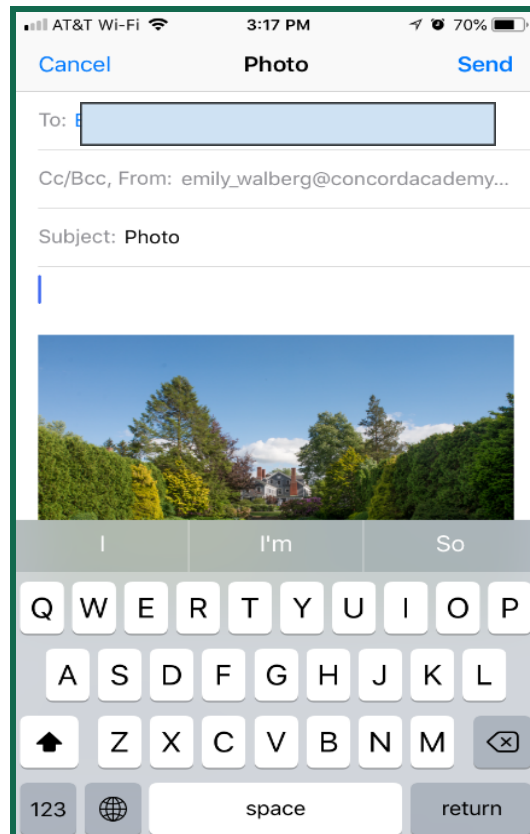
**Step 1:** Choose your photo in your library, and select the rectangular button with an arrow, on the bottom left.



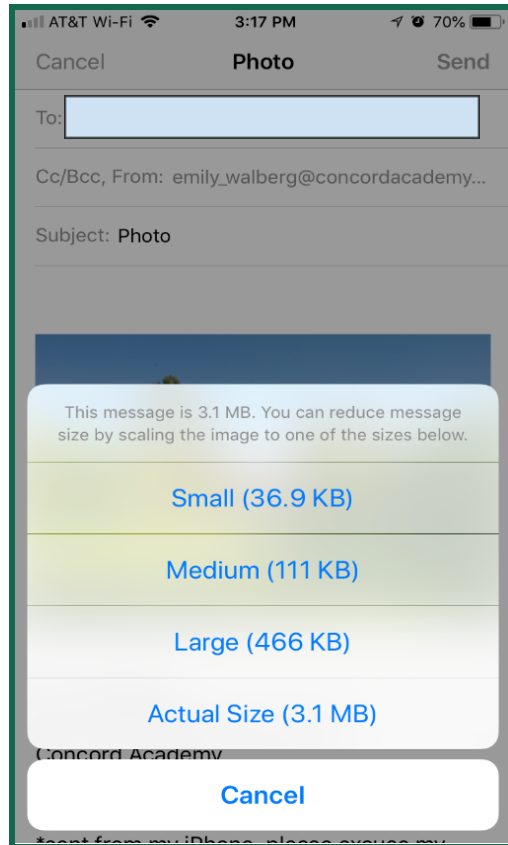
**Step 2:** Once the photo or photos are selected, choose Mail.



**Step 3:** Choose who you want to email it to, the subject, and enter any text you want in the body of the email.



**Step 4:** If your photo is large enough, when you hit “Send” your phone will ask you the question shown below. For CA to print your photo, choose “Actual Size” so that it will send the largest possible file.



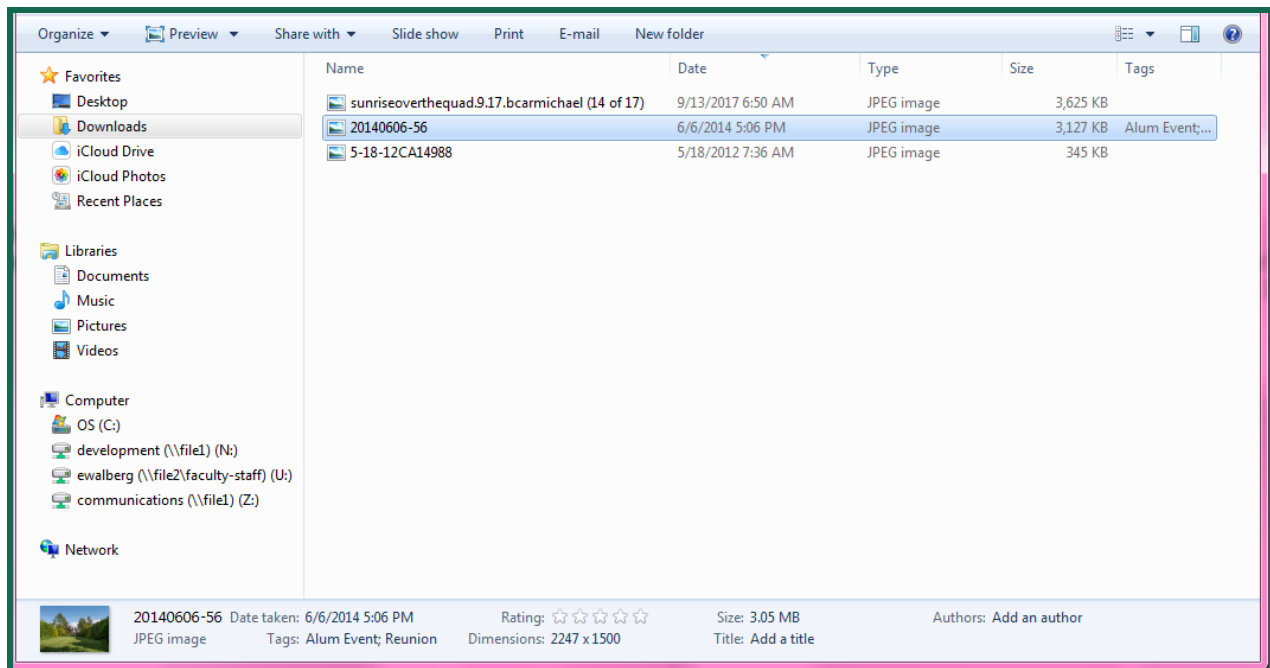
## *If classmates are sending from a computer:*

When your classmates are choosing an image from their computer, they should first make sure that it is large enough in the file where it is saved.

As you think about how to store and send files, keep in mind that 1 MB (Megabyte) = 1,000 KB (Kilobytes). This will help you ensure that your photos are large enough to use in the magazine.

For example:

In the folder shown below, two of the photos are larger in size than the other. The photos listed above 1,000 KB are generally acceptable to send for the magazine – the higher the number the better! The photo at the bottom of the list is too small, and would not be able to be printed in the magazine.



## CA Staff and Alum Partners

*Please contact us at any time with questions or concerns!  
You can also email [class\\_secretary@concordacademy.org](mailto:class_secretary@concordacademy.org) for general questions.*



**Hannah Dunphy**  
Annual Fund and Alumnae/i Programs Officer  
[hannah\\_dunphy@concordacademy.org](mailto:hannah_dunphy@concordacademy.org)  
(978) 402-2238



**Natalie Krajcir '02**  
Chair, Class Secretary Program  
[nerli315@gmail.com](mailto:nerli315@gmail.com)



**Heidi Koelz**  
Senior Associate Director of Communications  
Editor, *CA Magazine*  
[heidi\\_koelz@concordacademy.org](mailto:heidi_koelz@concordacademy.org)  
(978) 402-2249



**Hilary Rouse**  
Director of Engagement  
[hilary\\_rouse@concordacademy.org](mailto:hilary_rouse@concordacademy.org)  
(978) 402-2217

## Stay Connected with CA



- ❖ Like the [Concord Academy](#) page
- ❖ Share, comment & like our posts
- ❖ Tag us in your school-related posts



- ❖ Follow [Concord Academy](#)
- ❖ Add CA to the *Education* section of your profile
- ❖ Join the [Concord Academy Community](#) group
- ❖ Connect with your classmates



- ❖ Follow [@concord\\_academy](#)
- ❖ Like, comment, and repost our photos



- ❖ Follow [@Concord\\_Academy](#)
- ❖ Retweet us and like us

### **Concord Academy Website**

[www.concordacademy.org](http://www.concordacademy.org)



### **Class Notes Page**

[www.concordacademy.org/alumnaei/stay-connected/class-notes/](http://www.concordacademy.org/alumnaei/stay-connected/class-notes/)

### **Class Secretary Resources Page**

[www.concordacademy.org/alumnaei/get-involved-with-ca/resources-for-class-secretaries/](http://www.concordacademy.org/alumnaei/get-involved-with-ca/resources-for-class-secretaries/)

## **2023–24 Class Secretaries**

### **1940s**

Penelope Weadock Slough '46  
Laura Richardson Payson '47  
    Diane Sargent '48  
Nancy Billings Bursaw '49

### **1950s**

Joan Sandiford Young '51  
Elizabeth Ritchie Topper '52  
    Lisa Jenney Paige '53  
Howsie Jenney Stewart '53  
Mary Goodale Crowther '54  
Edith McMillan Tucker '55  
    Helen Locke Cook '56  
Carol Swanson Louchheim '57  
    Eileen Behr Sunderland '57  
    Caroline Murfitt-Eller '58  
    Mary Poole '59

### **1960s**

Havana Moss '60  
Christine Griffith Heyworth '61  
    Sallie Cross Kingham '61  
    Ellen Smith Harde '62  
    Anne Buxton Sobol '62  
Faith Andrews Bedford '63  
    Caroline Herrick '64  
    Wendy White '64  
Cornelia Kennedy Atkins '65  
Tracy Barker Greenwood '65  
    Loring Bradlee '66  
    Beverly Nelson Elder '67  
    Olga Reigeluth Morrill '67  
Lindsay Davidson Shea '67  
    Gail Weinmann '67  
    Julie Harrison '68  
Laura Palmer Aronstein '69  
    Nancy Schoeffler '69

### **1970s**

Elizabeth Brown '70  
Nancy Reece Jones '71  
    Evalyn Bemis '72  
    Cathrine Wolf '73  
Marjorie Aelion '74  
    Victoria Huber '75  
    Sydney Miller '75  
Jacqueline van der Horst Sergent '75  
Margaret Sweatt Kunhardt '76  
Jean Dunbar Knapp '77  
    Jean McCormick '77  
Martha Livingston '78  
    Andrew Herwitz '79  
Amelia Withington '79

### **1980s**

Lisa Siegel '80  
Lindsay Millard Clinton '81  
    Sung Kim '82  
    Katrina Pugh '83  
Lisa Moricoli Latham '83  
    Adam Ford '83  
Tilia Klebenov Jacobs '83  
    Nancy Shohet West '84  
    Martha Leggat '85  
Madeleine Blanz-Mayo '86  
Julia Baumgarten Foster '86  
    Kerith Gardner '87  
    Jay Golden '88  
Andrew Heimert '89  
Michael Romano '89

### **1990s**

Sarah Amory Welch '90  
Allie Powell '91  
Sam Wilde '93  
Michael Lichtenstein '94  
Karena Detweiler '95  
Brian Carvalho '96  
Johanna Rosen '97  
Sara Walker '97  
Michael Edwards '98  
Elizabeth Prives '99

### **2000s**

Keith Katz '00  
Benjamin Carmichael '01  
Natalie Krajcir '02  
Heather Reid '03  
Christie Wilcox '03  
Eli Vivas '04  
Amanda MacLellan '05  
Neely Hall '06  
Eliza Perlmutter '07  
Jennifer Lamy '09  
Nella Rasic '09

### **2010s**

Katie Simon '10  
Matthieu Labaudiniere '11  
Maxmillian Bender '12  
Emma Starr '12  
Melissa Pappas '13  
Becca Miller '14  
Natalie Ferris '14  
Sam Culbert '15  
Arden Fitzpatrick '16  
Lola Garcia '16  
Julia Kostro '16  
Julia Shea '16  
Sam Barton '17  
Theo Nunez '18  
Kaity Goodwin '18

### **2020s**

Emily Byers '20  
Sarah Gleba '20  
Katherine Stirling-Ellis '20  
Lilia Kasdon '22