

Operating Guidelines
Editor

1. Attend general meetings and board meetings.
2. Gather material for *Ah-oo-ga* at both meetings.
3. Publish the newsletter for the months of February of the current year through January of the following year.
4. Include the following items in the newsletter each month:
 - A. Calendar of coming events
 - B. Refreshment servers
 - C. Tour, activity, and outing information
 - D. Next board meeting date and place
 - E. New members' names, addresses and telephone numbers
 - F. President's message
 - G. List of current month's birthdays and anniversaries for members
 - H. Classifieds
 - I. Era fashion and technical articles as offered by chairpersons
1. Send out a reminder email or call to committee heads to remind them of the *Ah-oo-ga* deadline a few days prior to the deadline. A "Capitol A's committee heads" group is included in the gmail contacts (see #18). This will need to be updated after the January meeting.
2. Save the *Ah-oo-ga* as a PDF file with the following name: capitol-news-[month]-[year] (e.g., capitol-news-8-13). This allows for easy identification and adheres to the NCRG website requirements when uploading the file to be placed on the NCRG website. To have our paper included on the NCRG website, the PDF file must be less than 9 KB. It should be sent to webmaster@ncrgmafca.com. This address is currently included with the electronic "MAFCA clubs" in the contact list in gmail.
3. Send out the electronic version of the *Ah-oo-ga* as follows:
 - A. Open gmail.
 - B. Click on "compose mail."
 - C. Click on "add BCC" and then click on "BBC." Using BBC keeps everyone's email address hidden from the other recipients. A new window "Choose from Contacts" will open.
 - D. Select "electronic *Ah-oo-ga*"; click on "done." Repeat this for "MAFCA clubs electronic *Ah-oo-ga*."
 - E. Attach the PDF file; wait for it to download, then send.
1. Limit the *Ah-oo-ga* hard-copy mailed version to six back-to-back (double-sided) pages (12 pages total), which includes the return address cover sheet. This will keep the newsletter within the USPS first class weight limit.
2. Have newsletter ready for printing ten to twelve days after the board meeting so it is received by the membership prior to the general meeting.
3. Deliver the copy-ready *Ah-oo-ga* to the copy service of your choice. "Copy-ready" refers to either a hard copy or electronic PDF file saved to a flash drive. If you send the file electronically to the copy service, you need make only one trip to the copy service to pick up the printed copies.

4. Fold, seal, stamp, label and mail printed copies to members requesting the mailed version (see #13, expenses/debit card use).
 5. Maintain an up-to-date mailing list/labels and electronic email addresses for membership mailing and mailings to other clubs with which we exchange newsletters (see #18, editor correspondence).
 6. Pay for printing costs and stamps using the Capitol A's debit card. This card has been issued on the Capitol A's bank account. By using the debit card one time each month, we are able to have bank fees waived for the account. When the current month's *Ah-oo-ga* is dropped off at the post office for mailing, purchase the stamps needed for next month's mailing. Attach the receipts to a "Capitol A's Request for Check" form with "Debit Card Purchase" written in the "Pay to" line, and submit it to the Treasurer.
 7. Notify the President if, for any reason, you are unable to edit, publish and mail the newsletter. The President will ask the membership for assistance.
 8. Maintain a publication binder of our newsletters.
 9. Bring extra issues of the newsletter to the general meetings to give to visitors.
 10. Send the newsletter to visiting prospective members for two months.
 11. Keep a printed copy of member's contact information and email on hand for easy reference.
- A. A g-mail account has been set up to send and receive correspondence related to your duties. Email contact lists for members and other clubs receiving the *Ah-oo-ga* electronically are set up through this e-mail account.
G-mail user name: ahoogaeditor@gmail.com
Password: capitolas
Security Question: What years were Model A's in production?
Answer: 1928-31
- Reset the recovery email address/phone to your personal email under "Account Setting" the "Recovering your password."
1. Contact the Club President and/or the prior editor for assistance with any questions not answered in this guideline.