

New York North Northern Hi Lights

Nancy P. - Editor

Marion W. - Proofreader

LaVaughn R. - Proofreader

I could not attend the transition meeting, Nancy H. and I met so that Nancy could pass along to me two binders, numerous CDs, and shared all of her experience, strength and hope with me for this position. This was just the beginning of her encouragement and help. Many email exchanges followed as Nancy patiently answered my questions about how I would setup and get the Newspaper to the members via email, NYN Website and printed copy. I also want to thank Kathi and Mel for technical support. George and I have to collaborate via email for group records information. Everyone has been helpful, kind and encouraging and I appreciate their help.

I use Microsoft Publisher to publish the Newsletter and then I save it as a PDF file to send members, via email attachment. Then I take out all of the member's contact information to send Mel the Newsletter in PDF form for the NYN Website. After this is done, I send the Publisher copy to *The Mailbox* in Ithaca be printed and sent out to members via bulk mail. George sends *The Mailbox* the addresses for the Newsletter. Bulk mail is not quick so if you want your Northern Hi Lights when it is completed then please go to the Website or ask for a copy via email.

The first job I had was to create new distribution list on my computer for those who would be getting the Newsletter via email. I have 4 distribution list containing 90 members receiving the Newsletter via email. If you do not get a copy via email and would like to receive one please let me know so I can add you to one of the distribution list. If your mailbox is full, the Newsletter will be rejected. When you see the Newsletter on the Website if you have not received your Newsletter via email please let me know. I will make sure you get the Newsletter emailed to you immediately. The same night I email *The Mailbox* the Publisher copy of the Newsletter for publishing.

Next, on the tenth of each month I send a notice out to Officers and Coordinators that their articles are due to me on the 15 of month. I set up the template for the January/February issue using the December Issue Nancy H. created. When the articles come in to me I let the author know I received the information and put it into the month's Newsletter folder. All of this information is then copied and pasted into the Newsletter format. I send a copy of the Newsletter to Marion W. and LaVaughn R. to proofread. When I receive the corrections I make the necessary changes to the Newsletter and send it to our members.

Our treasure pays the postage in advance and the Mailbox sends me the invoice after the Newsletter is finished each month. I send this on to Louise to pay the bill. She has posted the cost in each Newsletter. Mailbox cost on 1/30/09 - \$355.21, postage in advance - 62 dollars Mail box bill 2/28/09 - \$327.41 postage in advance 62 dollars. Total cost in January - 314.21, February total cost 389.41.

I want to thank all of those who have sent me articles, district news, and helped me get the Newsletter published each month.