

MONTHLY MEETING BROCHURES: The 1st VP in charge of the monthly meeting brochure should gather all the needed information to be placed on the brochure from other Board Members or Activity Contacts and send this info to CT Member Marilyn Wolpert (brochure creator).

Procedures:

- 1st VP sends the following information to Marilyn Wolpert:
 - Meeting dates/times for upcoming month PLUS the next month's meeting (include program time if more than 30 minutes)
 - Menu for the next month's meeting
 - Program details with brief write-up, logo, clip art, photo jpeg or website address if readily available
 - Service Projects, donation amount for upcoming and following month
 - Upcoming special events/activities
 - Any special requests or timelines for the following month (dress theme, extended program time)
 - Special needs (i.e. Dues are due, Blood Drives)
 - Book Club added only as a filler...when space available...not during season
 - Garden Club...when requested by GC President
- Marilyn prepares the brochure and sends it to the 1st VP; editing/revisions are done if needed.
- Note that Marilyn also prepares "Next Month Meeting" for website
- 1st VP secures photo copies of brochure for the monthly meeting and posts it (both sides) to the Bulletin Board
- Note that timelines are worked out between these 2 ladies