

Monitor Lodge #218

Business practices for Monitor newsletter production

NOTE: This document is also included in the computer folder as a READ ME text file for Monitor Lodge 218's newsletter processes to be included whenever the folder and contents are downloaded.

- Newsletters are developed in MS Word but sent to recipients as PDF files and, for members without email, paper copies.
- The VASA archives at Bishop Hill now have digital versions of all of Monitor's newsletters back to 1976.
- PDF copies are sent in four separate mail groups as not all groups receive copies of all additional enclosures as noted below:
 1. all members – newsletter, business minutes, event flyers, documents for members review and input (e.g., meal fee policy, scholarship program guidelines)
 2. chairman or secretary of other Golden Gate District 12 lodges, VASA Star and Nordstjernan editors, VASA archivist at Bishop Hill, - newsletter, business minutes, event flyers
 3. prospective members (actively being recruited) and Nordic Museum staff – newsletter, event flyers
 4. interested persons (e.g., Scandinavian festival sign-ups) - newsletter