

1. THE ACFA MONTHLY (FEB. — DEC.) NEWSLETTER IS THE "GLUE" THAT HOLDS OUR CLUB TOGETHER, KEEPS ALL INFORMED, PROMOTES VARIOUS CLUB INITIATIVES, RECORDS CLUB HISTORY, AND GENERALLY SERVES AS THE VOICE OF ACFA AND THE GUIDE REGARDING THE DIRECTION ACFA IS MOVING IN ANY GIVEN YEAR. GENERALLY SPEAKING IF SOMETHING APPEARS IN THE NEWSLETTER IT IS DEEMED OFFICIALLY APPROVED AND TO BE ACTED UPON.
2. IN ORDER TO PRODUCE A GOOD NEWSLETTER THE EDITOR MUST BE ACQUAINTED WITH ALL OFFICERS AND CHAIRMEN, AND SHOULD BE VERY WELL VERSED IN ACFA AND ALL OF THE CLUB'S INNER WORKINGS, BECAUSE IT IS THE NEWSLETTER THAT EXTENDS ALL INFORMATION ABOUT ACFA TO THE GENERAL MEMBERSHIP, THEIR FAMILIES, AND FRIENDS OF ACFA. THERE IS NEVER ENOUGH TIME TO ACCURATELY PASS OUT ALL THE CURRENT INFORMATION ABOUT CLUB EVENTS, RULES, ACTIVITIES OR (MUCH LESS) HAVE A DISCUSSION OF SAME DURING A 2 HOUR MEETING.
3. THE EDITOR WORKS CLOSELY WITH THE CLUB SECRETARY THRU-OUT THE YEAR, BUT RECEIVES INFO FOR THE NEWSLETTER FROM SEVERAL OTHER CHAIRPERSONS IN ORDER TO ASSIST THEM IN ACCOMPLISHING THEIR GOALS. (PROBABLY SHOULD CHECK WITH THEM EVERY MONTH BEFORE COMPILING THE LETTER.) PREFERABLY VISA-VERSA ;-)
4. THE MOST IMPORTANT GUIDE FOR THE EDITOR IS THE PUBLISHED YEARLY SCHEDULE WITH IT'S DATES, INFORMATION, AND REMARKS. USING THIS AS A GUIDE OTHER ITEMS CAN BE PUBLISHED ON A TIMELY BASIS. THIS SCHEDULE (AND CALENDAR) SHOULD BE FINALIZED AT THE JAN. BOARD MEETING AND BOTH INCLUDED IN THE FIRST MAILING.
5. JUST REMEMBER — ALTHOUGH THE CLUB HAS MANY TREPAT MEMBERS IT IS THE BRAND-NEW, FIRST-YEAR-MEMBER WHO NEEDS ALL THE INFO AVAILABLE — THRU-OUT THE CLUB YEAR! WRITE IT FOR THOSE WITH NO FORUM ACCESS.