

An Urgent Dispatch for the General Staff

the newsletter of the W3R-US [by Ralph Nelson, 2009-06-09]

Goal: To provide a communication to W3R members (and friends) that relieves them of the need to remember to search our Website regularly to find information about new developments related to the W3R at the national level or in states other than their own.

Format - The editor can prepare the material using PowerPoint(TM), then convert the final version to a PDF file and post it on the W3R Website. The first page should have a distinctive banner at the top and following pages should have an identifying stripe at the top. The newsletter should be short (perhaps four pages), and we should try to issue it monthly. At the moment the editor is Ralph Nelson

State Contributions - Each state chair should circle that state's abbreviation in the following chart to determine when to provide the newsletter editor with material in two categories:

Activity: Describe an interesting program or commemoration you held in the past 12 months. The length should be one column plus a half-page of photos.

Member Biography: Provide a half-column biography of a member (no photo), focused on historical and W3R activities.

Month	Activity	Member 1	Member 2
Jan	MA	PA	NY
Feb	RI	DE	NJ
Mar	CT	MD	PA
Apr	NY	DC	DE
May	NJ	VA	MD
June	US	US	US
July	none	none	none
Aug	PA	MA	DC
Sep	DE	RI	VA
Oct	MD	CT	MA
Nov	DC	NY	RI
Dec	VA	NJ	CT

Upcoming Events: These shouldn't be in the newsletter. Notes and contact information about upcoming events should submit it to the Website manager (Ralph Nelson) for posting on the W3R-US Website under the "Next and Past Events" link.

Exec Comm Contributions: Each officer should contribute a full column on plans, achievements, or general comments, following the schedule shown below. The NPS liaison is invited to contribute also. An officer may submit articles at other times as well.

Month	Officer
Jan	Chair
Feb	Vice Chair
Mar	Treas
Apr	RecSec
May	Corr Sec
June	Chair
July	none
Aug	Vice Chair
Sep	RecSec
Oct	CorrSec
Nov	Treas
Dec	NPS Lias

Member / nonmember articles: We would accept short articles on W3R history or current activities as space permits.

Reminders: Each month the editor should send all state chairs a note to remind them of the assignments for the next three months, for example

State Chairs take note: Articles are due via Email to me on the first day of the month noted for the following topics:
January: MA - article on an activity / PA and NY - biographies
February: RI - article on an activity / DE and NJ - biographies
March: CT - article on an activity / MD and PA - biographies

Review: The editor should send a pre-publication version to the ExecComm for quick review and approval, so that problems can be fixed before a newsletter is posted.

Distribution - After the file is posted the editor can ask the Corresponding Secretary to send out a notice to all members that the latest issue has been posted and include in the Email a URL link to the posted PDF file. There would also be a "Newsletters" link in the left column on the home page. People who wish to print it out or forward it to friends could do so. We could mail printed copies for a suitable annual fee if we find a volunteer to do this.