

## **The Bridge Editor**

- a. Edits and publishes the monthly newsletter "The Bridge". The Bridge shall contain information of general interest for the Club members.
- b. Coordinates draft of the Bridge with the Board of Directors and, Staff and Event Chairs prior to sending final to print.
- c. Sends final to Honeywell for print and distribution and to the Webmaster for electronic Distribution (see Webmaster description below).

**Note:** *The Club is attempting to reduce hard copy publishing to improve distribution (via email) and to reduce dependence on Honeywell for their publishing and distribution services. To that extent, there should be close coordination among the Editor, Membership Chair, and Webmaster to update and expand when possible, the Webmaster's .....???*

**A little bit of the HOW from an Aug 11, 2017 Linda Gregerson email to Ed Taschner:**

---

Once the Bridge was approved, I made a PDF version of it and sent it to Kevin along with a WORD version<sup>†</sup>, copying you. He then sent out the electronic version of the Bridge.

For snail mail, using a copy of the word version of the Bridge, I created a mailing list merged version using the names and addresses provided to me by Darrel. I sent the merged file, the PDF version, and the Excel spreadsheet mailing list, to Traci Hetterly, Patricia Mitchell, and Xerox Document Services all at Honeywell and copied you.

---

<sup>†</sup>Kevin uses this in creation of the sub-set online Bridge.

*Note: There is an email address for the Bridge Editor so that those sending emails do not have to find out who the editor is and spell their email address correctly. This also makes for better continuity when a new Bridge Editor takes over.*

As of June 3, 2018, all emails sent to [Bridge\\_Editor@hrcaz.org](mailto:Bridge_Editor@hrcaz.org) go only to Kevin Harris, the webmaster, who will decide how best to handle them.

When we have an appointed Bridge Editor, emails will go to that person, but Kevin will still see them as a backup.

To allow for spelling mistakes, the following variants also work

[bridge-editor@hrcaz.org](mailto:bridge-editor@hrcaz.org)  
[bridgeeditor@hrcaz.org](mailto:bridgeeditor@hrcaz.org)