UMRA Photo Club   Toolkit

Tasks that need to be addressed during the year.

Annual

Prepare an Annual Report on Photo Club activities over the summer. Send it toJulia Wallace and Cathy Gierke.

Review general information on Photo Club on the UMRA website. Send changes to Cathy Gierke.

Share meeting dates for the upcoming year with Photo Club members.

Send email of welcome to new UMRA members who indicate an interest in the Photo Club. John Anderson or Virgil Larson and identified these new members a couple of times a year.

Monthly

When meeting in person be sure to reserve the library room 3 months in advance. When meeting in person it has been at the St. Anthony branch of the Hennepin County Library.

I have been sending two reminders for each meeting

- Shortly after one meeting is over, I send a notice about date, place and time for the next meeting announcing the theme for the start of the next meeting and the date by which participants should get pictures to Dick Kain. Remember to include Dick's email address

- 4 to 7 days before the meeting I send a second reminder with the same information.

Prepare copy for each newsletter about the next Photo Cub meeting.

Convene the meeting or find someone else to do so if I will be away.

Lead the group in choosing a theme for the next meeting. It is useful to have a few ideas ready to share but usually there is not a shortage of ideas. I keep a list of ideas we have used in the past on a spreadsheet on my computer.

I also maintain the list of member email addresses on another spreadsheet

Photo Club website

Starting November 2018 I have posted theme pictures from each meeting on a Shutterfly website   https://umraphotoclub.shutterfly.com/

From March 2020 thorough April 2022 we met by Zoom. I started by posting Theme pictures as before, but since the theme permeates the other pictures that many members share, I started posting those as well under the heading Photogrpaher's Choice

I ask members who want their pictures posted to cc me when they send pictures to Dick Kain. Using the batch rename option on my Mac I add their full name to the beginning of each picture file. When uploaded to the Shutterfly album for a particular month, I sort the pictures by name and choose one for the album cover.

The Shutterfly web page is registered under my name. As long I keep buying stuff from Shutterfly it is free. The location of the web page could be changed if that were preferable or easier for someone else.

Dick Kain

Dick is vital to the technology that underlies our meetings. He has his own video projector that he brings as the St. Anthony branch does not have a projector in their meeting room. Dick has also served as the Zoom Master for our Zoom meetings. In normal times Dick may miss one or two meeting during the year. On those occasions I have to find someone who is able to bring a projector to the meeting, often by borrowing one from their department.

Additional comments

When I first joined the Photo Club we chose a day to meet on an ad hoc basis for each month. We then decided that finding a fixed date, e.g., second Tuesday, would be a better idea. For the first couple years I did a quick email poll to help identify the day with the fewest conflicts. Once we settled on the second Tuesday I have not done an annual poll.