SHCC Info

OFFICERS:

President	Rick Schummer	939-6346
	CIS:70254,1643	
Vice President	Jerry Carson	548-0331
	jcarson@mcgh.org	
Treasurer	Dick Morawski	573-9648
Secretary	Don VanSyckel	731-9232
	CIS:70414,1176	
	vansycke@gdls.com	

SPECIAL INTEREST GROUPS:

MS-DOS	IBM compatibles
FoxPro	FoxPro users on the DOS and Windows platforms
Power user	Advance users discuss various topics
Novice	Those starting out

COORDINATORS:

BBS info	Jerry Carson	548-0331
Disk librarian	Tom Grish	826-8449
Door prize	Paul Anderson	979-2280
Door prize	Jerry Houle	656-4913
	CIS:74750,1245	
FoxPro SIG	Rick Schummer	939-6346
Greeting table	Ralph Osinski	469-3472
Joke	?	
Newsletter editor	?	
Newsletter editor	Tony Adams	399-5857
Newsletter publ.	Don VanSyckel	731-9232
Novice SIG	Olga Firchau	751-8551
Power Users SIG	Ed LeBioda	264-1632
Resource person	Tom Grish	826-8449

RESOURCE PEOPLE:

DOS	Jerry Carson	548-0331
Excel	Mike Greenen	979-8717
Family Tree Maker	Rick Schummer	939-6346
FoxPro	Rick Schummer	939-6346
Hardware	Jerry Carson	548-0331
Instant Artist	Sara Scholl	247-8696
Lotus 123	Mike Greenen	979-8717
PCFile	Don VanSyckel	731-9232
Professional Write	Mike Greenen	979-8717
Spread sheets	Rick Schummer	939-6346
Word for Windows	Rick Schummer	939-6346
WordPerfect	Jim McNeil	978-3953

Newsletter submissions are due 8 days before the club meeting, but the earlier the better. They should be sent to:

Newsletter Publisher
at the club's PO box

DUES: $20/year

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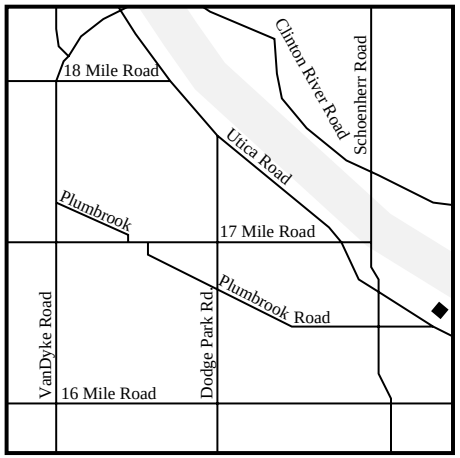
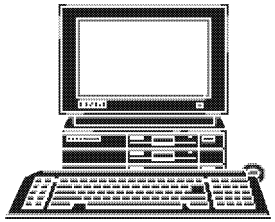
Guests and **visitors** are welcome. People can attend any of three consecutive club meetings before deciding to become a member or not. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone, it is **not** limited to residence of Sterling Heights.



SHCC at Carpathia Club

This newsletter was produced using WordStar 6.0 and a postscript laser printer. Scissors and tape were not even used to mount the Joke of the Month.



WYSIWYG Gazette

newsletter of the
STERLING HEIGHTS COMPUTER CLUB
PO Box 385
Sterling Heights, MI 48311-0385

$3.00

Volume 6 Number 8 OCTOBER 1994

SIGS

MS-DOS: 7:30 PM - First Tuesday (except July & August no meeting) at the Metro Church of Christ (40100 Dodge Park Road)

FoxPro: 7:30 PM - Monday before the third Tuesday (except July & August no meeting) - on hold pending finding a new meeting room

Novice: 7:30 PM - Third Tuesday (except July & August no meeting) at Oakbrook Elementary School

Power User:7:30 PM - Forth Tuesday (except July & August no meeting) at the Mount Clemens general Hospital

(For questions, call an officer or send mail to SHCC PO Box)

This month SHCC members Rick Schummer and Jerry Carson will present some useful shareware programs available from the club.

Officer Elections

Rick Schummer

It is time to re-elect our officers. As promised at the September meeting here is the process, the jobs, and responsibilities:

The nomination process is fairly simple. You can nominate yourself or have another person nominate you for one or more of the offices. All the offices (president, vice-president, secretary, and treasurer) are elected for a one year term starting in January and completing in December. Nominations are taken in October and just before the elections in November.

The elections are held at the regular meeting closest to November 1st, as stated in our constitution. This year the elections will be on November 1, 1994. The easy way to remember this is that we hold our elections on the same night as the local and national elections are held. Only members of the SHCC can vote. Ballots will be handed out at the sign-in table. The elections are held during the business portion of the meeting. The person with the majority of the vote in each office is the winner.

The jobs of each office are flexible. Some are defined, some change from office to office depending on the officers capabilities and availability.

In reality the president makes sure the meeting topics are set, the speakers are prepared, writes thank yous to presenters and door prize contributors, runs the regular club and officer meetings, publishes the minutes to the officer meetings, takes phone calls from potential members and sends information to them, audits the monthly treasurer report and membership databases, tracks door prizes, and handles most of the publicity issues for the club. The WYSIWYG column is optional, but a great forum to pass along information to the members. The president also makes sure that the different coordinators are appointed and do their jobs. The president enforces the constitution and Club's policies. The president also does whatever things cannot be done by anyone else. The big key to this job is delegation. The more the president delegates the less there is to do.

The Vice President has the catch all job. So far to date the vice-president has not had to

The President's Bits And Bytes

Rick Schummer

Wow, the newsletter has changed. You might be asking, did the postal service lose the other pages? No, Don and Rick are sort of trying out a new format. Do you like this or do you prefer the bigger, more info packed model?

Basically it boils down to this. Rick writes most of the newsletter, Don spends considerable time beyond his usual secretarial duties putting it together and mailing it out. Both of us are stretched and are trying to best optimize our time for the club. We can continue with this smaller format and save time or... someone (or more than one person) can audition to become the newsletter publisher. Submit your qualifications to Don or Rick. The basic requirements are *advanced* word processing or desktop publishing skills and access to a laser printer.

Door Prizes

SHCC offers a door prize(s) at regularly scheduled club meetings. At this meeting the following will be offered:

- (1) $25.00 Gift Certificate from CompUSA
- (3) "The Official America Online for Windows Tour Guide" books from AOL
- (1) "Red Storm Rising" game from Computer City

Novice SIG

Moving forward into Windows using the book "A Quick Course in Windows" at a cost of $15.00, order at meeting or send in check to PO box, class starts at the November meeting. October will be open Q&A

Public Domain Library

Please contact Tom Grish with disk orders and remember to use the disk order form. He can bring the disks to the next meeting. The prices are: $2 - 5.25" and $3 - 3.5" disks. An additional charge of $1 per disk for non-SHCC members.

step in for the president, and there have not been any state funerals that they have had to attend. This is an important job. The person must be flexible and be prepared to run the regular and officer meetings if the president cannot attend. This officer usually picks up a project or two during the year to lift the burden from other officers.

The secretary maintains the membership database which is tracked in PC-File. They also puts together "New Member Packets" and gives them to newly joined members, and members who renew. These packets are already printed, some assembly required! They track "New Member Beast" forms to be given to members who referred a newly joined member to the SHCC. The secretary audits the treasurer report to make sure that the membership money collected matches the membership counts in the database, print the mailing labels for *WYSIWYG* mailing and several reports such as a membership list and attendance sheet. Copies are made for all officers as needed. The secretary makes sure that sign-in table materials needed at each regular meeting are there before the meeting, and before people start showing up.

The treasurer maintains all the money taken in and paid out from the Club's checking account. The SHCC currently uses Quicken to track the funds and generate reports for the officers. The treasurer also audits the membership counts. The treasurer makes reports to the officers at the officers meeting and four times a year to the Club's membership. All the receipts are collected and maintained by the treasurer.

All the officers attend the officer meeting that takes place on the second Tuesday of the month. Starts at 7:30pm, time and date are flexible to liking of all officers.

I hope everyone considers this invitation, this call to service. It is some work, and it is a lot of fun. Normally it takes 3 to 5 hours a month (give or take a few hours) outside of the meetings. The president's job might take a little more, but remember that delegation can lower the burden. If you have any questions concerning the duties, feel free to give me a call.

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Featured Diskette

The Disk Librarian will have five copies of this disk available for sale at the club meeting and will take orders for any additional.

Software Labs
9490 DOS, SIMPLY SAID, SIMPLY DONE, SIMPLY EASY

This extraordinary menu-driven Hypertext tutorial sets new standards in educational and DOS reference guides for beginners and experts alike. Study at your own pace just those subjects which are appropriate for your level of competence. Learn the overall concept of DOS and over 90 DOS commands. Each detailed description gives you an easy-to understand explanation and detailed examples. It also covers 46 other DOS topics including memory, device drivers, 5 CPU types, DOS error messages, and much more. If you can find more comprehensive information elsewhere, we'd like to know about it. Requires a hard disk or high density floppy drive. Version 1.2 (Note: You must execute tshelp on this disk for install instructions!!)

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Sterling Heights Computer Club
PO Box 385
Sterling Heights, MI 48311-0385

CALENDAR OF EVENTS

October 1994
3 - APPLE P.I.E. meeting
4 - SHCC - Shareware night
9 - SEMCO meeting
10 - CUE 80 meeting
11 - SHCC officers' meeting
12 - DMUG meeting
17 - FoxPro SIG - TBD
18 - Novice SIG
21 - MCUG meeting
25 - Power Users' SIG - TBD
26 - SCUG meeting

November 1994
1 - SHCC - Mark Tallman of Symantec will present Norton Utilities 8.0 and Act!
7 - APPLE P.I.E. meeting
8 - SHCC officers' meeting
9 - DMUG meeting
13 - SEMCO meeting
14 - FoxPro SIG - TBD
14 - CUE 80 meeting
15 - Novice SIG
18 - MCUG meeting
22 - Power Users' SIG - TBD
30 - SCUG meeting

December 1994
5 - APPLE P.I.E. meeting
6 - SHCC - Information Super Highway
11 - SEMCO meeting
12 - CUE 80 meeting
13 - SHCC officers' meeting
14 - DMUG meeting
16 - MCUG meeting
19 - FoxPro SIG - TBD
20 - Novice SIG
27 - Power Users' SIG - TBD
28 - SCUG meeting

January 1995
3 - APPLE P.I.E. meeting
4 - SHCC - TBD
9 - SEMCO meeting
10 - CUE 80 meeting
11 - SHCC officers' meeting
12 - DMUG meeting
17 - FoxPro SIG - TBD
18 - Novice SIG
21 - MCUG meeting
25 - Power Users' SIG - TBD
26 - SCUG meeting

February 1995
6 - APPLE P.I.E. meeting
7 - SHCC - TBD
8 - DMUG meeting
12 - SEMCO meeting
13 - CUE 80 meeting
14 - SHCC officers' meeting
17 - MCUG meeting
20 - FoxPro SIG - TBD
21 - Novice SIG
22 - SCUG meeting
28 - Power Users' SIG - TBD

March 1995
6 - APPLE P.I.E. meeting
7 - SHCC - TBD
8 - DMUG meeting
12 - SEMCO meeting
13 - CUE 80 meeting
14 - SHCC officers' meeting
17 - MCUG meeting
20 - FoxPro SIG - TBD
21 - Novice SIG
28 - Power Users' SIG - TBD
29 - SCUG meeting