

MAGIC

Officer Duties

All Board Members shall:

- serve on the Macintosh Appreciation Group of Island County (MAGIC) Board with voting and decision making rights as described in the organization's Bylaws;
- provide direction for and approval of the programs and services of the organization;
- attempt to be present at each monthly meeting or notify the President or Secretary of intended absence a week in advance;
- ensure proper financial responsibility of the organization, expenditures which are not budgeted are presented for approval by the members of the board;
- approve annual budget for the organization; and
- approve financial audit for the organization annually.

President shall:

- be the principal executive officer of the organization and subject to the Board's control;
- shall supervise and control all of the business and affairs of the organization;
- preside over membership meetings and over all Board meetings, when present;
- with another officer, sign deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except under conditions described in the Bylaws

Vice President shall:

- preside over membership meetings and Board meetings, in the absence of the President;

- shall supervise and control all of the business and affairs of the organization in the absence of the President; and
- assist the President or other Board members as needed.

Vice President of Presentations shall:

- provide its members with a full array of informational presentations at regular monthly meetings except December. These various programs, will provide skills that will enhance members' ability to get the most out of Apple products, including the iMac, MacBooks, iPod, iPhone and iPad; **(December is also planned by the VP)**
- work with the Education Committee to identify the member and community interest in classes that will benefit the greatest number of people;
- seek out the special skills that exist within the membership so that they can present and expand the knowledge base of all members;
- query members to help identify others in the larger Island community with special interests or skills that would benefit our organization; and
- make contact with a presenter and schedule a program, monthly.

Additional notes are in the [Appendix](#)

Vice President of Education shall:

- assess the training needs and desires of the MAGIC membership annually;
- review and recommend to the Board of Directors various means of meeting the training needs and consider such means as qualified trainers, discussion groups, consultants and tutorials.
- establish the training curriculum, based on the needs, relative dates, times and locations;
- arrange for the training facilities and assistants for training;
- arrange for the means of training, scheduling trainers and/or consultants;
- order or recommend necessary training materials, books, tapes, CDs, etc.;
- oversee collection and depositing of course and course content revenue; and

- provide a report annually to the Board of Directors on the training program.

Vice President of Membership shall:

- enter new applicants into the MAGIC membership list in Address Book;
- collect membership dues and give to the Treasurer to deposit;
- notify new members of their acceptance, etc;
- notify the President and Newsletter Editor of new members;
- keep the membership address list up to date, deleting inactive members;
- see that members are welcome at meetings; and
- provide name badges at meetings.

Secretary shall:

- record minutes of monthly meetings and meetings of the Board of Directors;
- email prepared minutes to both the President and Newsletter Editor at least two weeks before the next monthly meeting;
- develop and maintain current policies and procedures; and
- maintain permanent files of the corporate minute book containing all legal documents, contracts, and policies of the organization.

Newsletter Editor shall:

- prepare a monthly newsletter for distribution to members;
- share with president who proofreads it and helps make corrections;
- send to webmaster to upload corrected issue onto the website;
- send newsletter notice to membership group email list with a link to the MAGIC website;
- send a notice to local publications to announce meetings, including: <http://pnwlocalnews.com/whidbey> and www.whidbeyexaminer.com/calendar; and
- encourage members to submit material to the newsletter editor, citing references and credits.

Treasurer shall:

- have charge and custody of and be responsible for all funds and securities of the organization;
- receive and give receipts for moneys due and payable to the organization from any source whatsoever;
- deposit all such moneys in the name of the organization in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws;
- file all required reports with the State of Washington and the Internal Revenue Service;
- perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board;
- submit a financial report at the annual meeting. This report will be audited by one or more appointee(s) of the Directors of the Organization prior to submission.
- Ensure any rental dues for regular monthly meetings are paid in a timely manner;
- in cooperation of the Vice President of Membership, collect meeting dues and other funds and deposit in a timely manner;
- provide receipts for cash payments;
- compensate board members for club-related expenses; and
- maintain accurate records of general fund, donations and education fund transactions.
- yearly duties:

January present annual business meeting report

May file IRS tax report

November pay \$10 nonprofit corporation fee to Washington
Secretary of State

Directors-at-large shall:

- provide support to officers of the organization on projects undertaken by the organization; and
- provide assistance to the officers of the organization regarding policy development or refinement.

APPENDICES

I. Vice President of Presentations Notes

**Vice President of Presentations
Macintosh Appreciation Group of Island County**

From: Sue Keblusek

Date: January, 2017

Formal Duties of the VP of Presentations

- provide its members with a full array of informational presentations at regular monthly meetings. These various programs, will provide skills that will enhance members' ability to get the most out of Apple products, including the iMac, MacBook, iPod, iPhone and iPad; **(December is also planned by the VP)**
- work with the Education Committee to identify the member and community interest in classes that will benefit the greatest number of people;
- seek out the special skills that exist within the membership so that they can present and expand the knowledge base of all members;
- query members to help identify others in the larger Island community with special interests or skills that would benefit our organization; and make contact with a presenter and schedule a program, monthly.

This document has been created to help subsequent VPs of Presentations undertake the position with as little angst as possible. During 2016 several changes occurred:

1. The formal program for the evening was moved to the top of the agenda. It is now followed by a question and answer activity.
2. We discontinued providing comment forms to attendees as the information they provided was of limited use.
3. While a written handout is suggested this is not required to be provided by the speaker.

The VP of Presentations was aided by two additional MAGIC members and several meetings were held with this program committee. It is recommended that the group effort continue as the job can be very time consuming for only one person.

Publicity

Having a separate person in charge of publicity for programs is recommended.

The following chart outlines the places which should receive information about upcoming programming and classes:

Site	When to Submit information	Where
MAGIC newsletter	MAGIC newsletter, 10 days prior to meeting or sooner	Ron Sharp, rbsw@whidbey.net
Whidbey Weekly	Thursday, 10 days prior to publication	editor@whidbeyweekly.com
Whidbey Life Magazine calendar	Ideally 10 days prior, but a week may work. They publish on line Thursdays.	www.whidbeylifemagazine.org/submit-your-event/
South Whidbey Record Calendar	7-10 days	http://www.southwhidbeyrecord.com/calendar/submit/
Whidbey News-Times calendar	7-10 days	http://www.whidbeynewstimes.com/calendar/submit/
Everett Herald (addition to list 2017)	7-10 days	http://www.heraldnet.com/calendar/add-an-event/
Drew's list now has its own do-it-yourself website for posting stuff: But you need to ask for an account, make a password and wait for approval (a few hours wait). Or you can continue to go directly to the email listed here.	7-10 days	https://drewslist-southwhidbey.com .

Typical Drew's List Ad:

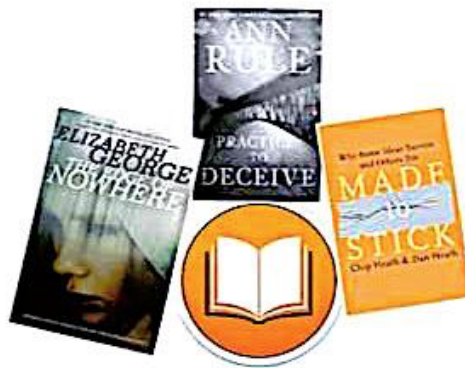
MAGIC Monthly Meeting

MAGIC

Macintosh Appreciation Group of Island County

Wednesday, January 18th ~ 4 – 6 p.m.

All About iBooks
with Robert Elphick



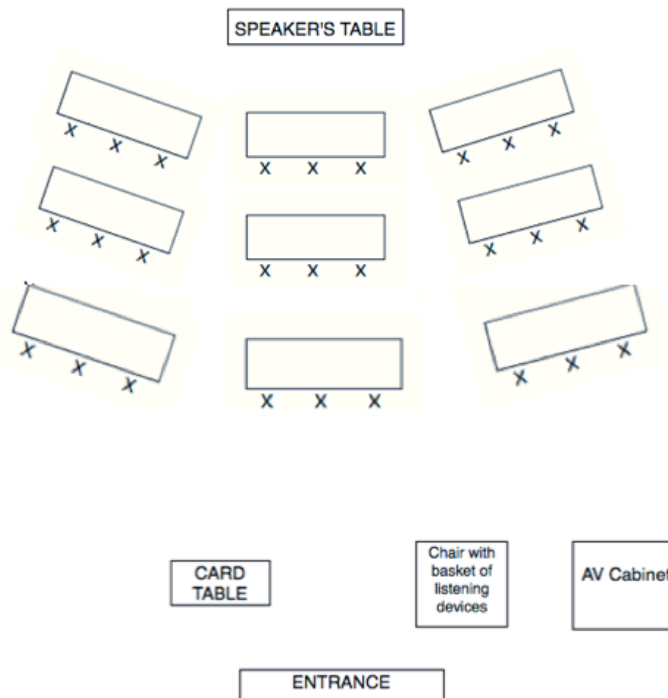
iBooks is an application that comes with all Macs and iDevices for FREE. It is used to display several different formats of reading material including e-books, pdf files, and iBook format textbooks. Books and other reading material can be obtained from any ebook supplier online or at libraries as well as Apples iBook Store. iBook Store has a mechanism to self publish and sell your books on the iBook Store. The presentation will introduce creating iBooks with iBooks Author as well as creating e-books from Pages. Anybody interested in reading or writing electronic books should attend.

The group meets on the third Wednesday of every month from 4 to 6 p.m. at the Unitarian Universalist Congregation, 20103 State Route 525 about two miles north of Freeland. The public is welcome and membership is free, but a \$2 donation at the door helps with facility rental. Macintosh Appreciation Group of Island County also welcomes empty ink cartridge donations.

Helpers are welcome to come early and help set up.

**Unitarian Universalist Congregation
of Whidbey Island
20103 State Route 525, N of Freeland**

**More information, contact Sue Keblusek at:
gentlemac@whidbey.com**



Preparing Meeting Hall for Monthly Meetings

- **Operators of the UUCWI sound system must be vetted** by Larry Morrell at 425-753-5745 or larry@larrytmorrell.com. Prescott, Bethany Kennedy and Gary McIntyre were vetted in 2016.
- **Three microphones:** 2 handheld and one clip on for the speaker are available.
- Power to the sound system is activated by an electrical switch by the cabinet. Lights, fan and heat are on the wall directly behind the sound cabinet.
- Put all blinds down to improve acoustics/lighting
- Put up **card table by the door** for membership information, speaker handouts, basket for money and recycled ink cartridge box brought by Paul Morris, business cards for MAGIC, Ron Sharp, A-Tech
- Put up **large table in front for speaker's projector and computer**
- Close tapestry using attached pole (not hands) to open up wall for use as screen
- Put up banner in front of building using the ladder from men's room
- Set up tables and chairs (I usually put up 9 tables, three rows of three.)
- **Put assistive listening devices** on chair in side the front of and to the right of the entrance to the meeting room
- Set up the MAGIC wifi to router in the building's office.

Before the Meeting

Robert or a program committee member will make the following announcements:

- Members with questions should use one of the microphones provided and/or the question should be repeated by the speaker(s)
- Availability of listening devices in basket by the back door
- Bathroom locations
- Request help putting away tables after the meeting, chairs may stay.
- Look for MAGIC's wifi, which doesn't require a password.

During the Meeting

A member of the presentations committee should stand at the back throughout the presentation. This is the only way to make sure the visuals presented are large enough for the audience to see clearly.

After the Meeting

- Put away tables
- Take down MAGIC banner and put in Robert's van
- Turn off the lights and the power switch that controls the sound. Be sure the hand held mics are off and the wireless mic is back in its drawer, with batteries recharging or at least off.
- On a hot days be sure all windows are closed and the fan is off.
- Close up afterward following the checklist procedure hanging on the refrigerator in the kitchen.

Suggested Program topic Ideas and Recommendations for 2016

Topics to be presented **yearly**:

- Synchronizing all devices (apps, bookmarks, etc, theory and practical use)
- Buyer's guide to purchasing an Apple device
- Email
- Terminology defined and use explained: Router, WiFi, Bluetooth, AirDrop, etc.
- Device and Password Security
- iCloud and other cloud apps, defined and explained, Dropbox
- Using Siri across devices

Additional program suggestions:

Browsers and search engines (in addition to Safari and Google)

Killer Apps (Gary)

Tentative Schedule for MAGIC presentations, 2017

Jan	Robert	iBooks
Feb	Joel	iCloud
Mar	Bethany	iPad
April	Penny & Sue	Preview
May	Joel	Security
June	Ron	iPhone
July	Multiple	Q & A Panel
Aug	Sue	Passwords
Sept	Robert	Time Machine/Super Duper
Oct	Gary	Siri
Nov	Prescott	Dropbox/iCloud Drive
Dec		Holiday Party

MAGIC presentations, 2016

Jan	Robert	Launchpad & Mission Control
Feb	Ron	iCloud
Mar	Bethany	iPad
April	Sue	Pages
May	Sami Postma	Facebook
June	Robert	iMovie
July	Joel/Bethany	Online Security
Aug	Ron	Numbers
Sept	Robert	Finding Answers Online
Oct	Bethany	iPad
Nov	Gary/Robert	Pictures to Ext Drive
Dec		Holiday Party

Magic Presentations, 2015

Jan	Robert	Flow charts
Feb	Joel	What is Cloud computing
Mar	Robert	Notifications Center and Mac Protection
Apr	Gary	All about email
May	Ron Norman	Photography show using Keynote
June	Prescott	Dropbox and Box
July	Joel	How secure is my Mac?
Aug	Hannah	Tech Treck 2014 Also
	Robert	iPhoto versus Photo
Sep	Robert	Photo editing app
Oct	Robert	El Capitan

Nov
Dec

Gary

Can we talk?
Holiday Party