

Foghorn contributor "guidelines"

These "guidelines" were approved by the Board and are intended to help the present and future newsletter team, the officers, board members, and article contributors in writing their articles and to clarify their responsibilities.

The "guidelines" for writing articles:

1. The Foghorn team is not responsible for content.
2. Editorial type articles, specific interest articles, and political articles are not accepted nor appropriate for the type of newsletter we provide to our members. There are other venues for members to share their views.
3. If an article needs significant editing, the edited article will be returned to the author to review before it is published. *Editors are empowered to do some wordsmithing and/or even cutting to improve readability of an article.*
4. Check for accuracy: we do expect and greatly appreciate articles that have been checked for accuracy and spelling: members' names, boat names, calendar events, dates, etc.
5. Take the time to run your article through "Spell Check" and "Find and Replace" look for improper changes made by auto correct or make corrections (example: replacing club with Club).
6. Preferred format for submissions: Word or an rtf file is acceptable or just typing it into the body of the email.
7. Article Length: one half page is about all anyone needs to write (except the Commodore, of course). This is about 400 to 450 words. There is nothing wrong with writing a short article.
8. If a contributor cannot submit their article by the deadline, it is appreciated if they would alert the Foghorn team.
9. Submissions should be sent by the 18th of each month to: *RCYCFoghorn@gmail.com*. Articles may be sent to the Foghorn email at any time during the month.
10. Maintain consistency: for example, when referring to specific property of RCYC the following should be capitalized:
 - All references to Rose City Yacht Club or the Club should be capitalized, as should references to individual Walks.
 - Walk 1, Walk 2, etc. Not walk 1, or walk one...
 - Clubhouse, Club
 - Board Meeting, General Meeting
 - Marginal Walk (along the shore), Breakwater (outer Walk parallel to the river)
11. Racing Articles, Nautical Reads, and other "special interest articles": Your target is one half page. For Nautical Reads, we prefer one per issue. An option for long articles — print part of the article with a link to the author to allow a member to request the full article.
12. If a contributor cannot submit their article by the deadline, it is appreciated if they would alert the Foghorn team.
13. The Foghorn team does not forward member announcements to the membership. Each member has the right and the ability to send out notices to "Everyone-at-RCYC".
14. The Foghorn does not accept ads or special interest articles.
15. Newsletter Contribution Checklist (bold are the regular contributors)
 - **Commodore**
 - **Vice Commodore**
 - **Secretary**
 - **Rear Commodore**
 - **Moorage Matters**
 - **Calendar of Events**
 - Cruising Corner
 - RCYC Education
 - Work Party announcements
 - Nautical Reads
 - BoatUS
 - Event announcements
 - New officer and director brief biography at the beginning of the new term
 - Special reports (such as Dredging)
 - Racing (when in season)
16. For specific issue(s) that need to be discussed, take a few minutes at the Board meeting to decide who will address this in their column.
17. Avoid duplication of information: please review the Officer's and Board's assigned responsibilities listed below on next page for future reference.

Foghorn contributor "guidelines" (continued)

Officer's and Board's assigned responsibilities:

Commodore articles: "big" issues - major Club concerns, and acknowledgements of members' services to the Club.

Vice Commodore articles: focus on items pertaining to Clubhouse use, upcoming or past events, work parties, and work hours, etc. Also, an up-to-date calendar with only RCYC events, except for outside events e.g education that would be of interest to members.

Secretary articles: Board communications, human interest, member illnesses and deaths, weddings, births, and new members.

The new member section of the Foghorn should be fun if one chooses to enhance it; you are introducing them to the membership. Give the names of the new members with a short piece about boating experience and boat name and type, add their interest, number of children (girls and/or boys), pets. *(Keep in mind the concern that the Foghorn is open to the "public" so do not include any sensitive/private information.)* And please be sure to get a photo of our new members as mentioned in the Photo submission column.

Rear Commodore articles: recruit and encourage members for Officer and Board positions; responsible for organizing the Pirates Breakfast and Commodore's Ball.

Moorage articles: moorage and boating safety, and maintenance issues.

Photo submissions:

All members are encouraged to take photographs of work parties, special Club projects, events, or interesting Club activities.

- New member photos – we have been missing these photos. Since the Officers and Board members attend most of the General Meetings and are present during the swearing process, it is only logical one of the Officers or Board member volunteer to take a few photos for the Foghorn. Please take a variety of photos so we can ensure a more complimentary image. Keep in mind that the new member photo might also be used in the Year Book.
- Stay away from using windows as a background, the subjects will be silhouettes. Use wood cabinets or something that will be a good, simple background.
- The larger the image file the better the image quality and the more flexibility we have in sizing the image to fit the newsletter layout.
- Please do not crop or enhance the photos. We will do this if needed to fit the newsletter layout and control image quality.
- Add names, event titles, and dates whenever possible.

We know that writing articles for the Foghorn is not an easy task and we Thank You for taking this on for the Club.

RCYC's Year Book



PYC samples from the Portlight

VIRGINIA LINDER AND COLLEEN SEALOCK



Virginia is a retired Oregon Supreme Court Justice. She and Colleen are very active boaters in the community with their Ranger Tug and have been involved in activities from the Christmas Ships and dredging to newsletter editing. Virginia and Colleen have been longtime Oregon residents and also enjoy kayaking, kayak building, hiking, golf, snow skiing and travel. Eric Gazow and Larry Justice sponsored Virginia and Colleen.

DALE AND TRACI MAYES



Dale and Traci have been in several yacht clubs – the Corinthian, Seattle and St. Joseph Yacht Club in Michigan. Dale is an engineer with OSSIA, Inc. The Mayes have four children, Elizabeth, Christopher, Keeton and Isaac, who range in age from 5 to 25. They are involved with soccer, swimming, boating and their children's science projects. They call their 55-foot Spencer motor yacht "Knot Home" their home. Robert Emerson and Dave Simonson sponsored the Mayes.

