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Volume 26, Issue 10



# mini'app'les newsletter

the minnesota apple computer users' group, inc.

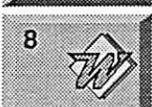
OCTOBER 2003						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 7:00 	2	3	4
5	6 7:00 	7	8 7:00 	9 6:30 	10	11
12	13	14 7:00 	15 PHOTOSHOP! DIGITAL IMAGING SIG 	16 	17	18
19	20	21 7:00 	22	23 6:30 	24	25
26	27  6:00 ? 7:00	28	29	30	31	



**AppleWorks SIG**  
Augsburg Library  
7100 Nicollet Ave S, Richfield  
John Hunkins, Sr. 651-457-8949  
hunkins@mac.com.



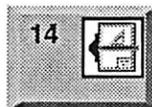
**Board of Directors**  
mini'app'les members welcome.  
Merriam Park Library  
1831 Marshall Avenue St. Paul  
Les Anderson 651-735-3953



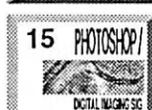
**Microsoft Word SIG**  
Eagles lodge  
9152 Old Cedar Ave Bloomington  
Tom Ostertag, D 612-951-5520 E  
651-488-9979



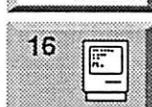
**Macintosh Main**  
G5 Demo  
Call for info  
Les Anderson 651-735-3953



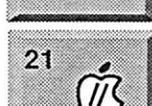
**VectorWorks SIG**  
7805 Telegraph Rd, Suite 220  
Bloomington  
Charles Radloff 952 941 1667



**Multi Media SIG 7 P.M**  
Photoshop-Digital Imaging  
Augsburg Library  
7100 Nicollet Ave S, Richfield  
Gary Eckhardt, 952-944-5446



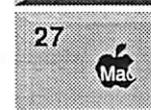
**Macintosh Consultants SIG**  
Embers 7:00 AM  
7525 Wayzata Blvd  
St. Louis Park  
Bob Demeules, 763-559-1124



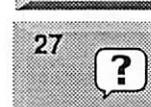
**Vintage Mac / Apple SIG**  
Augsburg Library  
7100 Nicollet Ave S, Richfield  
Tom Gates 612-789-1713



**FileMaker Pro SIG**  
Megaclean  
769 Kasota Ave S.E.  
Minneapolis MN 55414  
Steve Wilmes 651-458-1513



**Meet Your iMac / Mac SIG**  
Merriam Park Library  
1831 Marshall Avenue  
St. Paul  
Brian Bantz, 952-956-9814



**Macintosh Novice SIG**  
Merriam Park Library  
1831 Marshall Avenue  
St. Paul  
Richard Becker, 612-870-0659



**Programming SIG**  
For meeting time contact  
<http://www.visi.com/~andre/>  
Andre Benassi 763-786-3891

For the latest information please visit <http://www.miniapples.org>



# mini'app'les

The Minnesota Apple Computer Users' Group, Inc.  
P.O. Box 796, Hopkins, MN 55343

## Board of Directors:

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gbuchner@mn.rr.com
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johnpruski@aol.com
- SIG Director** Dave Peck  
651-423-4672  
huntn@charter.net.
- Director at Large** Bert Persson  
612-861-9578  
skallgang@yahoo.com
- Membership** Erik Knopp  
Apple II Owen Aaland

**Introduction** – This is the Newsletter of mini'app'les, the Minnesota Apple Computer Users' Group, Inc., a Minnesota non-profit club. The whole newsletter is copyrighted © by mini'app'les. Articles may be reproduced in other non-profit User Groups' publications except where specifically copyrighted by the author. (Permission to reproduce these articles must be given by the author.) Please include the source when reprinting.

**Questions** – Please direct questions to an appropriate board member. Users with technical questions should refer to the Members Helping Members section.

**Dealers** – mini'app'les does not endorse specific dealers. The club promotes distribution of information which may help members identify best buys and service. The club itself does not participate in bulk purchases of media, software, hardware and publications. Members may organize such activities on behalf of other members.

**Advertisers** – For information, see Newsletter Ad Rates box within this issue.

**Newsletter Contributions** – Please send contributions directly to our Post Office, Box 796, Hopkins, MN 55343, or tostertag@usfamily.net

Deadline for material for the next newsletter is the 1st of the month. An article will be printed when space permits and, if in the opinion of the Newsletter Editor or Manager, it constitutes material suitable for publication.

**Editor/Publisher:** Tom Ostertag 651-488-9979

**Newsletter Layout:** John Pruski 952-938-2818, Bert Persson 612-861-9578

mini'app'les BBS – Internet only access

mini'app'les WWW site: <http://www.miniapples.org>

mini'app'les e-mail: [miniapples@mac.com](mailto:miniapples@mac.com)



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## CHANGE OF ADDRESS

Moving? Going to be away from home and leaving a forwarding address with the Post Office? Please send us a Change of Address when you are informing others. By using a moment of your time and a few cents to drop us a card, you save the club some money and you get your newsletter delivered promptly to your new address. If you don't inform us, the Post Office puts your newsletter in the trash (they don't forward third class mail) and charges the club for informing us of your new address. Change of Address should be sent to the club's mailing address: mini'app'les, Attn: Membership Director, Box 796, Hopkins, MN 55343.

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## November 2003 Preview

Here is the tentative calendar of our Special Interest Group (SIG) meetings for November 2003. Please pencil these events on your calendar. As always, when doubtful of a SIG date, time, or location, confirm with one of the following:

- At [www.miniapples.org](http://www.miniapples.org)
- The cognizant SIG Leader

Monday	November	3	Board of Directors meeting
Wednesday	November	5	AppleWorks nee ClarisWorks SIG
Monday	November	10	iMovie SIG
Tuesday	November	11	VectorWorks SIG
Wednesday	November	12	Microsoft Word SIG
Thursday	November	13	Macintosh Main SIG
Tuesday	November	18	Vintage Mac/ Apple SIG
Wednesday	November	19	PhotoShop / Digital Imaging SIG
Thursday	November	20	Macintosh Consultants
Monday	November	24	Meet Your iMac / Mac SIG
Monday	November	24	Macintosh Novice SIG
Thursday	November	?	FileMaker Pro SIG

# Members Helping Members

Need Help? Have a question the manual doesn't answer? Members Helping Members is a group of volunteers who have generously agreed to help. They are just a phone (or an e-mail) away. Please call only during the appropriate times, if you are a member, and own the software in question.

Apple II / IIGS Software & Hardware	1, 5, 7
AppleWorks / ClarisWorks-Draw	6, 7, 8
Classic Macs	
Cross-Platform File Transfer	5
FileMaker Pro	
FirstClass	
iMacs	12, 14
iPhoto / iTunes / iMovie	
Mac OS Classic	7, 12
Mac OS X	14
MacWrite Pro	11
Microsoft Excel	2, 5, 13, 14
Microsoft Word	5, 14
MYOB	13
Networks	14
New Users	1, 9, 12
PhotoShop	3, 10
PowerBooks / iBooks	12, 14
Power Macs	14
Quicken	2, 13
QuickBooks and QuickBooks Pro	13
WordPerfect	4
VectorWorks	15

- |                      |              |     |
|----------------------|--------------|-----|
| 1. Les Anderson      | 651-735-3953 | DEW |
| 2. Mike Carlson      | 218-387-2257 | D   |
| 3. Eric Jacobson     | 651-645-6264 | D   |
| 4. Nick Ludwig       | 612-593-7410 | DEW |
| 5. Tom Ostertag      | 651-488-9979 | EW  |
| 6. Owen Strand       | 763-427-2868 | D   |
| 7. Bruce Thompson    | 763-546-1088 | EW  |
| 8. Pam Lienke        | 651-457-6026 | EW  |
| 9. Tom Lufkin        | 651-698-6523 | EW  |
| 10. Gary Eckhardt    | 952-944-5446 | EW  |
| 11. R. J. Erhardt    | 651-730-9004 | DEW |
| 12. Richard Becker   | 612-870-0659 | EW  |
| 13. Ardie Predweshny | 612 978-9774 | DEW |
| 14. Andre' Benassi   | 763 786-3891 | EW  |
| 15. Charles Radloff  | 952-941-1667 | D   |
- D: Days, generally 9 a.m. to 5 p.m.  
 E: Evenings, generally 5 p.m. to 9 p.m.  
 W: Weekends, generally 1 p.m. to 9 p.m.

Please call at reasonable hours, and ask if it is a convenient time for them. By the way, many of these volunteers can also be contacted on our BBS. We appreciate your cooperation.

If you would like to be a Members Helping Member volunteer, please send an e-mail message to John Pruski on our BBS, or call him at 952-938-2818, with your name, telephone number, contact hours, and the software or hardware areas you are willing to help others.

## Newsletter Ad Rates

1/12 page . . . . . 2.25" Width x 2.5" Height . . . . . \$5	Outside back cover . 7-1/2" Width x 7-1/2" Height . . \$50
1/6 page . . . . . 2.5" Width x 5" Height . . . . . \$10	Inside back cover . . . . 7-1/2" Width x 10" Height . . . \$60
1/3 page . . . . . 2.5" Width x 10" Height Vert or 5.5 H . . \$20	
1/2 page . . . . . 7.5" Width x 5" Height (save 5%) . . . . \$30	
2/3 page . . . . . 5" Width x 10" Height (save 7%) . . . . \$40	
Full page . . . . . 7-1/2" Width x 10" Height (save 15%) . . \$60	

All ads must be prepaid and submitted on electronic media. Ads of \$20 and under must run for a minimum of three months.  
 Mail inquiries to: PO Box 796, Hopkins, MN, 55343  
 Phone inquiries to: John Pruski, 952-938-2818

# Board of Directors Meeting Monday, July 7, 2003

## Mini'app'les Board Meeting

Present- Les Anderson, Bert Persson, Erik Knopp, Don Walz, John Pruski, Tom Gates, Jim Nye

Adoption of Agenda-agenda accepted

Approval of Minutes- correction to nonprofit status wording. Regulation should be cited as 501(c) (3), correction to the spelling of Buchner, Erik Knopp. OS 9 corrected to OS10 . Motion to accepted , seconded, approved.

## Officer and Coordinators Reports

(1) President Les Anderson- additional information was received from the legal staff in the form of manuals etc. One of the manuals was about "How to keep hard earned Tax exempt Status" This information will be archived and will be available to consult about exempted tax status.

The September Board meeting will be held on the 2nd Monday in September at the Rice Street Library.

(2) Treasurer Don Walz-submitted financial statement current to May. All bills that have been submitted to that date have been paid. Motion to accept statement made, seconded, Carried.

(3) Membership Director- Erik Knopp- 34 renewals have been sent out for August- September. President commented that it would be interesting to track renewals vs dropped members.

(4) Publications Director-John Pruski- every thing is running smoothly.

## Unfinished Business

(1) Net Alliance- discussed how hard copy can be submitted for the newsletter. Policy is that any format may be submitted that can be opened easily. (JPEG, scanned hard copy etc) TIFF was noted to take up too much file space.

(2) Insurance Policy Changes- Don Walz will contact an Insurance Agency in White Bear Lake and have them review the club policy. The basic question is: what kind of insur-

ance do we have and what do we need? The treasurer will review their findings, and explain to the club what they come up with.

(3) Novice Workshop- the date has been set for November 15, 2003 with the event to be held at 2727 Stinson Blvd, St Charles School, NE Mpls.

(4) 25 Anniversity Meeting- Tom Gates has checked locations to hold the event and has found that the Southdale library has construction under way making it unsuitable for the meeting, and the Washburn library is unavailable on August 14. The New Brighton Community Room is available and has a multipurpose room with walls that will open up for greater room. The facility is open until 10:00 pm so the meeting must be ended at 9:45pm. The cost for using the facility is \$100 and will easily hold 75-100 people. Tables, outlets, electricity are on site so that presentations can be set up ahead of time.

Bert Persson proposed inviting Steve Wozniac ( cofounder of Apple) to the meeting if he is interested. Tom Gates will send an e-mail inviting him to the Anniversity function and follow it up with a letter. Discussion centered on if he would ask for expenses. This will be handled by wording the invitation to let him know that it is a no expense covered invitation to the event.

A discussion clarified the last meeting comments on what will be served for food and refreshments at the Anniversity event. It is intended that cheese, crackers, meat tray and pop etc be served. Tom Gates and Don Walz will get estimates on costs. \$150 was approved to cover this expense last meeting.

(5) Motion made to approve rental expenses of \$100 for August 14 date, or date Wozniac would attend . Seconded, approved.

## New Business

(1) Sig meeting wasn't noted in newsletter. Bert Persson and John Pruski said they were not notified that a meeting was going to be held. President Anderson said it is the responsible of the SIG units to notify

the proper people so that the information can be place in the newsletter.

(2) Team Electronics in Oakdale will be holding a "Home Networking session on July 20. 1:00-3:00 pm

(3) Computer Updating- Question arose as to who is responsible for updating club computer software after problems resulted recently at a session at the Mall of America. The President said we should keep the computer updated , but didn't know who is responsible. As it turns out, now one is responsible for updating. The updating has been done on occasion by interested parties such as Bruce Thompson. President asked for ideas on how updating should be handled. The replies were:

(a) go to the Apple Mall of America and get the computer updated every 2-3 months.

(b) problem of stability bought up with some new updates

(c) Update at Novice workshop twice a year.

(d) Should talk about updating more and get feed back.

(e) John Pruski suggested that updating should take place every six months

(f) President will post on BBS for more discussion

(4) Planning- President Anderson noted that club should start thinking about planning activities for the coming year and club should publicize and ask for additional changes.

(a) Official club address should be the treasurers, so that officials papers can be received from state for business and insurance matters which requires an address and not just

(b) post office box.

(c) Look at changes needed in the budget for the coming year. Budget year is from August 1 to July 31.

(d) By Laws- need to clarify if Sig leaders should be club member.

Adjournment Motion to adjourn, seconded , approved . Next meeting August 4, 2003, Rice Street Library, St Paul.

# QuickTime News September 12, 2003 Volume 5, Issue 18

## In This Issue

1. El "Manito" Fabuloso
2. Listen to the Music
3. QuickTime Showcase
4. Movie Trailers
5. Authors Corner
6. What's New?

Read today's issue of QuickTime News online at:

<http://www.apple.com/eneews/currentqissue>

### 1. El "Manito" Fabuloso

With the cost of film so prohibitively expensive, director Eric Eason thought he'd never make a feature-length movie. That is, until digital camcorders and Final Cut Pro enabled him to create his first dramatic feature, "Manito," for a rock-bottom budget of just \$24,000. Premiering at the 2002 Sundance Film Festival, Eason's "Manito" won the competition's Grand Jury Prize and went on to earn major awards at other prestigious festivals around the world.

Read the inspiring story of this promising young director and how he created his debut film with nothing more than a small budget, some inexpensive equipment—and a tremendous amount of talent.

<http://www.apple.com/pro/film/eason/>

And don't miss the QuickTime trailer.

<http://www.apple.com/trailers/independent/manito.html>

### 2. Listen to the Music

The White Stripes like to keep it simple and spare. Made up of no more than Jack White on guitar/vocals and Meg White on drums, the Detroit-based band recorded "Elephant," its fourth album, in a London studio with no gear dating past 1963. Enjoy the world premiere of the video for "The Hardest Button to Button." Exclusively in QuickTime.

<http://www.whitestripes.com/>

If you missed the webcast of R.E.M.'s

August 31 concert from Missoula, Montana, the band invites you to listen to the archived recording of this amazing performance, exclusively in QuickTime.

Find the audio stream in a nifty QuickTime media skin that also lets you peruse the bios of the other artists accompanying R.E.M. on its North American Tour, see exclusive photos, access links to websites, and get tour information.

<http://remhq.com/>

Then visit the iTunes Music Store, where you'll find R.E.M. in pristine digital form.

<http://www.apple.com/music/store>

Do you believe in life after Cher? Sadly, we'll all soon have to, as her "Living Proof" farewell tour is winding down. To remember Cher as she leaves the world's stages forever, you can attend a listening party for "Cher: The Farewell Tour Live," a limited edition CD of 18 songs recorded on the legendary singer's tour earlier this year.

[http://www.onlyhitmusic.com/ListeningParties/73953\\_listeningparty.lasso](http://www.onlyhitmusic.com/ListeningParties/73953_listeningparty.lasso)

Can't get enough of Cher? Browse the iTunes Music Store.

The Dead are more alive than ever in "The Very Best of Grateful Dead," the first-ever collection to gather the best of the immortal band's Warner, Grateful Dead Records, and Arista years in a single disc. The album comes out on September 16, but you can listen to it in its entirety now.

[http://www.rhino.com/fun/listening-parties/73899\\_PartyPlayer.lasso?p=QTLPRS](http://www.rhino.com/fun/listening-parties/73899_PartyPlayer.lasso?p=QTLPRS)

You're "Never Let Down" by the first release from Andrew W.K.'s new album, "The Wolf." Watch the music video now, which showcases the classical piano skills rocker Andrew W.K. started honing at age 4.

<http://www.musicmedialink.com/a?t=h939>

Find more Andrew W.K. at the iTunes Music Store.

"The Power of Bhangra" is a remixed version of the 1990 hit by Snap! called "The Power." Only this time, the song has been recrafted in a Punjabi musical style called Bhangra—complete with visuals to match in the new music video. Remixed by Italian producers Motivo, the song also features rapper Turbo B. (To access this video, you must enable pop-up windows on your browser.)

<http://www.video-c.co.uk/microsites/snap001/launch.html>

Epic's New Music Mondays feature Miami's lovely Gloria Estefan and her new single, "Wrapped," from September 15 to 21. (If you prefer Gloria "Unwrapped," then check out her new album—that's what it's called. It's scheduled for release on September 23.)

"Wonder What's Next"? How about Chevelle, with a live version of the new single streaming across the cyberwaves from September 21 to 28.

<http://www.epicrecords.com/newmusicmondays>

Wonder where you can find more Gloria Estefan and Chevelle? Check out the iTunes Music Store.

The band Thursday sends "Signals over the Air" in the first single from its new album, "War All the Time," due in stores on September 16th.\*

<http://www.musicmedialink.com/a?t=f939>

Want a copy of the single to carry with you on your iPod? Purchase it from the iTunes Music Store.

\* Apple is not affiliated in any way with the sweepstakes featured on this site.

Ohio's Guided by Voices has seen nearly 40 different band members come and go since it formed in the early 1980s. But the heart and soul has always been Bob Pollard, the

band's songwriter. Attend a listening party for Guided by Voices' latest album, "Earthquake Glue," streamed in its entirety.

[http://www.matadorrecords.com/guided\\_by\\_voices/](http://www.matadorrecords.com/guided_by_voices/)

### 3. QuickTime Showcase

U.S. public radio listeners are well aware of the renowned quality of programming from WBUR, Boston's NPR news station.

As of September 2, QuickTime users everywhere can now hear WBUR live, 24 hours a day, over a crystal-clear MPEG-4 audio stream. Enjoy news programming at its best, from public affairs shows to news magazines to sports shows—even automobile advice from everyone's favorite mechanics, the hilarious Magliozzi brothers of "Car Talk."

<http://live.wbur.org/>

### 4. Movie Trailers

To prevent a presidential coup in Mexico, a corrupt CIA agent (Johnny Depp) hires a reclusive vigilante, El Mariachi (Antonio Banderas), to take out the potential assassins.

The final installment of the "El Mariachi" trilogy by Robert Rodriguez, "Once Upon a Time in Mexico" opens today. Catch the trailer (broadband users—there's a full-screen version).

[http://www.apple.com/trailers/sony\\_pictures/onceuponatimeinmexico/](http://www.apple.com/trailers/sony_pictures/onceuponatimeinmexico/)

And enjoy behind-the-scenes footage, including movie scenes and comments by the actors.

[http://www.apple.com/trailers/sony\\_pictures/onceuponatimeinmexico/bts/](http://www.apple.com/trailers/sony_pictures/onceuponatimeinmexico/bts/)

## The 19th Annual Hamfest Minnesota & Computer Expo

*Submitted by Bert Persson*

### The Big One

The 19th Annual Hamfest Minnesota & Computer Expo will be held on Saturday October 25 ( 8:00 A.M. to 3:00 P.M. ) at the St. Paul RiverCentre (Kellogg Blvd. & W. 7th St.) in downtown St. Paul.

A professional grifter with an obsessive-compulsive disorder, Roy is in for the surprise of his life when he discovers he has a 14-year-old daughter who wants to live with him.

When she shows unusual interest in his latest "project," he reluctantly decides to involve her in the con, never suspecting that she's a golden chip off the old block.

Directed by Ridley Scott, "Matchstick Men" stars Nicholas Cage, Sam Rockwell, and Alison Lohman. It opens today.

[http://www.apple.com/trailers/wb/matchstick\\_men/](http://www.apple.com/trailers/wb/matchstick_men/)

### 5. Authors Corner

As an author of interactive media, you may have the desire to create sophisticated web projects that involve high-quality video. If so, take a look at the soon-to-be-released Macromedia's Flash MX Professional 2004, a powerful authoring tool that will give you great flexibility in delivering interactive content.

Import your Quicktime clips and choose encoding settings. Manipulate, scale, rotate, skew, mask, and animate video objects, and use scripting to make them interactive. Are you a Final Cut Pro user? You can export your clips directly to Flash MX Pro.

To learn more about this exciting new application, visit the Macromedia website.

<http://www.macromedia.com/software/flash/flashpro/>

And if you'd like to preorder, you can do so by visiting the Apple website.

<http://www.apple.com/macosx/appli->

[cations/macromedia/](#)

### 6. What's New?

What's lighter than 2 CDs and can hold up to 10,000 songs? You guessed it. Now available in 10GB, 20GB and 40GB models for both Mac and Windows—with no increase in price—the supersleek iPod lets you carry your entire digital music collection wherever you go.

<http://www.apple.com/ipod/>

We've watched them grow up, and have they ever. Peek behind the scenes at the Rolling Stone cover shoot for 17-year-old multi-millionaire media moguls Mary-Kate and Ashley Olsen.

[http://click.mp3.com/ct/o\\_rs\\_apple\\_ol\\_sentswincovers\\_outtakefootage\\_video\\_age\\_081903/u\\_www.rollingstone.com/videos/playvideo.asp?cid=1985](http://click.mp3.com/ct/o_rs_apple_ol_sentswincovers_outtakefootage_video_age_081903/u_www.rollingstone.com/videos/playvideo.asp?cid=1985)

Take on the role of Lieutenant Alexander Munro in the new game Star Trek Elite Force II, and help the USS Voyager break free of a Borg sphere and travel the final leg of its journey home. Oh, we forgot to mention...there are monsters. Lots of them. Mean ones. Coming to get you.

Find out more in this feature article, and sample the realistic excitement in the game trailer.

<http://www.apple.com/games/articles/2003/08/eliteforce2/>

<http://www.apple.com/games/trailers/eliteforce2/index.html>

This is the largest Ham and Computer swapmeet in the Upper Midwest. Here you will find old and new computer equipment as well as software for that old machine sitting in your basement. Advanced tickets are \$ 7.00 and \$10.00 day of show. For more information see their web page at: [www.hamfestmn.org](http://www.hamfestmn.org). Minniapples will have a table at the

show where we will distribute information and let people know about the benefits of joining a user group. And for this we will need some members to volunteer to man the table. If you are interested in helping out at our table please contact me at (612) 861-9578.

## mini'app'les By-laws

### NAME OF ORGANIZATION

The name of the organization is Minnesota Apple Computer Users' Group, Inc. hereafter called "mini'app'les."

### PURPOSE

The purpose of the organization is to promote the dissemination of information concerning the use of Apple Computers and products related thereto, and to share the knowledge of members at large concerning their talents and information pertaining to computers in general.

### MEMBERSHIP

Members of mini'app'les are required to pay annual dues, which will be due on the anniversary of the month they joined.

The actual amount of dues will be set by the board. A application fee may be charged at the discretion of the board.

Annual dues must be received by anniversary date or membership shall be terminated.

Membership rights will be extended to the immediate household upon receipt of dues from the household. Each membership shall have the right to cast one vote. Membership will not be denied because of race, creed, color, sex, or national origin.

Members are expected to abide by these bylaws.

Benefits of membership shall include:

A subscription to the mini'app'les newsletter.

Eligibility to purchase mini'app'les software.

Eligibility to participate in mini'app'les sanctioned activities.

### LEADERSHIP

The officers of mini'app'les, shall consist of the following positions:

President

Past President

Vice President

Secretary

Treasurer

Publications Director

Interest Group Director

Marketing Director

These eight officers are the governing board of the mini'app'les and all mini'app'les business will be conducted by this board.

Except for the Past President, officers are elected for term of one year. The term runs from May 1 to April 30. The office of Past President will automatically be given to the retiring President. If a President is elected for sequential terms, the incumbent Past President will remain in office. If Past President resigns or relinquishes office, the President shall appoint a Director at Large to complete Past President term and duties.

If an officer resigns or relinquishes office, the President shall appoint a replacement in a timely manner subject to board approval.

If the President resigns or is unable to perform the duties of the office; the Vice President shall assume those duties.

In the absence of the President and Vice President the officers may appoint an acting President.

Board members may be removed from office by a two-thirds majority vote of the board. A recall election shall be held within 60 days of presentation of an impeachment petition bearing the verified signatures of at least five percent of the membership.

The President, Vice President, or Secretary may call a general membership meeting. Membership shall be notified of time, place, and purpose of meeting through the mini'app'les newsletter or a special mailing.

### Election of Officers.

Nominations will be made by a nominating committee. Further nominations from members will be accepted at a general membership meeting to be held in February.

The subsequent list of nominees with such statements as they may wish to make pursuant to their candidacy shall appear in the April newsletter.

The election will be by means of a written ballot as published in the April newsletter. Ballots will be accepted at mini'app'les meetings or by mail. All ballots must be received by April 28th. A simple majority of those voting is necessary for election. Results of this election shall be published in the newsletter not more than 60 days following the election.

Board members must be paid up members of the mini'app'les. If a board member's membership lapses, they have effectively resigned from the board of directors, and the board shall so notify them and make record in the minutes.

No member or membership may hold more than one board position or vote except as noted in bylaws.

### LEADERSHIP RESPONSIBILITIES

General Duties. The duties of the elected officers are in general to:

Promote the purpose and membership of mini'app'les.

Administer the bylaws of the mini'app'les.

Assure the financial well-being of the mini'app'les.

Attend and report at each board meeting.

Carry out decisions of the board in a timely manner.

Appoint staff and committees as necessary, subject to board approval.

Communicate to the board the needs of appointed staff and membership in general.

Duties of the President. The President will:

Provide leadership and direction to the general membership and to the board of directors.

Prepare an agenda for each board meeting.

Chair mini'app'les board and general membership meetings at which business is conducted.

Assign duties to board and staff members.

Establish goals to be reached during the term in office.

Duties of the Vice President. The Vice President will: Assist the President with the duties of that office and in the absence of the president, assume the duties of that office.

Organize the program, facilities and equipment for general membership meetings including meetings for nominations or voting by membership.

Coordinate participation in events, such as trade shows and seminars.

Duties of the Treasurer. The Treasurer will:

Maintain the mini'app'les financial records and records of mini'app'les assets.

Prepare a written financial report to include income, disbursements, current account balances and assets, at each board meeting. This report will be included in the minutes.

Prepare an annual budget.

Be cognizant of and act upon requirements of the IRS and Minnesota State Department of Revenue in a timely and efficient manner.

Administer the collection of all monies due the mini'app'les.

Establish and maintain bank accounts in the name of the mini'app'les.

Deposit all monies in the mini'app'les bank account(s) in a timely and efficient manner.

Pay all bills and demands as authorized by the board.

Duties of the Secretary The Secretary will:

Record in a permanent form the minutes of all board and general membership meetings at which business is conducted.

Record the results of elections.

Archive and maintain all mini'app'les records other than those kept by the Treasurer.

Keep a mini'app'les calendar.

Assist the President and Vice President in correspondence as required.

Duties of the Past President. The Past President will:

Provide continuity in the leadership of the mini'app'les.

Assist the President with the duties of that office.

Provide historical references for decision making process.

Duties of the Publications Director. The Publications Director will:

Oversee publication of the newsletter.

Appoint with consent of the board:

Newsletter Editor and assistants

Advertising Coordinator

Marketing Director. The Marketing Director will:

Oversee the maintenance and processing of membership records and materials

Promote membership

Duties of the Interest Group Director. The Interest Group Director will:

Oversee all matters related to the development and maintenance of Special Interest and Community Interest groups

Encourage and assist in the formation of new interest groups

Act as spokesperson to the board for group representatives

### FINANCIAL

The mini'app'les will maintain an account(s) at a local financial institution. Such accounts shall bear interest as the law allows.

The Signatories on the account(s) shall be:

President

Vice President

Treasurer

One signature will be required to disburse funds from the account(s).

The authorization of expenditures will be accomplished by the board approving an annual budget that covers the mini'app'les budget year. The budget year shall run from August 1 to July 31. Those expenditures not budgeted items, or budgeted items which exceed the budgeted amount by more than \$25.00 will require majority approval of the board.

Proper verification of expenditures will be required

before the funds will be disbursed.

In the event of dissolution of the corporation, the entire net assets remaining after payment of any or all liabilities and obligations of the corporation shall be disbursed in a manner agreeable to a majority of the board members at a specially convened open board meeting and consistent with IRS and State regulations. Notice of this meeting shall be made known to all mini'app'les members through the newsletter or a special mailing 30 days in advance of the meeting.

A Surety Bond shall be obtained, naming the above signatories as principals.

### BOARD MEETINGS

The business of the mini'app'les will be conducted at board meetings, except for general membership meetings or voting by the general membership.

The Board of Directors shall meet at least every other month at a place and time designated by the mini'app'les president.

A quorum shall consist of 4 or more officers and no business shall be transacted if a quorum is not present.

Notice of board meetings shall be published 30 days in advance of all regularly scheduled board meetings.

In emergency situations, officers may agree to meet at any time, but all business transacted will be subject to reconsideration at the next regularly scheduled board meeting. Minutes of the emergency meetings shall be made publicly available in the next issue of the mini'app'les newsletter and/or at the request of any member.

The board of directors may designate three or more of its members to constitute an executive committee. To the extent determined by the board, the executive committee has the authority of the board in the management of the business of mini'app'les. The executive committee shall act only in the interval between board meetings and at all times shall be subject to the control and direction of the board. Any activity shall be reported to board at next meeting.

Minutes of the board meetings will be made available no later than 60 days following that meeting.

All meeting of the board will be open to the general membership of the mini'app'les.

All members are encouraged to bring issues to the board. This shall be done by submitting agenda items in writing to the president in advance of the board meeting.

Decisions will be made by a simple majority of the board members present, the President voting only in the case of a tie.

At least once per year, the board will examine these bylaws for needed changes following the procedure set forth in section H.

### BYLAWS

Requests for changes in the bylaws will be made in the mini'app'les newsletter at least four months prior to the election of officers.

The board will act on this request and on other items pursuant to changes in the bylaws at a board meeting at least three months prior to the election of officers.

Changes to the bylaws suggested by the board will be published in the mini'app'les newsletter.

The ratification will be by means of a written ballot as published in the mini'app'les newsletter. Ballots will be accepted at mini'app'les meetings or by mail. All ballots must be received by the 28th of the month in which vote is taken. A two-thirds majority of those voting is necessary for ratification of the changes to bylaws.

Changes to these bylaws become effective the first day of month following publication of notice of ratification in the newsletter. Such notice shall appear not more than 60 days after the closing date for receiving ballots.

### MISCELLANEOUS

mini'app'les will support the copyright laws.

In the event of meeting cancellation, the officers will make every effort to contact the local members through the media or other means as appropriate.

All Books and Records to be audited not less than once per year by a committee of members, not including officers, appointed by board.

All applicable Federal and Minnesota laws and statutes apply and supersede where bylaws do not comply with said laws and statutes.

For additions, deletions, or other changes please contact Board of Directors.



# mini'app'les

The Minnesota Apple Computer Users' Group, Inc.  
P.O. Box 796, Hopkins, MN 55343-0796

## Membership Application, & Renewal Form

Name: \_\_\_\_\_  
 Company (if mailed to): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone # (Home): \_\_\_\_\_  
 Phone # (Work): \_\_\_\_\_  
 Phone # (cel-phone): \_\_\_\_\_  
 Occupation (if Applicable): \_\_\_\_\_  
 Membership ID # (if Renewal): \_\_\_\_\_  
 e-mail: \_\_\_\_\_

Check if OK to contact you by e-mail.  
 Check if this is a change of address notice.  
 Check if you are interested in volunteer opportunities.  
 Check if you want your name added to Members Helping Members List.  
 Check if you want your name withheld from commercial and other non-club mailing lists.  
 Check if you were referred by a club member (if so give members name).

### New Members & Renewing Members

Specify your level of support:

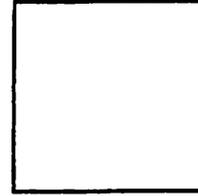
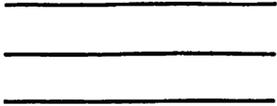
- \$25.00 One Year
- \$45.00 Two Year
- \$60.00 Three Year
- \$15.00 Student One Year\* (must be a full-time student at an accredited institution )
- \$100.00 Corporate One Year

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Please address  
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Hopkins, MN 55343-0796

Thank You for your support!

Last Fold – Seal with Tape



Attention:  
 Membership Director  
 Software Director

Mini'app'les  
P.O. Box 796  
Hopkins, MN 55343-0796

2nd fold

1st fold



Dear mini'app'les  
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(Meaning property in land is not taxable.)



Right to  
Keep...  
Arms



In any  
controversy over  
\$20 the right of  
trial by jury shall  
be preserved.

17

## ***Benefits of your mini'app'les membership include:***

**A one year subscription to our monthly Newsletter**

**A free account on the mini'app'les BBS (60 minutes/day)**

Communicate with other mini'app'les members plus get up to date information on mini'app'les events and meetings. Get assistance from other members.

**Eligibility for frequent drawings of free equipment, software, and books.**

Just a few of the many items given away free in the past include: Connectix QuickCam, Quickeys, Books from Peachpit Press , MacSoft Games & Software, T-shirts and software including Apple OS 10

**Periodic special User Group discount offers on equipment and software.**

In the past, Apple, Hayes, Brøderbund, and APC Power Protection (Business Security Products), among others, have offered mini'app'les members significant discounts.

**Plus, you're supporting all of mini'app'les' special interest group (SIG) meetings that you can attend each month.**

***It's easy to recoup your cost of membership  
with the above benefits.***



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