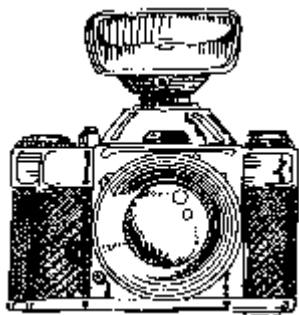

Collins Photo Club



Newsletter

February 2003

Next Meeting: Feb 20th Main Plant Cafeteria
Program: – Discuss and Vote on Constitution/Bylaws
Amendments

Club Website: <http://rweb-collins.rockwellcollins.com/~cpcphoto/>
(at present, website is not accessible from outside Rockwell)

Inside this Issue:

- From the President.....	1	- CPC Member Discounts	9
- From the Editor.....	2	- Membership Information	9
- Approved Chemical List	2	- Website information	9
- Jan. Regular & Exec. Meeting Minutes	3	- Buy and Sell.....	9
- It's Important to Label Your Film.....	4	- Officers	9
- Expense Reimbursement Process	4	- List of Members	10 & 11
- Club Constitution/Bylaws.....	5 - 8		

From the President

Well activity in the darkroom is starting, but there are a few things I hope that someone can help us with.

- Has anybody worked with black & white paper with the current safelights? We have had a major fogging problem.
- The Philips enlarger has a filter stuck in place and the control will not pull it out. Any ideas on how to fix it or who can? Has it had problems before and what were they?
- When was the last time the small B&W enlarger been used? We have been unable to get it to focus.

Any and all information will be appreciated. We have users who want to get some printing done so I hope to address and take care of these problems as soon as we can.

The new display boards are in and they look great. Thanks Gary for taking care of ordering them. They are stored in the back room of the darkroom to help keep them clean. This summers contest will be a great way to break them in.

Speaking of the photo contest. We need someone to step up and run it. No volunteer, no contest. I am not sure what months that it was normally run, but setting up the time frame and categories needs to be done soon.

On the new equipment front we may get a 4 X 5-inch film scanner and computer donated to the club from Collins. The system has PhotoShop also loaded. The computer is a Macintosh but take it from a guy who has 3 Macs at home, if I can run them anybody can. The only update we would most likely want to do right away would be to add a CD burner so the files will be easy to save. And yes the CD will work just fine on a Windows system. Will keep you informed as this develops.

This month the newsletter includes the updated bylaws. The executive board has been working on updating the membership materials. The basic plan is to break the book up into subject areas so it will be easy to put on the web page and to find stuff. To simplify some of the information we combined the constitution and bylaws to one document. Since much of the information was tied together and you needed to read both anyway, we cut and pasted them together. The membership requirements were updated to delete the part stating children can be members since that is not allowed. The officer and appointed descriptions were updated to make them clear. Please look the bylaws over and come prepared to comment on them and vote on their adoption.

In the next months, other sections will be put in the newsletter for review such as bringing chemicals in, darkroom use, and equipment check out.

That's it for now

See ya,

Cliffy

From the Editor

Moving along into February already. Winter is passing us by – where is all that beautiful snow? When the landscape doesn't call you out for long walks and photo hikes, perhaps it's time to turn inward. Have you taken any portraits lately? When it's cold and drab outside why not stay in where it's warm and practice your skills? The photo club has several fabric backgrounds available for your use. Tim and I have been experimenting with a couple of them and are excited to see how things turn out.

What else might capture your interest while cooped up inside? What might you do to capture a cozy winter afternoon or a dark night? How 'bout a candle, your kids baking in the kitchen, or a silhouette against the fireplace? Even the little things, maybe especially the little things, can be grand.

Jennifer Rand
Newsletter Editor FY03

Approved Chemical List

Information Submitted by Cliffy Franzen, Club President

The following chemicals have been approved to be brought in by Collins Photo Club members for use in the Rockwell Collins Dark Room:

Assigned Part Number	Chemical Name
049-5002-890	Ilford Film Developer [to make 16 Liters]
049-5002-888	Ilford Paper Developer [to make 5 Liters]
049-5002-891	Ilford Rapid Fix (film & paper) [to make 5 Liters]
049-5002-887	Ilford Stop Bath (film & paper) [to make 10 Liters]
049-5002-889	Kodak Photo-Flo [16 oz.]

Disposing of Used Darkroom Chemicals

The following procedure should be observed when disposing of used chemicals.

Used chemicals should be placed in the "used chemical container" in the darkroom. Used chemicals should not be disposed of "down the drain".

An instruction sheet provided with the "used chemical container" describes what to do with the container when it becomes full.

Collins Photo Club (CPC) January Meeting Minutes

January 16, 2002

President "Cliffy" Franzen called the regular January meeting to order at 5:00 PM in the hallway outside the Club darkroom. He announced the Silent Auction of the club's unneeded photo hardware and supplies to be held immediately after the business meeting. He requested that all items be purchased with check and removed right away from the premises while security approval is available.

A Leafscan 45 film scanner was given to the club and will be set up for member's usage.

President "Cliffy" announced that there would be an Executive Board meeting to be held at the North Country Steakhouse. The Board will review the CPC Constitution/Bylaws, Darkroom and Equipment Storage Access, CPC Membership Form, Equipment Checkout, Chemical Check In, CPC Retiree Unescorted Facility Access to the 105 Darkroom and other business deemed necessary.

Discussion about using the Woodworkers website outside the firewall as offered by the Woodworkers was held. It was decided to peruse it further. The present CPC website inside the firewall is inaccessible to those outside Rockwell Collins.

Jim Zelle will give Tours of the darkroom to those members interested in the darkroom facilities and equipment. This was the reason for holding the regular January meeting in the darkroom area.

The business meeting was adjourned and the Silent Auction was conducted.

The auction results were announced upon the completion of the auction. Purchased items were paid for and removed from the premises. President Franzen will announce the club returns from the auction effort at the next meeting. Several darkroom tours were given, as there were more members at the meeting than would fit in the darkroom at once.

Respectfully submitted by David Detwiler, Secretary

Collins Photo Club (CPC) January Meeting Minutes

January 21, 2003

President "Cliffy" Franzen called the CPC Executive Board meeting to order at 4:45 PM at the North Country Steakhouse. Also present were Jim Zelle, Pat Boland, and David Detwiler.

The Board met to review and discuss updating the Collins Photo Club Constitution / Bylaws, Darkroom and Equipment Storage Access, Collins Photo Club Membership Form, Equipment Checkout, Chemical Check In, and Collins Photo Club Retiree Unescorted Facility Access to the 105 Darkroom. Amendments made by the CPC Executive Board to the fore mentioned items will be reviewed and approved by employee services before being voted upon by the club membership at the regular February meeting.

Respectfully submitted by David Detwiler, Secretary

It's Important to Label Your Film

Story Submitted by Pat Boland

CAUTION - AIRPORT SECURITY IS BUSY!

During our recent vacation trip when we were flying to our destination, I nearly lost 2 rolls of film containing photos of our son's wedding. The high-speed film was hand inspected and in the chaos of the security process, I nearly forgot that I had handed the film to the Security Agent. I did not have my name or phone number on either the film roll or the canister. If I had walked away without the film, my precious photos would have been lost forever! I suggest that you put your name, address and phone number on all rolls of film and the canister when you are traveling. If you have a cell phone, I suggest you use that number (I always carry my cell phone) and the Security Agent would be able to contact you (hopefully before you leave the airport). If you should forget the film or lose it, hopefully you will have it returned. I am so glad that I remembered to ask the Security Agent for my film prior to leaving the security area!

Expense Reimbursement Process

Information Submitted by Pat Boland, Treasurer

For a member to be reimbursed for any club expenses, he/she must adhere to the following process:

1. Expenses must be approved by the Board prior to incurring the expense.
2. After approval, the member provides a copy of the receipt(s) to the club Treasurer (Pat Boland 124-314)
3. Member contacts Sandi Strike, x5-3521 in Employee Services for instructions to complete an SAP Expense Report and obtain the special charge number set up for these expenses.
4. Member retains the original receipts, which will be turned in after processing the SAP Expense Report.

If you have questions, please contact Pat Boland at 295-4817.

Collins Photo Club Constitution and Bylaws

Information Submitted by Cliffy Franzen, Club President

Editor's Note: Please review the Constitution/Bylaws carefully and come to the next meeting prepared to comment and vote.

Collins Photo Club Constitution / Bylaws

Adopted 20 September 1984

Amended September 1987

Amended September 1996

Amended February 2003

These Bylaws govern the operation of the Collins Photo Club. These Bylaws shall not be considered all inclusive of all the operating regulations of this Club.

ARTICLE 1 – NAME

This organization shall be known as the Collins Photo Club, hereafter referred to in these Bylaws as the Club.

ARTICLE 2 – PURPOSE

The purpose of the Club is to promote enjoyment, personal excellence, and advancement in photography through cooperation, fellowship, and education.

ARTICLE 3 – MEETINGS

Regular meetings of the Club shall have the place, dates, and time stipulated by the Executive Board and ratified by 2/3 (two-thirds) majority of the members present at a regular monthly meeting. Special meetings of the membership may be held on the call of the President, Vice President or a majority of the membership.

ARTICLE 4 – MEMBERSHIP

To qualify for subsidized membership, prospective members must pay the annual Club dues and be a Rockwell Collins employee, Rockwell Collins retiree, laid-off Rockwell Collins employee with recall rights, or spouse of any of the above. Establishment of membership qualifications will be commensurate with Rockwell Collins Recreation Program Rules, which shall govern in the case of any dispute.

ARTICLE 5 – DUES

An annual membership fee will be assessed, beginning October 1st of each fiscal year and are due by the October meeting. Payments are to be submitted to the Treasurer with the application form that was distributed in the Club newsletter or available from the Treasurer. Renewal payments received after this time will also require an additional payment of the Rockwell Collins subsidy fee that was lost.

ARTICLE 6 – OFFICERS

The officers of the Club shall be President, Vice President/Program Director, Secretary and, Treasurer. Their duties shall be set forth in Article 10 of the Bylaws. If the office of President becomes vacant for any reason, the Vice President shall take it over for the remainder of the term. If any office other than that of the President becomes vacant, it shall be filled by appointment of the President, with majority of the Executive Board approval, for the remainder of the term. An Officer may resign at any time by delivering written notice to the Executive Board. Such resignation shall take effect at the time specified therein or, if the time is not specified, upon receipt of such notice.

ARTICLE 7 – EXECUTIVE BOARD

The Executive Board, composed of the elected officers shall direct the management of the Club. (Refer to Article 6 of the Bylaws.) The Executive Board shall meet as required to transact the business of the Club. Members may attend Executive Board meetings but not vote on their business. Times, places and dates of Executive Board meetings shall be announced at regular meetings.

ARTICLE 8 – VOTES

Only active members in good standing shall be qualified to vote at meetings or upon other matters coming to this Club for action. Each active member is entitled to vote. Voting on any proposition before a meeting of the membership shall be by voice vote. The exceptions are that a motion for a written ballot shall take precedence, or if a ballot is called for else where in these Bylaws. At any meeting of the membership, all questions before the Club shall be determined by a simple majority vote of the quorum unless otherwise noted. A simple majority is defined as fifty one percent (51%) or greater of the quorum. At any meeting, the members entitled to vote pursuant to these Bylaws present at the meeting shall constitute a quorum.

ARTICLE 9 – ELECTIONS

Elections of the Club officers shall be held at the last regular meeting prior to the end of Rockwell Collins fiscal year. The elected officers will take office on October 1st. Nominees for a Club office must be current members in good standing. The President shall appoint a nominating committee composed of three members looking for members willing to hold office 2 months before elections. The Treasurer shall provide an accurate membership listing to the committee for the purpose of identifying potential nominees. The committee will obtain agreement from the selected nominees to serve if elected. Additional nominations shall be permitted from the floor. Members may only be nominated for one office. All officers shall be elected on a written ballot or by voice vote if running unopposed. No proxy votes shall be permitted. Results will be announced at the meeting. The President shall not be reelected to that post for more than two consecutive terms. Other officers may be reelected to the same position indefinitely.

ARTICLE 10 – DUTIES OF OFFICERS

- 1) Duties of the President
 - a) To serve as the chief officer of the Club; to preside at and conduct regular membership meetings and Executive board meetings; to interface with the Recreation office in the Club's behalf; and exercise general supervision over the affairs of the Club. The President shall pass all files to the successor immediately upon installation and shall cause all other officers files to be passed to respective successors. The President shall be an ex-officio (nonvoting) member of all committees.
- 2) Duties of the Vice President / Program Director
 - a) To assume the presidential duties in the absence of that officer; to maintain an interesting schedule of programs and speakers for the regular monthly meetings and special field trips/events; taking into account the interests and educational needs of the general membership; and to plan for necessary equipment and/or materials for such programs. (It is suggested that programs be pre-planned quarterly with the assistance of the Executive Board at least 3 months in advance.) In general, perform all duties incident to the position of Vice President / Program Director and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the President.
- 3) Duties of the Secretary

- a) To keep minutes of all meetings; to conduct correspondence of the Club and to submit write ups of Club activities to Company publications. The Secretary shall be familiar with the Bylaws, shall attend all meetings or have a substitute attend, to keep a full and accurate account of the meetings proceedings. The proceedings of the previous meeting shall be sent out in the newsletter before the next meeting. In general, perform all duties incident to the position of Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the President.
- 4) Duties of the Treasurer
- a) To receive and disburse Club funds as specified by Recreation Program Rules; to issue membership cards and new member packets; to maintain an accurate membership list; to make reports of financial activities available to the officers and membership as requested by the President; to draw up a proposed budget for approval by the Executive Board and general membership; and to prepare an annual fiscal report. In general, perform all duties incident to the position of Treasurer and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the President.

ARTICLE 11 – COMMITTEES

Under the direction of the Executive Board, special committees may be appointed by any officer and discharged by that officer as required.

ARTICLE 12 – APPOINTED POSITIONS

Under the direction of the Executive Board, these appointed positions should be made at the October meeting:

- Equipment Checkout
- Exhibit Director
- Newsletter Editor
- Darkroom Coordinator
- Webmaster

Their duties shall be set forth in Article 13 of the Bylaws. All appointed positions will perform their functions under the direction of the Executive Board. If any of the appointed positions becomes vacant, it shall be filled by appointment of the President, with majority of the Executive Board approval, for the remainder of the term. An appointee may resign at any time by delivering written notice to the Executive Board. Such resignation shall take effect at the time specified therein or, if the time is not specified, upon receipt of such notice. An appointee may also be replaced by agreement of the majority of the Executive Board if necessary.

ARTICLE 13 – APPOINTED POSITIONS DUTIES

- 1) Duties of Equipment Checkout
 - a) To oversee the checkout of equipment by Club members in accordance with the Club checkout policy including a follow-up process to ensure the equipment is returned in a timely manner. In general, perform all duties incident to the position and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the Executive Board.
- 2) Duties of Exhibit Director
 - a) To coordinate displays of the Club's work at Rockwell Collins and any other locations. In general, perform all duties incident to the position and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the Executive Board.
- 3) Duties of Newsletter Editor

- a) To produce a monthly newsletter detailing Club activities and other items of interest to Club members. The newsletter will be sent to members via email where possible and in paper via US mail otherwise. In general, perform all duties incident to the position and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the Executive Board.
- 4) Duties of Darkroom Coordinator
 - a) To maintain the list of approved chemicals that may be brought into the darkroom and coordinate efforts with Chemical Stock and Environmental Engineering, to monitor the use and condition of the darkroom reporting any issues to the Executive committee.. In general, perform all duties incident to the position and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the Executive Board.
- 5) Duties of Webmaster
 - a) To maintain the Club's WebPages keeping it up to date with the Club's latest policies, officer contact information, and all other information presented. In general, perform all duties incident to the position and have such other duties and exercise such authority as from time to time may be delegated or assigned to them by the Executive Board.

ARTICLE 14 – AMENDMENTS

Amendments to the Constitution / Bylaws may be proposed by any member in good standing to the Executive Board for review and approval. If approved by the Board and Employee Services, the proposed amendment(s) may be incorporated into the Constitution / Bylaws if ratified by 2/3 (two-thirds) majority of members present at a regular monthly meeting.

CPC Member Discounts

Please show your Collins Photo Club Membership Card to receive the following discounts.

- **Photo Pro**
(319)395-9121
153 Collins Road NE, Cedar Rapids
 - 20% off Film Processing
 - 20% off Mats
 - 20% off Darkroom Chemicals
 - 10% off Photographic Paper
 - Film at Cost +15%
- **Mote Brothers Custom Framing**
(319) 366-7311
701 Third Ave SE, Cedar Rapids
 - 25% off list price
- **Linn Photo**
(319)373-0658
1725 Blairsferry Road, Marion
(319)396-3182
2405 Westdale Dr. SW, Cedar Rapids
 - 15% off Film Processing
 - 10% off Chemicals
 - 10% off Paper
 - 10% off Film
- **Kyle's Framing and Gallery**
(319) 377-5739
601 7th Ave, Suite A, Marion (Between Sunbeam Outlet and Country Kitchen)
 - 50% off matte board
 - 30% - 50% off framing and glass

Membership Information

To become a member of the Collins Photo Club, contact :

Pat Boland 124-314
Rockwell Collins
400 Collins Rd. NE
Cedar Rapids, IA 52498
319-295-4817
pjboland@rockwellcollins.com

Website – NEW ADDRESS!!!

[http://
rweb-collins.rockwellcollins.com/~cpcphoto/](http://rweb-collins.rockwellcollins.com/~cpcphoto/)

Buy and Sell

This space available

FY03 Club Officers

President	Cliffy Franzen	x53725
Vice President	Jim Zelle	x56798
Secretary/ Historian	Dave Detwiler	x59545
Treasurer/ Membership	Pat Boland	x54817
Equip. Checkout	Mark Bortz	x54860
Exhibit Director	Gary Hamer	x59551
Newsletter	Jennifer Rand	366- 6659
Webmaster	Lee Ann Gruchow	x55650
Darkroom Coordinator	Kathy Rutherford	x54113

Change of Address

Please notify the Newsletter Editor of any change of address. Thanks!

Collins Photo Club Membership – September 2002

Last Name	First Name	Mail Stop	Phone	Email Address	Status
Beer	Regine		319-363-7950	None	Retiree
Bjorseth	Bruce		319 393 6820	bpbjorseth@aol.com	Retiree
Boland	Pat	124-315	4817	pjboland@rockwellcollins.com	Employee
Bortz	Mark	108-206	4860	mabortz@rockwellcollins.com	Employee
Bortz	Mary		319-294-1144	mary@planetbortz.com	Spouse
Brathwaite	Russ		319-396-6660	rmbrath@aol.com	Retiree
Dams	Doug	153-250	1929	dedams@rockwellcollins.com	Employee
DeKlotz	Ken		563-922-2058	krdeklotz@aol.com	Retiree
Detwiler	Dave	137-117	1866	djdetwil@rockwellcollins.com	Employee
Ealy	Darlene	108-103	7323	dlealy@rockwellcollins.com	Employee
Franzen	Clair (Cliffy)	105-152	3725	crfranze@rockwellcollins.com	Employee
Gruchow	LeeAnn		5650	lrgrucho@rockwellcollins.com	Employee
Hamer	Gary	137-154	9551	ghamer@rockwellcollins.com	Employee
Hindman	Evan	105-191	5239	enhindma@rockwellcollins.com	Employee
Hoeger	Christine		319-373-7866	Kris.Hoeger@VectorCorporation.com	Employee
Hoeger	Doug	166-109	5781	dahoeger@rockwellcollins.com	Employee
Jones	Clay				Honorary
Kittrell	Janet		319-854-7459	None	Retiree
Kittrell	R.L.		319-854-7459	None	Retiree
Lang	Christy	108-237	7254	cmlang1@rockwellcollins.com	Employee
Lloyd-Lawrence	Denise	137-104	2898	dmlloyd@rockwellcollins.com	Employee
Marzen	Vince			vpmarzen@rockwellcollins.com	Employee
Meyer	Ron R	108-205	0069	rrmeyer@rockwellcollins.com	Employee
Mishler	Rich	109-177	5520	rkmishle@rockwellcollins.com	Employee
Nelson	Rick E	137-108	2864	renelson@rockwellcollins.com	Employee
Paeth	Bill		319-396-6470	None	Retiree
Rand	Jennifer		319-366-6659	jmrand@inav.net	Spouse
Rand	Tim	108-207	0059	twrand@rockwellcollins.com	Employee
Rutherford	Kathy	137-108	4113	karuther@rockwellcollins.com	Employee
Sliney	James	106-181	4229	jgsliney@rockwellcollins.com	Employee
Sliney	Sharon L. Beckley-		319-378-8930	sunbird@fmtcs.com	Spouse
Smith-Mees	Amy		319-373-4954	carvelle@mchsi.com	Spouse
Strike	Sandi				Honorary
Tichy	SuAnn	109-206	2421	smtichy@rockwellcollins.com	Employee
Tomash	Alex	126-201	7526	aetomash@rockwellcollins.com	Employee

Weber	Linda	106-114	3955	llweber@rockwellcollins.com	Employee
Wendel	Robert	141-100	5826	rwwendel@rockwellcollins.com	Employee
Wild	Pam		319-373-3241	pjwild@aol.com	Spouse
Zelle	Jim	124-313	6798	jazelle@rockwellcollins.com	Employee
Zelle	Pam		319-373-8749	pzelle@qwest.net	Spouse
Zuber	Sandy	139-126	9601	skzuber@rockwellcollins.com	Employee