**FYI:** A one or two liner message that is pertinent to this issue. This template has section headers that have white letters against a black background, the style is Heading 5!”

**Any special article that should be on page 1:** Any book title or special item should be in italics, i.e. *Volunteer Extraordinaire* Certificate”, Usually the front page has the details for the next two programs.

Whenever possible, identify source of item or article, i.e. “Byline First name last name.

##### MONTH, i.e. MAY OR JUNE? PROGRAM

##### Subtitle, i.e. Annual Picnic.

**Date and time span in Arial size 11, bold:** Text of all articles should be Times New roman font size 11. Program information should include info to register, for example “email [???@vipclubmn.org](mailto:???@vipclubmn.org) before due date, i.e. October 30th for a chair/table reservation and a pre-printed name-tag.”

A close up of a sign

Description automatically generatedInclude an icon or photo to grab reader’s eye, for example this has been used for the Roseville good old days in May.

Byline Coordinator name in Ar Blanca font size 11

##### PRESIDENT’S MESSAGE

**Main theme of President’s message –** Keep photo near top

President’s message should be last thing to go in after he/she has read draft of newsletter just in case there are items to be emphasized.

The chief editor will use yellow highligting in drafts to flag areas subject to changes.

Underline secondary President’s message topic. plea –

Harvey Taipale, VIP Club President.

##### MONTH, I.E. May or June PROGRAM

##### Subtitle of next event!

A sign on the side of a building

Description automatically generated**Month date 5th,** 11 AM – 2:30 PM. A location icon and driving directions is good for those who do not use GPS, for example

Driving Directions: Set your GPS to St Paul, 2750 Sibley Memorial Hwy, 55121 or take exit #98 off I35E onto Lone Oak Road. Go west across Pilot Knob Road and then down the hill to Hwy 13. Turn right and proceed north ~ ½ mile to the Lost Spur (City View) entrance on the right. Coordinator is Paul Hove

We want the readers to know whom to contact.

##### WELCOME NEW MEMBER(s)

List new member names, city, and retired from organization. This info usually comes from the membership chair or can be extracted from the most recent database.

##### OTHER UPCOMING ACTIVITIES

**List the next two** *VIP Club* Board Meeting dates, place, and time.

**List dates of upcoming events that are scheduled:** Do not include the one or two programs that are expounded upon in the Front or 2nd page near term items.

Any photos or icons included should be aligned left or right or center – don’t let them float! Else they tend to jump when the docu-tech or pdf system does a ‘print.’

Use a Column Break to make reading easier, i.e. new section atop next page or right column

##### SOCIAL REPORTS & ARTICLES

**A brief report about an event that recently happened** Letters to the editor or any non-legacy articles submitted by board members or club members.

If embedding a link for on-line readers, verify that it works in both the .docx and .pdf images before going to press. (<http://vipclubmn.org/History.html#Officers>) We do not want to have our readers encountering this message.

A screenshot of a cell phone

Description automatically generated

**Next topic:** The chief editor is welcome to do what she/he is most comfortable doing!

If including photos with an article, identify the people unless it is a crowd photo, an example:

A group of people posing for the camera

Description automatically generated

Keith Myhre and Harvey Taipale presented ***ERA*** lapel pins to Kevin Dragseth and Dr. Jeffrey Yost.

##### IN REMEMBRANCE OF

*The obits hereunder are redacted from funeral home postings or Pioneer Press or Star Tribune listings.*

**Last Name, First** – Age 69 of town. He is survived by wife of …… She/he worked at …. He/she was a VIP Club member if in the database – whether active or inactive member of the Club. If not in the database, don’t mention the Club. The obits in any issue should be in alphabetical order.

If a photo is included, align it either right or left for alternate obits

Submitted by Person who sent obit to editor.

##### LEGACY TIDBITS

**Catchy Title?**

Note that subtitles within a section have a 4-pt space above the line and a 4-pt space after the byline.

A close up of text on a white background

Description automatically generated

Even though I’ve decided to take a 2020 sabbatical from volunteerism – I may be available for a phone chat about how to fix a problem with either the newsletter layouts or the website. Byline LABenson

**CLUB CONTACT DATA**

This section is considered to be boiler plate. It could be moved to various places within the newsletter to minimize white space when doing the final pagination. Note that board member phone numbers are on the back page. Phone numbers continue to be important because all members do not have email addresses.

**VIP Club 2020 Activity Coordination:**

*CBI Liaison*; Dick Lundgren, [rflundgr@aol.com](file:///C:\Users\Lowell\Documents\VIPdocs\Newsletters\2016\rflundgr@aol.com)

*Golf Leagues*; Keith Behnke, [keithbhnk@comcast.net](mailto:keithbhnk@comcast.net)

*Lawshe Museum Support*;

* Exhibits; Keith Myhre [kmyhre@lightblast.net](file:///C:\Users\Lowell\Documents\VIPdocs\Newsletters\2016\kmyhre@lightblast.net)
* Photo ID work; Bob Pagac [rpagac@hotmail.com](mailto:rpagac@hotmail.com) and Jon Simon [jcsimon1st@frontiernet.net](file:///C:\Users\Lowell\Documents\VIPdocs\Newsletters\2016\jcsimon1st@frontiernet.net)

*Legacy Committee* chairman; John Westergren, [jwestergren48@gmail.com](mailto:jwestergren48@gmail.com)

*Membership database; Gish Devlaminck* [membership@vipclubmn.org](mailto:membership@vipclubmn.org)

*Old Timers’ Annual Reunion*; [paul@paulhove.com](mailto:paul@paulhove.com) or steve.koltes@comcast.com,

*Picnic planning & volunteer staffing*; John Westergren, [jwestergren48@gmail.com](mailto:jwestergren48@gmail.com)

*Roseville Good Old Days*; Paul Dickson [paul.dickson@comcast.net](mailto:paul.dickson@comcast.net)

*Syttende Mai:* Dale Torgerson, [dale.o.torgerson@gmail.com](mailto:dale.o.torgerson@gmail.com)

*Sunshine Cards*; Lynn Lindholm [lynnlindholm@comcast.net](mailto:lynnlindholm@comcast.net)

*UNIHOGS & Technologists*; board@vipclubmn.org

*Volunteer Luncheon*; Frank King, [kingx063@umn.edu](mailto:kingx063@umn.edu)

*Webmaster*; Jim Andrews, [webmaster@vipclubmn.org](mailto:webmaster@vipclubmn.org)

Retirement Status and Benefits**:**

Numbers to call if you or your heirs have death benefit or pension questions – you will need an SSN and a PIN.

Unisys 1-877-864-7972

Lockheed Martin 1-866-562-2363

This retirement status box can be moved about within the newsletter if needed to minimize white space while doing the final pagination.

This is another column break point.

##### 😊 LIGHTER SIDE 😊

* Aspire to inspire before you expire.

The quantity of items to be included in this section are expanded or deleted in order to finish the newsletter with exactly 8 or 6 or 4 pages. Paragraph alignments should be justified, for bulleted items left alignment. Align captions as centered.

Quick Quips can be included in a box! If white space filler is needed, use more than one box.

The penultimate page usually has a section break to change from two columns to full width to facilitate inclusion of page wide forms and/or collages.

When adjusting the amount of lighter side to use, make sure that forms do not break across a page. use mine.

Clip here - - - - - - - - - - - - - Clip here - - - - - - - - - - Clip here - -

##### Logo1980sMEMBERSHIP APPLICATION or RENEWAL or CHANGE FORM

Please mark an **X** in the appropriate info/option boxes. *Submittal Date: \_\_\_\_\_\_\_\_\_\_\_*

Dues: □$7.00 1-year, or □$ 18.00 3-years, or □free if age 90 or older.

□Renewal, □New Member (>55), □Associate member (<55), □Life (>89), or □Information Change.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Last, First, M.I. – or attach an address label.) Spouse’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Street Address or P.O. Box City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Telephone Number E-mail address

Newsletter delivery default is □ electronic or select □ U.S. Mail if you have no email address.

Employer is/was □UNISYS, □Lockheed Martin, and/or □predecessor company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Include me in the Club’s Directory? □Yes or □No. *DIRECTORY is only available to Members and Associates*!

**MAIL FORM WITH CHECK\* TO:** VIP Club - Membership P.O. Box 21903 Eagan, MN 55121

\*not required if only changing information in our database or if renewing at age 90+.

##### Example of a page wide collage from an event.

A group of people in a restaurant

Description automatically generated

There should always be a page break before the last page because the Docu-tech machine prints addresses and membership expiration date thereon.

Logo1980s.gif

P.O. BOX 21903

Eagan MN 55121

Note that these two boxes are ‘Boiler Plate’, i.e. should be verified before the January and July issues!

*VIP CLUB* *Newsletter*

P.O. Box 21903, Eagan, MN 55121

<http://www.vipclubmn.org/Newsletters.html>

Board of Directors - 2020

President Harvey Taipale 651-280-7332

Vice President Steve Koltes 651-303-9112

Treasurer Paul Hove 651-738-4908

Secretary Boni Westberg 651-429-2534

Director Dick Lundgren 952-288-5141

Director Gish Devlaminck 651-470-8905

Director Jim Andrews, 651-451-7502

Director tbd ??? xxx-yyy-zzz

Past President Keith Behnke 651-894-2182

Newsletter Editorial Staff

Chief Editor newsletter@vipclubmn.org

Dick Lundgren [rflundgr@aol.com](mailto:rflundgr@aol.com)

Don Naaktgeboren [donfishn@yahoo.com](mailto:donfishn@yahoo.com)

Joe Schwarz [jschwarzsr@centurylink.net](mailto:jschwarzsr@centurylink.net)

UNISYS Liaison

Kirsten Rasmussen; meetings, etc., 651-323-9543

Judy Bornetun; Eagan print shop, 651-635-6792

##### PERIODIC SOCIAL GROUPS

Monthly Breakfast Gathering

* 1st Thursday at 8 AM at the Capitol View Cafe, 637 Smith Ave. St. Paul.

Monthly Lunch Gatherings

* 1st Tuesday in Eagan at 11:00 AM - Rickey's Café at Stark's, 3125 Dodd Road, Eagan, MN
* 2nd Tuesday at 11:30 AM - Mall of America 3rd floor North Food Court, we meet by the tables between the elevator & Burger King. Coordinator, Paul Wennerstrom, 952-854-7855.
* 2nd Wednesday at 11 AM at Baker’s Square, Northtown, 221 Co. Rd. 10 NE, Blaine MN.
* 2nd Saturday of odd numbered months at 11:00 AM, Baker's Square, 1881 West Highway 36, Roseville. Coordinator Urho Rahkola, 651-429-3319.

Quarterly Breakfast Gathering

* 2nd Wednesday at 9 AM in the Eagles Club, Old Hwy 8, in New Brighton., Mar., June, Sept., & Dec. Coordinator Marv Brown, 763-416‑3903