GVR Photography Club Monitors' Procedures

February 2023 rev 1

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A   Introduction

The membership fee for New Members is $30.00 for a single member or $40.00 for two members in the same household.

Current equipment is provided to ensure that the monitor has the best tools available so they may be comfortable as a Photography Club monitor.

The library is opposite the check-in desk. Look for a three-ring notebook on the bookcase outlining our procedures for checking out items.

The GVR Photography Club utilizes Wild Apricot for membership renewals and new memberships. Wild Apricot is a program that has been built with a membership focus. We also utilize Wild Apricot for sign-ups for classes, field trips and other events.

A separate application, Sign-Up Genius, is used for scheduling monitors. Documentation can be found by navigating to the Calendars tab on the GVR Photography Club website, then clicking Monitor Calendar, and then clicking on the Monitor Schedule for one of the available days in the month.

Included in Section T is a current Board of Directors' Roster with contact information. For emergencies, please use procedures outlined in Section F.

There is an Emergency Manual binder to the right of the Sign-In Computer when seated. This manual was provided by GVR and is an excellent resource for emergency situations. Any edits are the responsibility of GVR.

Should the Frontage Road entrance to The Springs be blocked for some reason due to an emergency, please refer to the "Emergency Exit Map & Instructions" exhibit in Section T in the back of this manual. This exhibit was provided by The Springs HOA.

B   Opening the Photography Club

1. Locate lock box to the left of the entrance door, open slider door and rotate dials to the four-digit code. Open the lock box and obtain the key to the entry door.

2. Open the Photography Club front door and return the key to the lock box. Close the lock box (without changing the code), scramble the dials, and close the slider door.

3. The sign holder has both the "OPEN" & "CLOSED" signs in it. Change the 'CLOSED' sign to appropriate 'OPEN' sign.

4. Turn on the light switch immediately to the left of the entrance.

5. There are two desks with computers near the front door. The desk and computer closest to the entrance door is the "Sign-In" desk/computer. NOTE: The Sign-In Computer must remain on 24/7.

    The other desk is the "Administration" desk/computer. The Administration computer must be turned on when opening the club.

    Check the power strip attached to the left side of the administration desk if the computer does not start.

    A third desk is located between the Photo Lab and library. It is the "Member Services" desk/computer and is used to renew memberships and to register for on-line events.

6. On the wall behind the check-in and administrative desks, there are 3 light switches to turn on lights and a selector switch that turns on power to all the equipment in the Photo lab. Turn on the 3 light switches and flip the selector switch to on. (On occasion there will be a note on the selector switch to leave it on due to work being done on computers. In that case, just skip the selector-switch step.)

    LCD monitors power up automatically when the selector switch is turned on. The equipment (Computers, printers, scanners, etc) must be turned on as needed.

7. Turn on the light over the sink and the lights in the photo lab.

8. Unlike in the past, the storage room will remain locked and will be unlocked each time supplies are needed. The storage room is accessed through a door in the back of the Ansel Adams classroom. The key (blue tag) hanging in back of the kitchen counter drawer opens the storage room.

9. Turn on the display TV at the rear of the lobby and begin the slide show of members' work as described in the instructions behind the Sign-In desk. (When construction is completed, the TV will be on the wall outside the large classroom.)

10. Coffee will be available only from the Keurig machine. Ensure there are no used pods in the machine and fill the reservoir with water from the filtered pitcher in the refrigerator. Refill the pitcher if needed.

11. Greet everyone who comes into the club. Make certain that members scan their GVR cards.

12. Should the badge scanner not be working, follow the posted instructions.

C   Closing the Photography Club

1. Check to make sure all printers and scanners are turned off <u>before</u> computers are shut down. Then shut down all computers in the Photo lab using the normal computer shut-down process accessed via the keyboard or simply turn off the power button. **DO NOT turn off the LCD monitors** as they will be turned off by the main power selector switch (green circle and black switch).

2. Turn off any of the special equipment that may have been used during the day, (i.e. CD duplicator, VHS to DVD unit and TV, DVD test station and TV Ansel Adams room.)

3. **<u>NOTE:</u>** The Sign-In computer must remain on 24/7.

4. The Administration computer should be turned off when closing the Club as should the Member Services computer.

5. Check the scanners under the lid to see if anything has been left and that the white buffer pad is installed correctly.

6. Turn off all lights in the matting room, and Photo Lab.

7. Make sure the storage room is locked

8. Ensure there are no used coffee pods in the Keurig and that the Keurig is off

9. The copiers are left on at all times and automatically switch to an "Energy Saver" mode after they have been idle for a preset time.

10. Turn off the TV on the back wall (after the wall has been built and the TV remounted).

11. Turn off the main power switch on the wall behind the desks (green circle and black switch). This switch will turn off power to all the connected devices in the Photo lab.

12. Turn off all the remaining overhead lights.

11. **Make sure the exit door has closed and locked completely. Press on the inside of the door itself or try to open it from the outside.**

12. Exit the club via the entrance door. Access the lockbox and obtain the door key and once locked, make certain that the locked door is secure. **After the lock box is closed**, scramble the code numbers and close slider door.

13. Change the sign in the sign holder from 'OPEN' to 'CLOSED'.

D   Using SignUp Genius

1.   Sign Up for One or More Time Slots

(a) Go back to the invitation you received by email and click on the "Sign Up" button. (If you lost your invitation or confirmation email, you can get to the SignUpGenius calendar from the camera club website under calendars)
(b) Log in using your email address and SignUpGenius password.
(c) Find one or more dates that fit your schedule and click the check boxes for them.
(d) Click the "Submit and Sign Up" button.
(e) On the following screen, click "Sign Up Now".
(f) You will receive an immediate confirmation and a reminder 2 days before your assignment.

2.   Changing Times Using the Swap Function

(a) Find the email that confirmed your sign up.
(b) Click on the "View Sign Up" button.
(c) Click the "Edit" button for the date you wish to change.
(d) Click on the swap button (the one in the middle with two arrows in a circle).
(e) Look at the options on the next screen and select people/time slots with whom you would like to swap.
(f) Click the "Request a Swap" button at the bottom (you may need to scroll down).
(g) You will be notified if someone accepts.

3.   Responding to a Swap Request

(a) If someone requests a swap, you will receive an email.
(b) Please click on the "Respond" button.
(c) On the next screen you will have the option to accept or reject the swap.
(d) Click on the "Respond Now" button at the bottom.
(e) The swap will automatically be recorded on the calendar.

4.   Miscellaneous

(a) If you lost your invitation or confirmation email, you can get to the SignUpGenius calendar from the camera club website under calendars
(b) If you forget your password, you can reset it from the log in screen

E   Equipment Problems

In case of problems with Photography Club equipment, please follow these procedures. If needed, place an "Out of Service" sign on the equipment.

<u>Always complete procedure No. 1</u>

Use "Send Message to Board Members" button on the sign-in computer (see Section F for screen display) or call one of the following people.

- Ron Stein: (520) 393-7321
- Sam Schaen   (703) 402-0929

F   Sign-up Computer Not Working

If the sign-up computer is not working, check that the cursor is in the GVR number field on the main screen. The cursor location is still vital.

If that doesn't work, try restarting the Sign-In application by clicking the RunSignin shortcut on the desktop.

If none of the above steps work, please send a message to the Board Members or call one of the people listed in Section E.

G   Admission to the Club

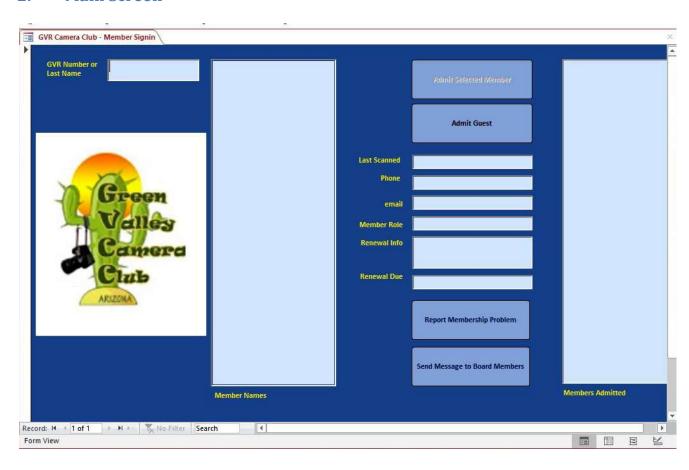## 1.   Why a Sign-in System?

GVR requires that all clubs collect and report attendance. This is particularly important for clubs with a dedicated space, such as ours. The overall purpose of the system is to collect attendance data and prepare a report for GVR.

Direct any questions to the membership committee chairman...

Tom Parker   tparker324@aol.com   618-304-1456

The process for "checking-in" visitors, guests or members is user friendly and is described below and on the following pages.

2.   Main Screen

When a member scans their GVR card the member's information is displayed in the boxes near the center of the screen. If the member is recognized, the TaDa tone will sound, and the member is admitted.

If an OhNo sounds when their card is scanned or manually input then that indicates one of two things. Either the person is not a member or an error occurred when inputting the data. If an error then a red cancel button will appear in the upper left hand corner. Simply press the cancel button and carefully re-enter the data.

The Members Admitted list (the large box on the right) will display the members that have been admitted so far today. As more members arrive, their names appear at the bottom of the list.

If a member has forgotten their GVR card, then you can still type in their GVR number in the box in the upper left hand corner. Also, the last name search is the same…enter the first few letters of their name and a list of possible member names are displayed in the Member Names list box. Click on one of the names to view details for the member. Click the Admit Member button to admit them.

3.   Admit Guest

There is a 'pseudo member' whose name is Guest which is recorded when a guest is admitted. The Guest button is used for any non-Photography Club member we are letting into the club, not for guests with guest GVR cards.

There is a 30-day grace period for Photography Club members who haven't renewed on time. If a member has not renewed by January 1st, then they will get an OhNo starting January 2nd but their member details still appear in the center of the screen. As of February 1st they will not be recognized at all.

They may be admitted as a Photography Club guest but not as a Photography Club member.

H   Sending E-Mail

After you clicked Send E-mail, you need to also click the Close button in the lower left to get rid of this window. Also, the send button will be disabled to prevent sending duplicate e-emails and the button text will change to indicate that the mail was sent. If you attempt to send an empty e-mail a warning will appear in the field between the buttons. Note: After sending, check that the cursor is in the GVR number field on the main screen. The cursor location is still vital.

I   Consumable Inventory Guidelines

1. The Photography Club provides certain supplies for the convenience of our members. These items may be obtained by making a donation to the club. User sheets (GVR Photography Club Materials Use Form) are available for the user and contains the suggested donation amount for each item. Any member wishing to obtain consumable items must be given a user form (GVR Photography Club Materials Use Form) to fill out and return to a monitor on duty with their donation.

2. Items normally available are photo paper, DVDs and CDs with sleeves, mat cutting blades, foam core and mats for framing. There are different sizes and types of photo paper and the monitor should familiarize themselves with these particular consumable items. When the monitor gives out a requested sheet of photo paper, be sure to hold it by its edges so as not to leave smudges. Note that even if members bring their own paper, there is a charge for printing to cover the cost of ink.

3. **<u>Only monitors are allowed to access the storage area</u>** and will furnish the desired items to the members. Once the member has completed his or her task, they will fill out the user sheet (GVR Photography Club Materials Use Form) with the donation attached. The monitor needs to verify the information provided and initial the sheet. Place sheet in the manila envelope marked "Daily Receipts" in the top right drawer of the Administration Desk/Computer.

4. Note that the GVR Photography Club Materials Use Form has different suggested donations depending on whether the member prints using our paper or supplies their own paper. The amounts listed are per sheet, not per the number of images printed on the sheet.

5. The monitor is also responsible for keeping an eye on the ink cartridges for the Epson Printers. As each printer has several cartridges, the management of these cartridges becomes quite important since there are several printers. New ink cartridges can be found in the Storage Room. The recycling box for empty cartridges can be found on a labeled eye level shelf in the middle of the Storage Room.

6. While cartridge replacement and checking the printer for proper operation (nozzle check) are straight forward, only an experienced monitor should perform these functions. Otherwise send an email (as described above) requesting technical support.

7. The Canon and HP paper copiers are for Club use only. Toner cartridges are changed by authorized club members. Only those familiar with the copiers are to un-jam or restock printing paper in the copiers.

J   Cash Box

The cash box, located in the top right drawer of the Administration Desk, is for changing bills only (Cash out must equal cash in). If the member does not have the correct change to pay the suggested donation on their GVR Photography Club Materials Use Form and you are unable to provide change, the member may write a check or sign their name and add "IOU" by the amount on the Form and take a copy of the form home with them as a reminder.

The original of the GVR Photography Club Materials Use Form is placed on the clip board on the slat wall behind the Administration Desk until the member returns with the payment. At that time the payment and the original form are placed in the Daily Receipts envelope.

K   Ordering and Requisitioning Supplies

1. Debra Sanders (debsanders01@gmail.com)and George Bennett (gbennett22055@gmail.com) are in charge of matting and framing supplies and do all of the purchasing of them.

2. All other supplies that need to be reordered should be listed on the "Supply Request Form" on a clipboard at the monitor's admin desk. A sample form is included in Section T, Forms and Exhibits.

L   Monitor's General Responsibilities

1. During the winter there are two monitor shifts each weekday that the club isn't closed. The shifts are 9 AM -12 PM and 12 PM - 3 PM. (During the summer, the club is open only in the morning.)

   Monitors serving the morning shift are asked to telephone monitors serving the morning shift the following weekday, reminding them they are scheduled to serve. Likewise, monitors serving the afternoon shift are asked to telephone monitors scheduled to serve the afternoon of the following weekday. (The latter is not applicable during summer hours since there is no afternoon session.) A monitor's schedule for the current month can be found on the Administration Desk/Computer by hovering over "Calendars" website menu bar and then clicking "Monitor List" in the drop-down.

   Telephone numbers for monitors can be found in the notebook on the Administration Desk. Alternatively, you can go to the Photography Club website, log into your WildApricot account, hover over Calendar in the top menu and select "Monitor List in the pull-down. **Note:** You will see the Monitor List entry in the drop-down only if you are logged in.

2. Please gently remind anyone you see eating in the Photo Lab or Ansel Adams Room that this is not allowed. Careful drinking of beverages is allowed anywhere in the club.

3. One monitor will normally need to stay at the front desk. However, if there is no activity they can sit in on a class or work in the Photo lab. Please sit at the rear of the class with the door open so you can see anyone who enters and listen for the sign-in tone.

4. Monitors should be prepared to give tours of the facility and provide the visitor with a copy of our informational brochure. Make sure they are GVR members if they plan to join. The storage room is not part of the tour. **Only the monitors, Board members and other authorized members, for example, the Exhibit Committee members, are allowed in this room.**

5. Monitors should feel free to assist members with the operation of equipment only to the extent to which they are comfortable. Many procedures are documented

and can be found in the workstation drawers by the respective equipment. If you are uncomfortable with what you are being asked to do, consult any Board Member or instructor who happens to be in the Club. If no one with appropriate knowledge is available in the club, send a note to the Board from the Sign-In computer providing the name and contact information for the member requesting help. An appropriate person will be identified and will contact the member.

6. Sometimes, when you assist members with printing, scanning or burning CD's and DVD's and equipment procedures are followed, the end product may not acceptable to the member. The monitor has the discretion to waive the donation for that activity.

M   New Memberships and Activity Sign-Ups

1. Individuals joining the Photography Club must be GVR members and must possess a GVR Card or a Tenant Card. **Please ensure that the dates on the Tenant Card are valid even if a TaDa is heard.** GVR Guest Passes do not qualify one to be a Photography Club member.

2. Members have the option to join or renew on-line with a credit card either outside the Photography Club or by utilizing the Member Services Desk/Computer or any other designated computer in the club.

3. An individual who wishes to join or renew their membership must utilize Wild Apricot, a program that has been built with a membership focus. We also utilize Wild Apricot for classes, field trips and other events. Payments on-line can only be made with a credit card.

4. **Please Note:** The primary member's e-mail address is a required field. After the member joins or renews their membership and does not want to receive e-mails from the Photography Club they can simply unsubscribe.

5. The monitor will need to be prepared to assist the member with on-line sign-ups.

6. If a member insists on using a paper Membership Form, it needs to be filled out legibly.

7. The current membership fee for New Members is $30.00 for a single member or $40.00 for two members in the same household.

8.   Members must sign-up on-line utilizing Wild Apricot for all activities such as classes, field trips and other activities whether or not a fee is required. These signups can be made on-line either outside the Photography Club or by utilizing the Member Services computer or any other designated computer in the club. The website is: https://greenvalleycameraclub.wildapricot.org

9.   Generally, all classes, field trips, workshops and SIGs may require registration or sign ups. A member must verify which before attending.

10. A current list of activities is maintained on our Web Site. A member can review it on-line at the Photography Club or at any outside computer.

N   Epson Printers

1.   The proper Epson photo paper should be selected. Written procedures for printing are located in a drawer near the printer. If there are any questions, ask for further help. With concurrence from other members using the photo lab, a member may turn off all lights other than the sconces to allow better color fidelity on the monitors.

2.   Review the procedure sheets for the Epson printer. Many problems are procedural, not hardware or software. If these procedures are followed and problems are still encountered, please follow procedures in Section E, Equipment Problems so further investigation can be done.

3.   **Any print head cleaning should be done only by an experienced designated person very familiar with the process and cautions.** Stephen Herron is currently the designated person to accomplish this task.

4.   An exhibit, "Maintaining Your Printer", can be found in, Section T Forms and Exhibits. It outlines several steps for keeping our printers working at their best.

5.   If you believe the printer has not been used for a couple of weeks, check the printer for clogged nozzles. If an apparent clog exists, notify the designated Board Member in Item 3 Above.

O   Photograph Exhibits for Hanging and Pick Up

1.   Members who bring in photos for exhibit must have their name, picture title and telephone number attached to the back of their exhibit. There is also a form behind the monitors' desk that must be filled out. Monitors will take the framed exhibits with owner's info and place it in a bin, currently under the table in the main lobby.

2.   Please ensure that members who submit photos have followed the specific requirements for framing. Requirements are posted in the Club's lobby and are on our Web Site.

3.   Once an exhibit has been taken down and will no longer be used, it will be hung or stored in the Mat Cutting and Framing room for pick up by the contributing member.

4.   Any questions relative to exhibits should be directed to volunteers:

Sue Ready   suready@yahoo.com   612-240-2818
Julie Howard   juliannhoward@gmail.com   402-202-4423

P   Policy Regarding Promotion of non GVCC Activities

Since our Club is of a substantial size, we are often contacted by various individuals and organizations asking us to communicate their information to our membership. Items include photo opportunities, tours, classes and seminars, products and contests covering local, regional, national and international areas.

Monitor will click on the "Send Message to Board Members" button on the main screen and the Membership Committee will forward the requesting party's contact information to the appropriate person.

Q   Photographers for Public Events

When a Person desiring a photographer for a public event calls the Photography Club Monitor will click on the "Send Message to Board Members" button on the main screen

and the Membership Committee will forward the requesting party's contact information to the president.

R   Other Equipment Information

1.   <u>Waiting for Equipment Use</u>

If a member is waiting to use a piece of equipment, such as a printer, scanner or a computer with a particular program, please ask the member currently using the equipment to be courteous and share their time of use. If needed, there is an actual procedure described on the GVR Photography Club Materials Use form in Section T.

3.   <u>GVR Photography Club Flash Drive</u>
Members who are at one work station find they need to move to a different work station to continue their project, such as when someone wants to scan a slide and then make a print. We have placed one of our club flash drives on a hook behind the monitor station for members to use temporarily for transferring items between computers in the Club.

a.   Please ask them to delete their files before returning the flash drive to the front desk.

b.   The unit has intentionally been made inconvenient to put in one's pocket accidentally to help prevent its removal from the Club.

4.   <u>HD TV Monitor Procedures</u>
a.   The TV cover has a couple of Velcro strips on the back that need to be released before the cover can be lifted off. When replacing the cover, center the pouch over the TV then pull the cover down from the back until the Velcro on the cover matches the Velcro on the TV.

b.   A laptop has been configured to allow the full screen of the laptop to be displayed on the TV. Since we are duplicating the displays we have some limitations concerning the resolution settings.

i.   When using the VGA connection the TV seems to go through an auto sizing procedure to fill the screen.

ii. There are some advanced features on the ATI video card that allows custom profiles to be set. If needed, only a qualified club member who knows how to set the custom profiles will investigate the capabilities to see if we are getting the maximum resolution out of the TV. Note that the laptop will always have a lower resolution.

c. The bungee cords holding the laptop are permanently attached at the back of the shelf so they don't get lost.

d. The TV remote hangs on one of the cable hooks.

e. There is a 15' HDMI cable and a 15' VGA cable permanently attached to the TV so that someone with a non HDMI laptop can connect via that route. The Source (Input) for the TV will have to be changed to PC using the TV remote when using the VGA (PC) connection or HDMI 2 when using the HDMI connection.

f. Depending on where you are placing the laptop, you may not have to remove the laptop power supply from its holder, just unwrap the low voltage cable from the power supply.

g. **Note:** The laptop Power On switch is built into the lid hinge on the right side of the case.

h. **Note:** An SD card slot is built into the left side of the laptop case.

i. The TV is turned on and off with the TV remote. Please turn it off before unplugging the stand.

j. The HD TV Monitor is stored in the Ansel Adams Room when not in use.

5. 27" iMAC Computer Station Procedures

a. Turn on procedure.

    i. Decide which input device you want to use before you turn on the iMac power and make sure the power for that unit is on.
Note: The Mouse switch is on the back side of the Mouse, and up, (green showing), is on.
The Track Pad switch is on the right end of the raised portion and when you turn it on, a small green light illuminates at the top right.

    ii. Depress the power switch behind the lower left corner of the display.

    iii. When finished then follow the shutdown procedure.

b. Shut down procedure

    i. Click on the black Apple icon at the top left of the screen.
    ii. Click on shut down.
    iii. Hit the return key on the keyboard.
    iv. Turn off the mouse power switch on the bottom of the mouse. Slide the switch down and the green light should go out. If the Track Pad was used, its power will turn off automatically.

c. Mouse/Track Pad Swap Procedure

    i. If the iMac power is already on and you wish to change from the Mouse to the Track Pad, or vice versa, perform the shutdown procedure in b. above. Then make sure the power for the device you wish to use is on and the other device power is off. Note: The Track Pad power will turn off after a short period of time if no activity is sensed by the unit.

    ii. Now turn on the iMac power in a. ii (above).

6. Windows PCs
    a. Turn on Procedure
Simply press the power button. The PC will come on and boot.

    b. Shutdown procedures

Simply press the power button and the PC will initiate the shutdown sequence.

7.   Wall Mounted Television

The Photography Club now has a wall mounted television on the wall in the back of the lobby. [Note that as this manual is being revised, the wall is still awaiting construction.] There are specific morning start-up instructions displayed near the three lights switches and Photo lab selector switch between the two front desks. Please familiarize yourself with these instructions before start-up and viewing.

At the end of the day the television needs to be turned off. Also, displayed at various places in the club are steps to follow if you wish to display your photos or information on the television.

8   Desk Telephones

Our telephones are provided by GVR and it is their responsibility to maintain them. If you feel they are not operating according to the provided manual on the desk please call GVR. See GVR telephone numbers on Page 14.

S   Emergencies

1.   Because we are the nearest door to the parking lot, we may be the point of contact for emergencies that happen outside our Club facility. It is essential that in all cases, an incident report be filled out.

A GVR staff member must be involved in the process of filling out the incident report. A sample GVR Club Incident Form is included in Section T, Forms and Exhibits.

2.   Incident forms are located in the left lower drawer of the Sign-in Desk/Computer.

3.   Monitors who assist during a medical emergency need to ensure that "911" is called as the first option. If you need to provide directions to our facility they are described in Item 5 (below). Once 911 has been notified, call GVR staff at the telephone number posted at the Sign-In desk phone.

If the SRS office does not answer, contact GVR member services at (520) 625-3440 or try the SRS custodian on duty (520) 631-8092. This number is valid from 5:00 AM to 9:00 PM seven days a week.

4. The AED (Automatic External Defibrillation) unit is located on the wall, to the right inside through the access door to the Anza Room. Look for the AED signage as you look down (North) the outdoor hallway.

5. Directions to the Photography Club Facility at 921 West via Rio Fuerte, Santa Rita Springs (These are posted on the slat wall at the Sign-in Desk) – Travel South on the East Frontage Road from Continental and turn left into The Springs. Turn right at the first intersection. Turn left into the entrance to the parking lot and stop at the end of the walkway bridge. We are located at the other end of the bridge on the second floor, the first door to the right of the restrooms.

6. Please note there is an Emergency Manual binder to the right of the Sign-in Desk/Computer. This manual was provided by GVR and is an excellent resource for emergency situations. Any edits of this manual are the responsibility of GVR...not the Photography Club.

7. Should the Frontage Road entrance to The Springs be blocked for some reason due to an emergency, please refer to the "Emergency Exit Map and Instructions" exhibit in Section T, Forms and Exhibits, in the back of this manual. This exhibit was provided by The Springs HOA.

T   Forms and Exhibits

Copies of these forms and exhibits are included in the back of this binder for reference only. Please do not use these forms when making copies. Originals or Masters can be found in the left lower drawer of the Sign-in Desk/Computer.

1.   Board of Directors' Roster

GREEN VALLEY PHOTOGRAPHY CLUB

BOARD OF DIRECTORS TERMS

April 2021 - April 2023

Danny Valenzuela, President
2019 W Calle Guatamote
Green Valley, AZ 85622
602-568-5759
dvsundevil@gmail.com

Phil Rock, Vice-President
1550 South Camino Del Sol
Green Valley, AZ 85622
(520) 392-6035
kazoophil@gmail.com

John Pilger, Treasurer
1992 W Cactus Run Dr
Green Valley, AZ 85622
949-680-7851
jmpilger@msn.com

Stephen Herron, Secretary
711 W Paseo Potrerro
Green Valley, AZ 85622
949-680-7851
metamerism52@gmail.com

Gene Komaromi, Director
1430 West De Nada
Green Valley, AZ 85622
(520) 393-0120
genek6@gmail.com

Linda Gregory, Director
1788 West Bridge Drive
Green Valley, AZ 85622
520-625-5121
lsgregaz@gmail.com

Terms April 2022 - April 2024

Holly Chorba, Director
777 West Placita El Cueto
Green Valley, AZ 85622
(520) 665-9771
hollychorba@gmail.com

Neil Wicai, Director
284 W Sunrise Vista Dr.
Green Valley, AZ 86514
575-224-1238
neilwicai@gmail.com

Patricia Ferguson, Director
1159 W Calle Artística
Green Valley, AZ 85614
520-647-1264
Piferguson13@gmail.com

Tom Parker, Director
1049 W Placita Vargas
Green Valley, AZ 85614
618-304-1456
tparker324@aol.com

Tom Ransburg. Director
295 E Calle Herboso
Green Valley, AZ 85614
317-488-9050
hogizm@yahoo.com

Todd Taylor, Director
271 W Calle Melendrez
Green Valley, AZ 85614
520-310-6156
Toddftaylor.taylor@gmail.com

2.   GVR Photography Club Materials Use Form

3. Membership Form

MEMBERSHIP FORM GREEN VALLEY

CAMERA CLUB

FOR **NON ON-LINE SIGN UPS** ONLY

Note: Beginning July 1, 2021 the membership fee for 2021/2022 is
$30.00 for single or $40.00 for two members in the same household.

NAME #1_____NAME #2_____

PHONE# _____/_____/_____   PHONE# _____/_____/_____

E-MAIL _____E-MAIL_____

Your main e-mail is <u>required</u> for the database – If you prefer NOT to receive e-mails from the Camera Club please indicate here by circling NO EMAILS

ADDRESS_____

CITY_____STATE_____Zip
GVR#   GVR#   _____
_____   _____

GVR CARD TYPE: (CIRCLE ONE)   PERMANENT   TENANT

WHAT MONTH DO YOU RETURN TO GREEN VALLEY?
_____

WHAT VOLUNTEER OPPORTUNITY INTERESTS YOU?
_____

____ MEMBERSHIP(S)   {CIRCLE ONE)   NEW   RENEW

4. GVR Club Incident Report

5. Supply Request Form

6. Emergency Exit Map and Instructions

U   Suggestions for Additions and Improvements

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