

MailPoet Email Communications

ACTIVITIES	DETAILS	DISTRIBUTION	COMMUNICATOR	TIMELINE	REMINDER
Art & Crafts	1 st and 3 rd Mondays at 10:30 a.m.	Art & Crafts	Kathy	1 week before	Yes 1 day before
All Things French	3 rd Wednesday	All Members	Dominique	1 week before	Yes 1 day before
Come As You Are	Every Tuesday at 10:30 a.m. Every Saturday at 3:00 p.m.	All Members	Kathy	Combined communic ation on 1 st of every month	No
Come For Coffee On Zoom	3 rd Friday at 11:00 a.m.	All Members	Kathy	1 week before	Yes 1 day before
Come For Coffee 4th Thurs. Groups Eastside (Kirkland) & North End	4 th Thursday at 10:00 a.m. <i>except Nov & Dec on 3rd Thurs.</i>	All Members	Dominique	1 week before	Yes 1 day before
Come For Coffee 4th Mon. Groups Westside (Seattle/Wallingford) & Southwest/South End (West Seattle)	4 th Monday at 10:00 a.m. 4 th Monday at 11:00 a.m.	All Members	Dominique	Combined communic ation 1 week before	Yes 1 day before
Euchre		Euchre	Helena		
Get Fit & Hike		Hiking	Helena		
Gourmet Group - EPICUREANS	Last Friday at 11:30 a.m.	Epicureans	Michele	Varies	
Happy Hour		All Members	Dominique	2 days before	No
Knitting Circle	2 nd Monday In Person 4 th Monday On Zoom At 10:00 a.m.	Knitting	Dominique	1 day before	No
Lunch Bunch	Every 2 nd Wednesday except in March, June, September, December	All Members	Dominique	1 week before	Yes 1 day before

Living On The Hedge	4 th Tuesday	All Members	Web Team	1 week before	Yes 1 day before
Meetings & Programs	2 nd Wednesday in March, June, September, December	All Members	Kathy	1 to 2 weeks before	Yes 1 day before
Out & About	Varies	All Members	Dominique	1 to 2 weeks before	Yes 1 day before
Soundbites	Varies	Soundbites	Dominique	1 to 2 weeks before	Yes 1 day before

ADMINISTRATIVE COMMUNICATIONS	DETAILS	DISTRIBUTION	COMMUNICATOR	TIMELINE	REMINDER
Board Meeting Announcements	1 st Wednesday at 10:30 a.m. except July/August	Board Members	Draft by Web Team Final by Helena	Day before Board Meeting	No
Secretary Board Minutes	1 st Tuesday except July/August	Board Members	Web Team	A.M. Tues. before Board Meeting	No
Treasurer's Report	1 st Tuesday except July/August	Board Members	Eileen	Day before Board Meeting	No
Input From Activity Leaders to Vice-President	Drafted, Pre scheduled	Activity Leaders	Web Team/ Dominique	1 week before Board Meeting	No
Newsletter Input from Activity Leaders	Drafted, Pre scheduled	Activity Leaders	Web Team	3 rd of every month except July	No
Monthly Newsletter	Drafted	All Members	Editors	20 th of every month except July	No