

To Schedule ourselves via Request List for meetings and/or jobs

JOB LIST 1

VIP TEACHING

Murray and Bob

courses in 3-hour blocks; courses include maintenance.

1 course for Drum

" " " Zoom

" " " Mirror

" " " Film Advance(?)

" " " Adjustments (SOL, density, b stop shutter)

further 4 courses in electronics to be arranged by Bob & Murray

Interested: Bob Murray

~~Ken~~
Mike C.
Jane
Sue

FONTS

study possibility of reproducing fonts (like Monoline) due to fragility of the emulsion on our fonts. Re

Research required into: Vacuum boards

Light sources

Film

Clips

Interested:

Steve

JOB LIST 2

TRUCKS

maintenance record book(s)

1 shift for 2 people

To draw up m.record book(s) for regular maintenance items such as:

- general check-up
- plugs
- points
- gas
- oil filter
- oil change
- pvc valve on red truck
- rad.
- battery
- etc.

routine work

1 shift for 4 people (2 per truck)

To do routine work to each truck

other work for warmer weather

many shifts

Jobs like: get gas tank & float for white van from wrecker and replace
carb kit - replace gaskets on ~~each~~ carb - white truck
suspension
tyres - check, replace, is there a spare?
alignment
brake lights
body work
etc.

Interested:(suggest committee of 5 people)

Doug E
Mike R
Bob
Mike C
Jane

JOB LIST 3

TYPESTYLES BOOK

Gary

many shifts

Interested:

Many Gary

NEW DARKROOM

building etc.

Interested:

*Mike
S. Hunt*

DARKROOM REPAIRS

Sue?

waterproof sinks; fill up light leaks, etc.

Interested:

*Mike Hunt
Sue*

VENTILATION OF ..

picking up Pic. Show's air conditioner and installing it.

Interested; (suggest 5 people at least)

Mike,

JOB LIST 4

miscellaneous jobs

Make neg folders

Strip galleys

Major clean-up

Clean out &/or reorganize drawers in brown cabinets

JOB LIST 5

To Schedule Ourselves in a Request List, for meetings and/or jobs.

committee meetings

SHIFT EXPANSION committee

doug e gary bob jane

Prepare report.

PASTE-UP committee

Ken Mike C Mike R

Prepare procedure text & further proposals
1 shift

DISTRIBUTION committee

Murray Mike C Doug R

Reorganize distribution & make policy on publishing & distribution.

HISTORY committee

Bob Doug E Ken

?

CONTRACTS committee

Mary Carol Gary Sue Rosco Doug E

New price list

Reorganize contracts desk - ~~Mary & Carol~~
\$10,000 to \$15,000 new work to be unearthed.

JOB LIST 6

FINANCES committee

?

refine the process from billing to auditing
prepare financial report

UNION committee

?

CAMERA SPECIALISATION committee

Doug E Carol Sue Doug R Jane Rosco Mary

Prepare procedures text.

MACHINES committee

Gary Murray Brenda Bob

Prepare procedures text

Set up maintenance procedures for the machines & oversee it.

Jobs: headliner should be cleaner

processor may need new rollers

waxer needs repairing

test Ilford chemicals

punches need looking at

Other jobs: how to do subheds, en leaders etc.

hyphenation

space bands

formats

JOB LIST 7

AD HOC JESSE SCHWARTZ committee

Jane Mike R Mike C Sue(

~~GARDNER COMMITTEE~~

Gary Jane Rosie