

# Adding Board Minutes.

First login to GSM web site

The screenshot shows a web browser window with the URL `gsmn.geosocmn.org/users/board-member`. The page features the Geological Society of Minnesota logo on the left and a geological cross-section diagram titled "ROCK TYPES" on the right. The diagram labels various rock types: sandstone and shale, iron-formation, glacial and stream sediments, gray wacke and slate, sandstone, dolostone, and shale, volcanic and sedimentary rocks, metamorphic and plutonic rocks, and a fault. The cross-section is labeled "NORTH-CENTRAL" and "SOUTHEAST".

The navigation menu includes "Member Directory", "Add Item", "Board Documents", and "Video Library". The "Add Item" dropdown menu is open, showing options: "Add Field Trip", "Add Board Minutes", "Add Link", "Add Seminar", "Add News Letter", "Add Video Library item", "Add Board Misc Report", "Add Treasures Report", "Add Documentation", and "Add Event Notice". A red arrow points from the "Add Item" tab to the "Add Board Minutes" option. A text box with a red arrow pointing to the "Add Board Minutes" option contains the instruction: "Click tab 'Add Item', then click 'Add Board Minutes'".

Below the navigation menu, the "Board Member" profile section is visible, showing options for "View", "Edit", and "Track". The "Email" section is set to "Plaintext email only" and "No". The "Newsletters" section is set to "Subscribed to" and "None". The "History" section shows "Member for 9 months 2 weeks".

The browser's address bar shows the URL `gsmn.geosocmn.org/node/add/gsm-board-minutes`.

Board Minutes

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, New item, Easy access

Open: Properties, Open, Edit, History

Select: Select all, Select none, Invert selection

Navigation: This PC > Documents > GSM > Documents 11\_23\_19 > Board Minutes

Name	Date modified	Type	Size
2020 6 February Minutes.pdf	5/10/2020 11:50 PM	PDF File	645 KB
Feb 6 Bd Minutes.docx	5/10/2020 11:50 PM	Microsoft Word D...	579 KB

Quick access: Desktop, Downloads, Documents, Pictures, Documentation, Documents 11\_23\_19

Find the PDF to Upload



Create Board Minutes | Geologic x +

Not secure | gsmn.geosocmn.org/node/add/gsm-board-minutes

Apps Old GSMMN HostMonster New gsmmn Google Learn Python - Full... Bing Weather Other bookmarks

Search 0 / 1 Hello Board Member Log out

Add content

# Create Board Minutes

GSM Board Minutes

February 2020 Newsletter

Board Minutes Date

Date

2020-05-11

Feb 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Click here to Download board minutes

Enter name and date of GSM Board meeting

Switch to plain text editor

Text format AllFunctions

- Lines and paragraphs break automatically.

More information about text formats ?

Save Preview

gsmn.geosocmn.org/node/add/gsm-board-minutes#



Add content

# Create Board Minutes

Click the "Browse Server" button

GSM Board Minutes

February 2020 Newsletter

Board Minutes Date

Date

2020-02-06

E.g., 2020-06-11

Board Minutes Link to PDF \*

Source

B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>

Normal Font Size

Click here to Download board minutes

Link

Link Info Target Advanced

Display Text

Click here to Download board minutes

Link Type

URL

Protocol

http://

URL

Browse Server

OK Cancel

body p

File Browser - Google Chrome

Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor\_imceSendTo%7C&CKE...

Upload Thumbnails Delete Resize Rename Directory Insert file

**Navigation**

- <root>
- GSM files
  - Contrib
  - Field Trip
  - GSM Images
  - Gallery
  - NewLetters
  - Word\_HTML
  - images
- Board Minutes
- Board
- GSM\_Board
- Documentation
- News Letters

**File name↓**

0 files using 0 bytes of 50 MB

Click on "Board Minutes"

File Browser - Google Chrome

Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor\_imceSendTo%7C&CKEditor=edit-field-gsm...

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  - NewLetters
  - Word\_HTML
  - images
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- Board
- GSM\_Board
- Documentation
- News Letters

File name↓	Size	Width	Height	Date
2006 4 December 10 Minutes.pdf	68.55 KB	0	0	2020-01-12 11:29
2008 2 June 9 Minutes.pdf	90.02 KB	0	0	2020-01-12 11:29
2008 3 September 4 Minutes.pdf	87.77 KB	0	0	2020-01-12 11:29
2008 4 October 30 Minutes.pdf	78.67 KB	0	0	2020-01-12 11:29
2008 5 December 5 Minutes.pdf		0	0	2020-01-12 11:29
2008 6 December 22 Minutes.pdf		0	0	2020-01-12 11:29
2008 7 December 23 Minutes.pdf	119.98 KB	0	0	2020-01-12 11:29
2009 1 January 19 Minutes.pdf	93.29 KB	0	0	2020-01-12 11:29
2009 2 January 22 Minutes.pdf	84.19 KB	0	0	2020-01-12 11:29
2009 3 March 26 Minutes.pdf	84.66 KB	0	0	2020-01-12 11:29
2009 4 April 23 Minutes.pdf	119.5 KB	0	0	2020-01-12 11:29
2009 5 May 28 Minutes.pdf	121.28 KB	0	0	2020-01-12 11:29
2009 6 July 23 Minutes.pdf	124.2 KB	0	0	2020-01-12 11:29
2009 7 August 27 Minutes.pdf	70.54 KB	0	0	2020-01-12 11:29
68 files using 24.7 MB of 50 MB pdf	125.72 KB	0	0	2020-01-12 11:29

Click "Upload"

File Browser - Google Chrome

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Upload Thumbnails Delete Resize Rename Directory Insert file

**File**

Choose File No file chosen

**Create thumbnails**

Thumb (90x90)

Upload

	Size	Width	Height	Date
ember 10 Minutes.pdf	68.55 KB	0	0	2020-01-12 11:29
9 Minutes.pdf	90.02 KB	0	0	2020-01-12 11:29
ember 4 Minutes.pdf	87.77 KB	0	0	2020-01-12 11:29
ber 30 Minutes.pdf	78.67 KB	0	0	2020-01-12 11:29
ember 6 Minutes.pdf	77.22 KB	0	0	2020-01-12 11:29
2008 6 December 22 Min				2020-01-12 11:29
2008 7 December 23 Minutes.pdf	119.98 KB	0	0	2020-01-12 11:29
2009 1 January 19 Minutes.pdf	93.29 KB	0	0	2020-01-12 11:29
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2009 7 August 27 Minutes.pdf	70.54 KB	0	0	2020-01-12 11:29
68 files using 24.7 MB of 50 MB pdf	125.72 KB	0	0	2020-01-12 11:29

Click "Choose File"

File Browser - Google Chrome

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Upload Thumbnails Delete Resize Rename Directory Insert file

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ber 30 Minutes.pdf	78.67 KB	0	0	2020-01-12 11:29
ember 6 Minutes.pdf	77.22 KB	0	0	2020-01-12 11:29

File: Choose File No file chosen

Create thumbnails

Thumb (90x90)

Upload

Open

< > << >> <<< >>> <<<< >>>> <<<<< >>>>> <<<<<< >>>>>>

<< Documents > GSM > Documents 11\_23\_19 > Board Minutes

Search Board Minutes

Organize New folder

Name	Date modified	Type	Size
PDF 2020 6 February Minutes.pdf	5/10/2020 11:50 PM	PDF File	645 KB
W Feb 6 Bd Minutes.docx	5/10/2020 11:50 PM	Microsoft Word D...	579 KB

This PC  
3D Objects  
Desktop  
Documents  
Downloads  
Music  
Pictures  
Videos  
Local Disk (C:)  
Volume F (F:)

File name: 2020 6 February Minutes.pdf

All Files (\*.\*)

Open Cancel

Use menu to find directory where PDF Board Minutes is located, click on PDF document to upload, then click the Open button.

File Browser - Google Chrome

Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor\_imceSendTo%7C&CKEditor=edit-field-gsm...

Upload Thumbnails Delete Resize Rename Directory Insert file

**File**

Choose File 2020 6 Februa... Minutes.pdf

**Create thumbnails**

Thumb (90x90)

	Size	Width	Height	Date
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newLetters  
Word\_HTML  
images  
**Board Minutes**  
Board  
GSM\_Board  
Documentation  
News Letters

Click the Upload button.

File Browser - Google Chrome

Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor\_imceSendTo%7C&CKEditor=edit-field-gsm...

Upload Thumbnails Delete Resize Rename Directory Insert file

**File**

Choose File No file chosen

**Create thumbnails**

Thumb (90x90)

Upload

	Size	Width	Height	Date
st 10 Minutes.pdf	379.31 KB	0	0	2020-01-12 11:29
mber 9 Minutes.pdf	112.4 KB	0	0	2020-01-12 11:29
uary 8 Minutes.pdf	981.68 KB	0	0	2020-01-12 11:29
10 Minutes.pdf	1.29 MB	0	0	2020-01-12 11:29
st 9 Minutes.pdf				:29
2018 4 November 8 Minutes.pdf				:29
2019 1 February 28 Minutes.pdf	488.53 KB	0	0	2020-01-12 11:29
2019 2 May 16 Minutes.pdf	965.75 KB	0	0	2020-01-12 11:29
2019 3 August 8 Minutes.pdf	834.52 KB	0	0	2020-01-12 11:29
2019 4 September 16 Minutes.pdf	124.58 KB	0	0	2020-01-12 11:29
2019 5 November 21 Minutes.pdf	604.03 KB	0	0	2020-01-12 11:29
Board Minutes PDF.zip	10.77 MB	0	0	2020-01-12 11:29
Minutes Nov 21 2019.pdf	604.03 KB	0	0	2020-01-12 11:29
<b>2020 6 February Minutes.pdf</b>	<b>644.23 KB</b>	<b>0</b>	<b>0</b>	<b>2020-05-11 23:08</b>

69 files using 25.32 MB of 50 MB

2020 6 February Minutes.pdf

File upload. Click "Insert file"

File Browser - Google Chrome

Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor\_imceSendTo%7C&CKEditor=edit-field-gsm...

Upload Thumbnails Delete Resize Rename Directory Insert file

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2018 1 February 8 Minutes.pdf				-12 11:29
2018 2 May 10 Minutes.pdf				-12 11:29
2018 3 August 9 Minutes.pdf	417.56 KB	0	0	2020-01-12 11:29
2018 4 November 8 Minutes.pdf	527.63 KB	0	0	2020-01-12 11:29
2019 1 February 28 Minutes.pdf	488.53 KB	0	0	2020-01-12 11:29
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<b>2020 6 February Minutes.pdf</b>	<b>644.23 KB</b>	<b>0</b>	<b>0</b>	<b>2020-05-11 23:08</b>

69 files using 25.32 MB of 50 MB

Click "X"

Add content

# Create Board Minutes

GSM Board Minutes

February 2020 Newsletter

Board Minutes Date

Date

2020-02-06

E.g., 2020-06-11

Board Minutes Link to PDF \*

Source | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Font Size

Normal | Font | Size

Link

Link Info Target Advanced

Display Text

Click here to Download board minutes

Link Type

URL

Protocol

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URL

/sites/default/files/Board%20Minutes/2020%2006%20February

Browse Server

OK Cancel

Click "Target"

Create Board Minutes | Geologica x +

Not secure | gsmn.geosocmn.org/node/add/gsm-board-minutes

Apps Old GSMMN HostMonster New gsmmn Google Learn Python - Full... Other bookmarks

Search 1 / 1 Hello Board Member Log out

Member Directory Add Item Board Documents Video Library

Home Events Members Links Outreach About GSM Contact

Add content

# Create Board Minutes

GSM Board Minutes

February 2020 Newsle

Board Minutes Date

Date

2020-02-06

E.g., 2020-06-11

Board Minutes Link to F

Source

**B I U S** | x<sub>2</sub>

Normal | Font

Click here to Download board minutes

body p

Switch to plain text editor

Text format AllFunctions

More information about text formats ?

- Lines and paragraphs break automatically.

Link

Link Info Target Advanced

Target

- <not set>
- <not set>
- <frame>
- <popup window>
- New Window (\_blank)**
- Topmost Window (\_top)
- Same Window (\_self)
- Parent Window (\_parent)

Click "New Window(\_blank), then OK

OK Cancel

Create Board Minutes | Geologica x +

Not secure | gsmn.geosocmn.org/node/add/gsm-board-minutes

Apps Old GSMMN HostMonster New gsmmn Google Learn Python - Full... Other bookmarks

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GSM Board Minutes

February 2020 Newsletter

Board Minutes Date

Date

2020-02-06

E.g., 2020-06-11

Board Minutes Link to PDF \*

Source | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text color | Background color | Bulleted list | Numbered list | Indent left | Indent right | Quote | Unquote | Table | Link | Unlink | Embed | Help

Normal | Font | Size | Color | Background Color | Styles

[Click here to Download board minutes](#)

body p a

Switch to plain text editor

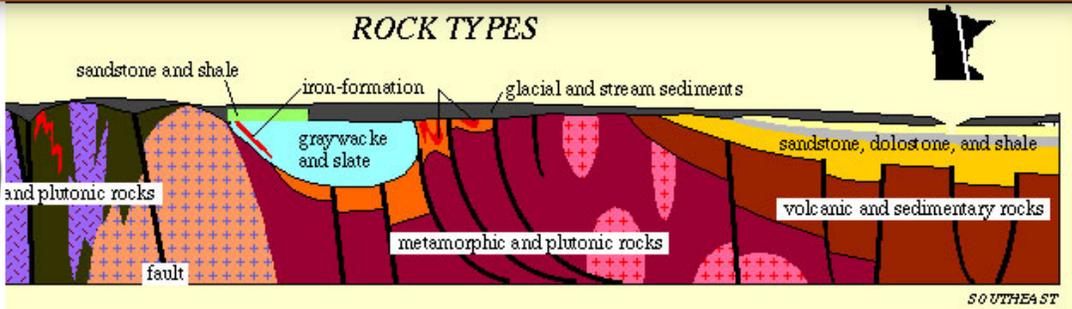
Text format AllFunctions

More information about text formats ?

- Lines and paragraphs break automatically.

Click Save button to complete

Save Preview



- Member Directory
- Add Item
- Board Documents
- Video Library
- Home
- Events
- Members
- Links
- Outreach
- About GSM
- Contact

Board Minutes February 2020 Newsletter has been created.

# February 2020 Newsletter

[View](#) [Edit](#) [Track](#)

Newsletter added.  
Click to view

**Board Minutes Date:**  
Thursday, February 06, 2020  
**Board Minutes Link to PDF:**

[Click here to Download board minutes](#)