

Direction to Updating Board Information on the GSM web site.

The screenshot shows an email client interface with the following elements:

- Menu Bar:** File, Message, Help, Tell me what you want to do.
- Quick Steps:** Ignore, Delete, Archive, Reply, Reply All, Forward, Meeting, More.
- Quick Steps (Secondary):** Move to: ?, Team Email, Create New, To Manager, Reply & Delete.
- Move:** Move, Rules, Actions.
- Tags:** Mark Unread, Follow Up.
- Editing:** Translate, Find, Related, Select.

Email Content:

Update Board membership page

David Wilhelm <dewilhelm53@msn.com>
To: 'Alan Smith (smith213@umn.edu)'

GSM Board Website Page.docx
18 KB

Alan,
Happy New Year!

Now that we are in the new year, please update this page (<http://gsmmn.mngeology.net/content/gsm-board-minutes>) with the attached. Thanks.
Dave

Annotation: A blue text box with a red arrow pointing to the document icon contains the text: "Receive Board information in a Word Documents to update to update the GSM web site."

AutoSave Off GSM Board Meeting - Saved Alan Smith AS

File Home Insert Design Layout References Mailings Review View Help

Clipboard Font Paragraph Styles Editing Voice Sensitivity

Next GSM Board Meeting:

Thursday, February 6, 2020 from 7:00 to 9:00 PM (one week earlier than usual)

at Minnesota Geological Survey building

2609 W Territorial Rd, St. Paul, MN 55114 [MAP](#)

Phone: 612-626-2969

Upcoming scheduled Board meetings:

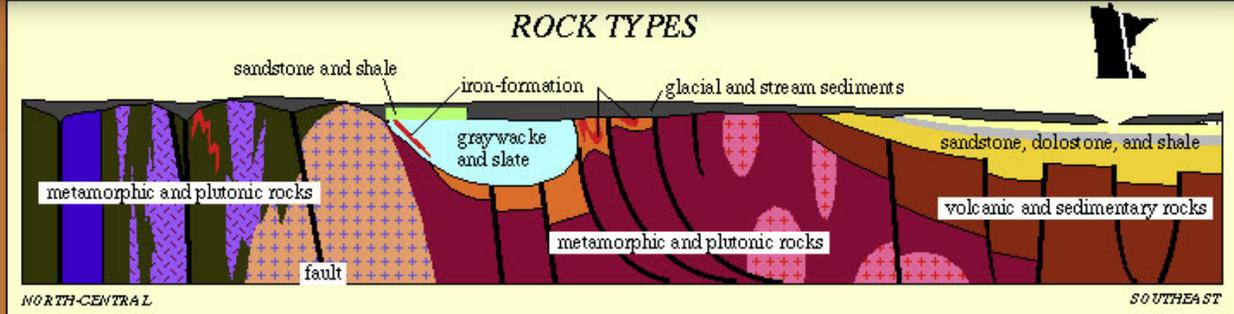
Thursday, May 21, 2020 (one week later than usual)

The GSM Board consists of members who have a special interest in advancing the goals of our society, which include lectures, field trips, and community outreach. The Board currently has nine members, listed below. Our bylaws limit the terms of Board members to four years. We do that to encourage a turnover of perspectives and ideas. The Board typically meets quarterly, with meeting dates scheduled for the second Thursdays of February, May, August, and November. However, the Board will schedule a different date when conflicts arise. We typically meet between 7:00 & 9:00 PM at the Minnesota Geological Survey building.

Board meetings are open to all members of GSM. So, whether you are a new member of GSM or have been a member for many years, if Board

Page 1 of 2 276 words Focus 100%

GSM board document opened



- Member Directory
- Add Item
- Board Documents
- List Event Notices
- Video Library
- Home
- Events
- Members
- Link
- Outreach
- About GSM

Board Member

View Edit Track page visits

Login into the GSM web site using users ID "Board Member", then click "Board Documents".

Email

Plaintext email only

No

Newsletters

Subscribed to

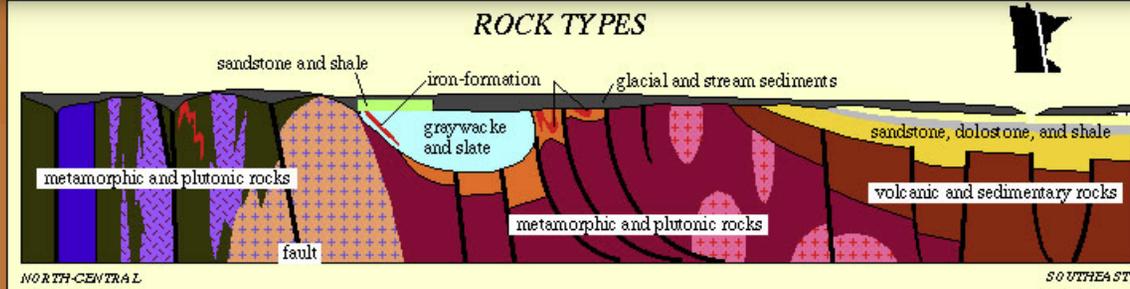
None

Manage subscriptions

History

Member for

5 months 1 week



Member Directory ▾ Add Item ▾ Board Documents ▾ List Event Notices Video Library ▾

Home ▾ Events ▾ Members ▾ Board ▾ About GSM ▾

Board Member

View Edit Track page visits

Board

Treasure Reports

Board Reports ▾

Booth Setup

After clicking the "Board Documents" click the tab "Board"

Email

Plaintext email only

No

Newsletters

Subscribed to

None

Manage subscriptions

History

Member for

5 months 1 week

[Home](#)

0 / 1
Hello Board Member
[Log out](#)

ROCK TYPES

[Member Directory](#)

[Add Item](#)

[Board Documents](#)

[List Event Notices](#)

[Video Library](#)

[Home](#)

[Events](#)

[Members](#)

[Link](#)

[Outreach](#)

[About GSM](#)

Board Documents

GSM List Board

Click on the "Start Date" column on the row that is Active.

Search:

	Start Date	End Date	Active Information
Show Details	12/02/19	12/02/19	Active
Show Details	10/11/19	12/02/19	Inactive
Show Details	01/28/17	10/26/19	Inactive
Show Details	01/04/17	01/29/17	Inactive

Showing 1 to 4 of 4 entries

◀ Previous Next ▶



Board Information 9747

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

Last Update Date:

Saturday, January 4, 2020 - 17:48

Date Added:

Monday, December 2, 2019

Active Information:

Active

Board Message:

Next GSM Board Meeting:

Thursday, February 6, 2020 from 7:00 to 9:00 PM (one week earlier than usual)

at Minnesota Geological Survey building

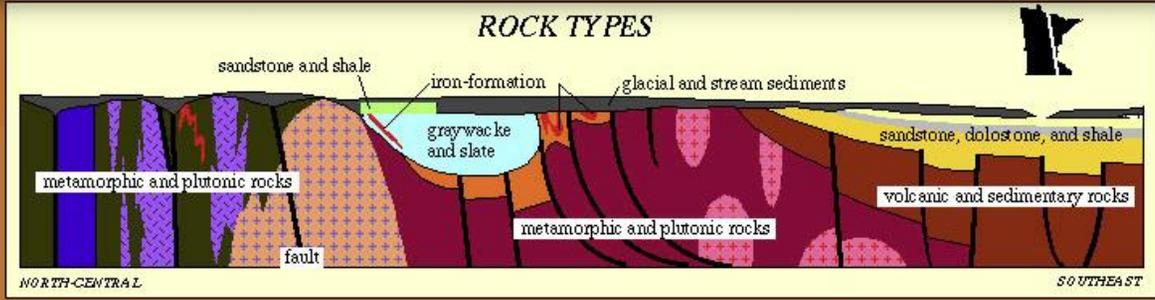
2609 W Territorial Rd, St. Paul, MN 55114 [MAP](#)

Phone: 612-626-2969

Upcoming scheduled Board meetings:

Thursday, May 21, 2020 (one week later than usual)

First part of the request Board Information pages is displayed, then click the "Edit" tab.



- Member Directory ▾
- Add Item ▾
- Board Documents ▾
- List Event Notices
- Video Library ▾
- Home
- Events ▾
- Members ▾
- Link
- Outreach ▾
- About GSM ▾

Board Information 9747

Board Information 9747

- View
- Edit
- Track

Edit mode is displayed. Move to next page.

Active Information

- N/A
- Inactive
- Active

Last Update Date

Date	Time
<input type="text" value="2019-12-02"/>	<input type="text" value="21:45"/>
E.g., 2020-01-04	E.g., 15:15

Date Added

Date

2019-12-02

E.g., 2020-01-04

In the frame under "Board message" click on the "Maximize" button this put the editor in full screen mode.

Board Message

Source

B *I* U ~~S~~ x_2 x^e I_x

Format Font Size A A Styles

Maximize

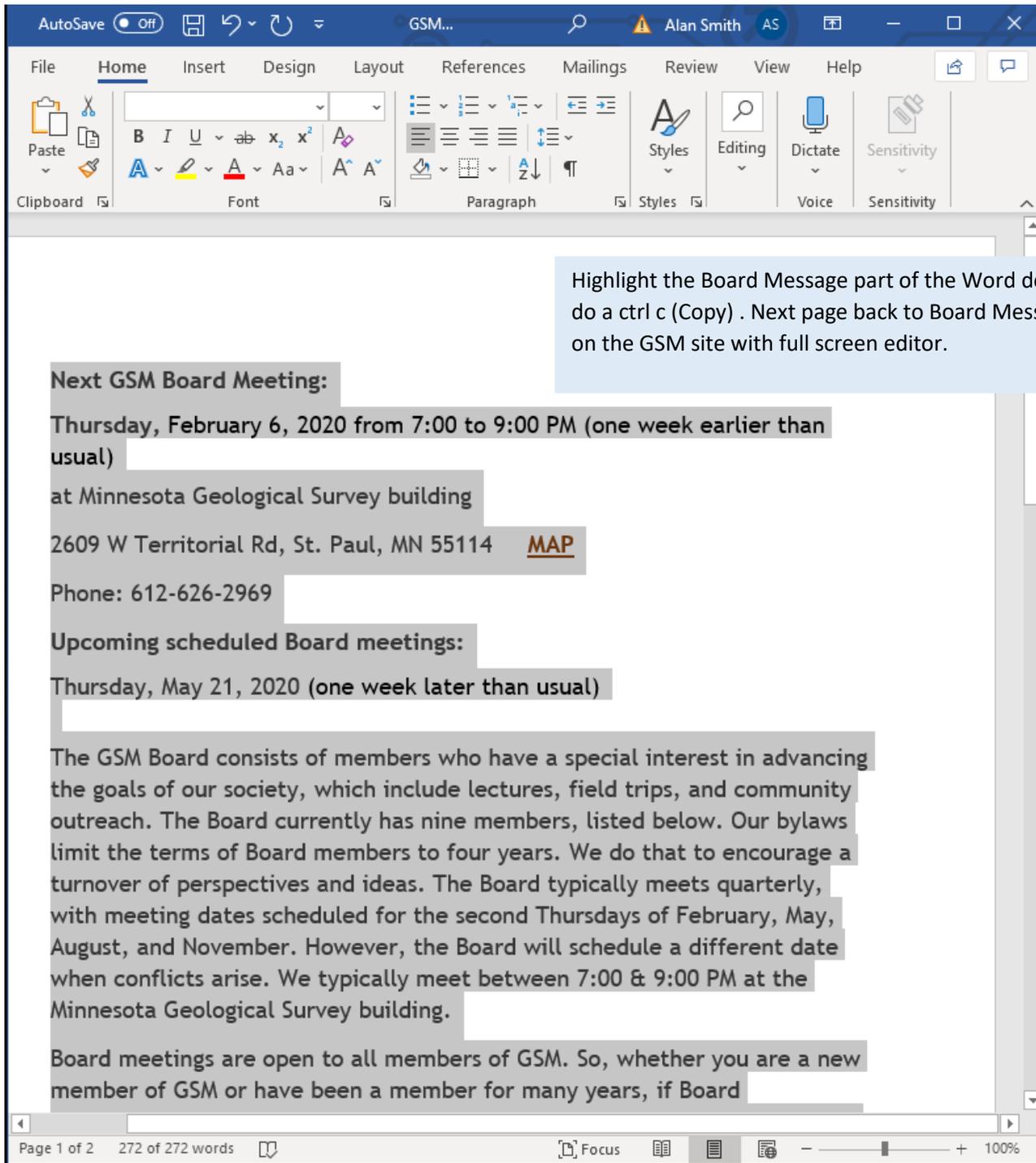
Next GSM Board Meeting:
The ... 5 ... 6 ... 7 ... 8 ... PM

Switch to plain text editor

Text format AllFunctions

[More information about text formats ?](#)

- Lines and paragraphs break automatically.



Highlight the Board Message part of the Word document, do a ctrl c (Copy) . Next page back to Board Message field on the GSM site with full screen editor.

Next GSM Board Meeting:

Thursday, February 6, 2020 from 7:00 to 9:00 PM (one week earlier than usual)

at Minnesota Geological Survey building

2609 W Territorial Rd, St. Paul, MN 55114 [MAP](#)

Phone: 612-626-2969

Upcoming scheduled Board meetings:

Thursday, May 21, 2020 (one week later than usual)

The GSM Board consists of members who have a special interest in advancing the goals of our society, which include lectures, field trips, and community outreach. The Board currently has nine members, listed below. Our bylaws limit the terms of Board members to four years. We do that to encourage a turnover of perspectives and ideas. The Board typically meets quarterly, with meeting dates scheduled for the second Thursdays of February, May, August, and November. However, the Board will schedule a different date when conflicts arise. We typically meet between 7:00 & 9:00 PM at the Minnesota Geological Survey building.

Board meetings are open to all members of GSM. So, whether you are a new member of GSM or have been a member for many years, if Board



**Next GSM Board Meeting:
Thursday, February 6, 2020 from 7:00 to 9:00 PM.**

at Minnesota Geological Survey building

2609 W Territorial Rd, St. Paul, MN 55114 **MAP**

Phone: 612-626-2969

Updated data after the ctrl v (paste)

Upcoming scheduled Board meetings:

Thursday, May 21, 2020 (note this is one week earlier than usual)

The GSM Board consists of members who have a special interest in advancing the goals of our society, which include lectures, field trips, and community outreach. The Board currently has nine members, listed below. Our bylaws limit the terms of Board members to four years. We do that to encourage a turnover of perspectives and ideas. The Board typically meets quarterly, with meeting dates scheduled for the second Thursdays of February, May, August, and November. However, the Board will schedule a different date when conflicts arise. We typically meet between 7:00 & 9:00 PM at the Minnesota Geological Survey building.

Board meetings are open to all members of GSM. So, whether you are a new

The image shows a web browser window with a document containing information about the GSM Board. The browser's toolbar is visible at the top, with a red arrow pointing to the 'Minimize' button. A callout box next to the arrow contains the text: 'After pasting copy document click on the "Minimize" button.'

Next GSM Board Meeting:

Thursday, February 6, 2020 from 7:00 to 9:00 PM (one week earlier than usual)

at Minnesota Geological Survey building

2609 W Territorial Rd, St. Paul, MN 55114 [MAP](#)

Phone: 612-626-2969

Upcoming scheduled Board meetings:

Thursday, May 21, 2020 (one week later than usual)

The GSM Board consists of members who have a special interest in advancing the goals of our society, which include lectures, field trips, and community outreach. The Board currently has nine members, listed below. Our bylaws limit the terms of Board members to four years. We do that to encourage a turnover of perspectives and ideas. The Board typically meets quarterly, with meeting dates scheduled for the second Thursdays of February, May, August, and November. However, the Board will schedule a different date when conflicts arise. We typically meet between 7:00 & 9:00 PM at the Minnesota Geological Survey building.

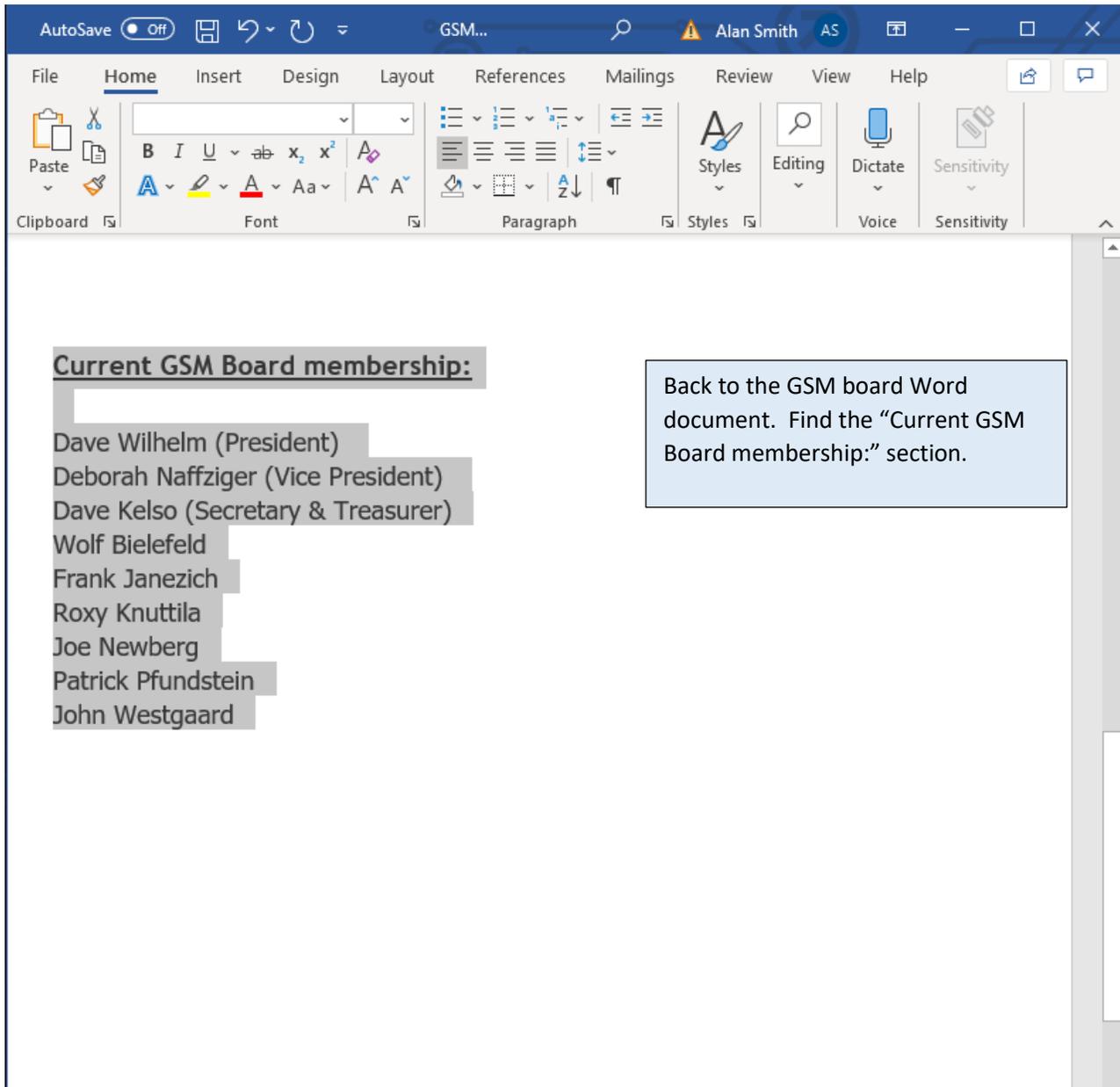
Board meetings are open to all members of GSM. So, whether you are a new member of GSM or have been a member for many years, if Board membership is something that might interest you, or you are just curious to see what our Board does and how it works, I encourage you to attend a meeting. And if you have a topic you would like the Board to consider, contact me (Dave Wilhelm at dewilhelm53@msn.com) about getting it on the agenda.

Click [here](#), you will find links to Board meeting minutes over the past few years.

|

javascript:void("Minimize");

Updating Current Board Members



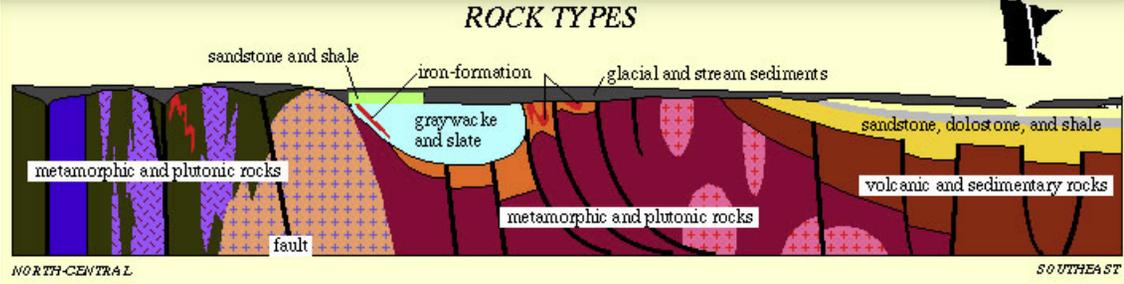
The screenshot shows the Microsoft Word interface with the following elements:

- File Name:** GSM...
- User:** Alan Smith AS
- Home Tab:** Clipboard, Font, Paragraph, Styles, Editing, Voice, Sensitivity.
- Document Content:**
 - Section Header:** **Current GSM Board membership:**
 - List of Members:**
 - Dave Wilhelm (President)
 - Deborah Naffziger (Vice President)
 - Dave Kelso (Secretary & Treasurer)
 - Wolf Bielefeld
 - Frank Janezich
 - Roxy Knuttila
 - Joe Newberg
 - Patrick Pfundstein
 - John Westgaard
- Callout Box:** Back to the GSM board Word document. Find the "Current GSM Board membership:" section.

Search 0 / 1 Hello Board Member Log out



ROCK TYPES



Member Directory Add Item Board Documents List Event Notices Video Library

Home Events Members Link Outreach About GSM

Board Information 9747

View Edit Track

Back to the first part of the request Board Information pages, that is displayed, then click the "Edit" tab.

Last Update Date:

Saturday, January 4, 2020 - 17:48

Date Added:

Monday, December 2, 2019

Active Information:

Active

Board Message:

Next GSM Board Meeting:

Thursday, February 6, 2020 from 7:00 to 9:00 PM (one week earlier than usual)

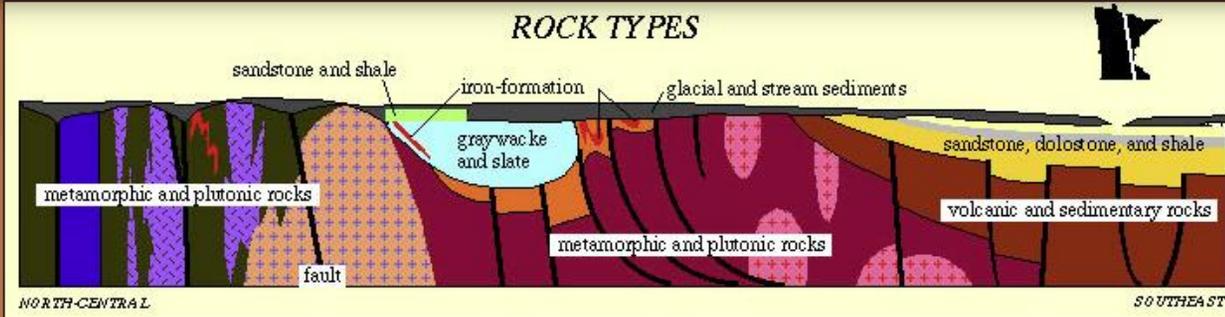
at Minnesota Geological Survey building

2609 W Territorial Rd, St. Paul, MN 55114 [MAP](#)

Phone: 612-626-2969

Upcoming scheduled Board meetings:

Thursday, May 21, 2020 (one week later than usual)



Member Directory ▾

Add Item ▾

Board Documents ▾

List Event Notices

Video Library ▾

Home

Events ▾

Members ▾

Link

Outreach ▾

About GSM ▾

Board Information 9747

Board Information 9747

View Edit Track

Active Information

- N/A
- Inactive
- Active

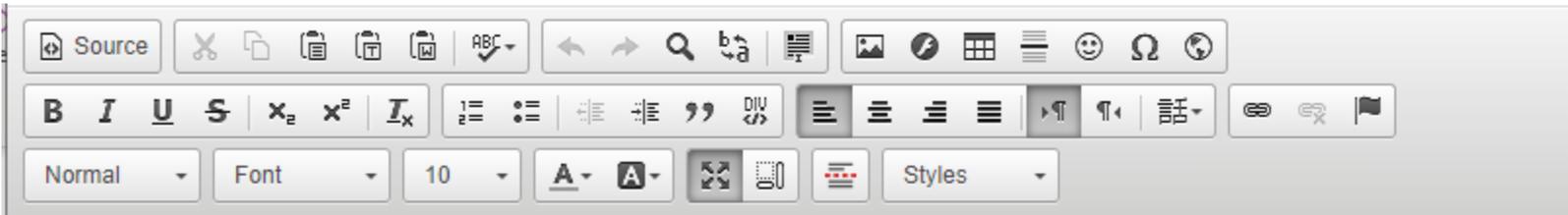
Edit mode is displayed. Move to next page.

Last Update Date

Date	Time
2020-01-04	17:45

E.g., 2020-01-04

E.g., 18:00



Current GSM Board membership:

Dave Wilhelm (President)

Deborah Naffziger (Vice President)

Dave Kelso (Secretary & Treasurer)

Wolf Bielefeld

Dick Bottenberg

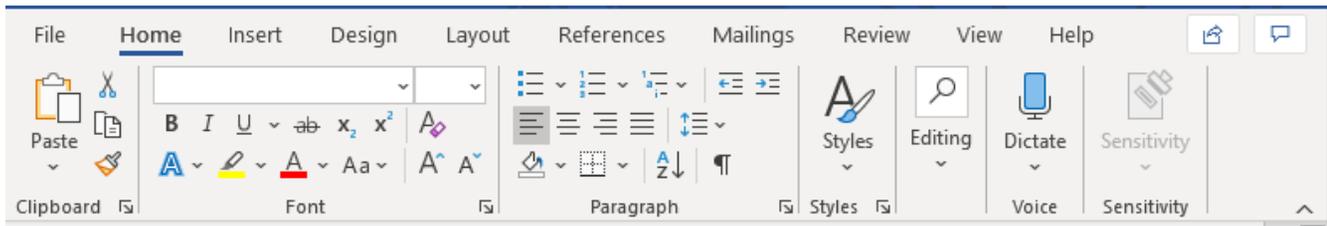
Kate Clover

Frank Janezich

Roxy Knuttila

Joe Newberg

Display of the Current GSM Board membership:
that will be replaced in full screen mode. Next
page back to Board information Word document
displaying the Current GSM Board membership:.



Current GSM Board membership:

- Dave Wilhelm (President)
- Deborah Naffziger (Vice President)
- Dave Kelso (Secretary & Treasurer)
- Wolf Bielefeld
- Frank Janezich
- Roxy Knuttila
- Joe Newberg
- Patrick Pfundstein
- John Westgaard

Find and Highlight the "Current GSM Board Membership:" part of the Word document, do a ctrl c (Copy) . Next page back to Board Message field on the GSM site with full screen editor.



Current GSM Board membership:

Dave Wilhelm (President)

Deborah Naffziger (Vice President)

Dave Kelso (Secretary & Treasurer)

Wolf Bielefeld

Dick Bottenberg

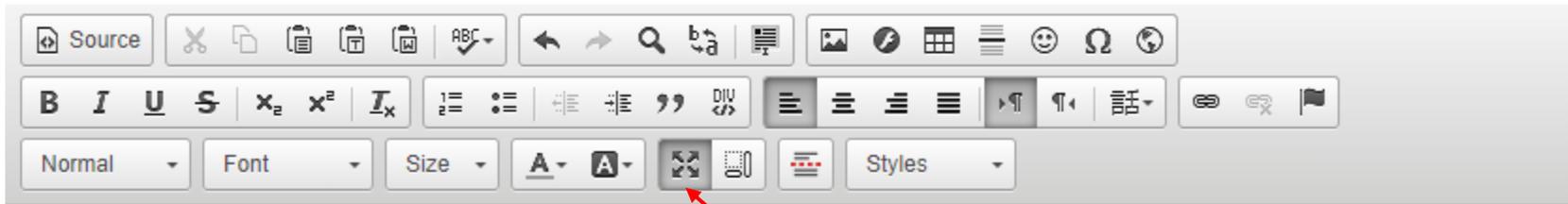
Kate Clover

Frank Janezich

Roxy Knuttila

Joe Newberg

On the full screen editor on the web site do a ctrl a (select all), then do a do a ctrl v (paste)



Current GSM Board membership:

Dave Wilhelm (President)

Deborah Naffziger (Vice President)

Dave Kelso (Secretary & Treasurer)

Wolf Bielefeld

Frank Janezich

Roxy Knuttila

Joe Newberg

Patrick Pfundstein

John Westgaard

After pasting copy document click on the "Minimize" button.



Normal Font Size A A Styles

Next GSM Board Meeting:

Thursday, February 6, 2020 from 7:00 to 9:00 PM (one week earlier than usual)

body p

Switch to plain text editor

More information about text formats ?

Text format AllFunctions

- Lines and paragraphs break automatically.

Click Save. Current GSM Board membership is updated.

Current Board Member



Normal Font 10 A A Styles

Current GSM Board membership:

Dave Wilhelm (President)

body p span span span

Switch to plain text editor

More information about text formats ?

Text format AllFunctions

- Lines and paragraphs break automatically.

Save Preview Delete

