

1. Ride Announcement : Preferred **publication time** is Wednesday/Thursday of each week. The **content** should be limited to this week's ride description; the Ride Classification and Rules of Conduct; announcement of one upcoming social event (one only); announcement of speaker topic in the week before the General Meeting. The **format** is great.

2. Newsletter : Preferred **publication time** is between the 22nd and 26th of each month. The **main function** of the Newsletter is to strengthen the bond between and among members and the Board and to inform all about cycling news. Members are encouraged to submit **cycling related articles**. It is up to the Newsletter editor to publish or edit submitted material. Sharing the **General Meeting minutes** with all members makes sense and it is up to the secretary to make sure that a final draft of the General Meeting minutes is available to the NL editor by the 20th of the month. **The CBTC Ride Schedule for the coming month** should be featured and it is up to the Ride Director to get this information to the NL Editor before the 20th of the month. As far as **other content** is concerned the Ride Classifications, Rider Tips, Ride Leader Tips, Revised Ride Classifications and the description of who we (CBTC) are should all go to the website. Area Rides and Century Rides organized by others and occurring in the near future may stay in the NL, per the discretion of the NL editor. The editor may consider publishing only the website of all rides that are more than 75 miles away from Savannah. Our own merchandise ads and our local ads should remain part of the NL. It is generally felt among members that the e-mail format is as good as the printed format and that the NL remains an effective information source.

3. Website: The website is a great source of information and communication in its current form.

The committee (Roy Mueller, John Gerardi, Jack Knops) has nothing but praise for the three distributors of the club's three main sources of information. They encourage the persons in charge to continue to cull redundant or over publicized information wherever and whenever they see fit.