1. Update **Officers.html**

   a. Officers Names | Pictures (50x64px) | Phone Numbers
      1. Port captain also referenced on moorings.html
      2. Sail Fleet Captain on numerous race documents/pages
         a) racing.html
         b) NOR's
      3. Cruising Captain on cruising.html etc
      4. Rear commodore contact info referenced on reservation checklist, also included in the electronic & Manual reservation forms
      5. Social Chair on SocialEvents.html
   b. Forwarders (email) for new Board
   c. Staff listing
   d. Committee listing
   e. New password for Officers Section

2. Email each new officer (@slyc.org) to verify phone number & email.
3. Update **O.D. Schedule** (OD sched20xx.html)
   a. Get list of Fridays | Saturdays | Sundays | other events associated
4. Update **Social Events.html**
   a. Update with info from Social Chair
5. Update **Foghorn.html**
   a. Remove 'prior' year foghorns (e.g., the 2014 foghorns)
   b. Move current year's Foghorns to upcoming year

   METHODOLOGY FOR MAKING CHANGES
   Old Year (2015) (upper set of buttons)
   - Right click each button, then 'Remove Link'
   - Change heading from **2015** to **2016**

   Previous Year (2014) (lower set of buttons)
   - Double click each button, change current year to next year by changing the last two digits (e.g., change **Foghorn 05 2015.pdf** to **Foghorn 05 2016.pdf**)
   - Change heading from 2014 to 2015

   Foghorn Files
   Delete the old 'prior year' foghorns from web. So, for the upcoming year of 2016, delete the old 'prior year' 2014 foghorns (save space on server)

> For perspective, assume 2015 going into 2016.
>
> Thus, upper buttons were 2015 and lower buttons were 2014

6. Update **Agenda.html** (BoD Minutes)
   a. Use same Method used for **Foghorn.html**
   b. General Meeting minutes
7. Update **Reservation_Checklist** to reflect new Rear Commodore's phone number

8. Update **Racing Documents**:
    a. **Notice of Race**: As a minimum, reflect:
        - new new year's dates/locations &
        - Fleet Captain
    b. **Sailing Instructions (SI)**
        - New Year
        - RRS version (e.g., RRS 2013-2016)
        - Any new 'rules'
    c. **Course Charts**
        - New Courses, Marks, etc..
    d. Update **Racingphotos 1.html**
        - Add new year box
9. Sailing School (Eoin Duffy) (Sailing class dates)
    a. Update SLO Sloop Calendar
    b. Enter Date in SLYC Events Calendar (only first Saturday – see below)
        1. We only meet at the Club House for the first class where we stay until 10:00. The following day, Sunday, and the following weekend we convene at the Hartford Pub/boat-hoist and do not go to the Club at all.
10. New **Officer Pictures** to Foghorn Editor
11. **Events Calendar** (mostly repeating, except for **Races**, **Dinners** (**some Saturdays** now), and dates when **reservations are not allowed**
12. **Add new Rear** to permissions in **SLYC Reservation Calendar**

SLYC Events Calendar		
Event	**Day**	**Method of Entry**
Social Hour	Every Friday	Calendar repeating option
Dinner	3rd Friday (Some modifications when dinners are held on Saturday during summer months, **typically May - September**)	Calendar repeating option
Potluck	Last Friday	Calendar repeating option
Brunch	1st Sunday	Calendar repeating option
Board Meeting	1st Thursday	Calendar repeating option
No Reservations	Every Friday	Calendar repeating option
No Reservations	Every Sunday	Calendar repeating option
No Reservations	1st Saturday of month (precedes brunch)	Calendar repeating option

No Reservations	Every Saturday from Memorial Day Weekend (~beginning of June) through Labor Day Weekend (end of Sept.) **(Done by selecting existing 'no reservations' Saturday, Edit, then select Duplicate Event)**	Enter Manually. Two consecutive years are entered. For the new year, enter for the second year to maintain the 2 consecutive year entries (repeating events are already) there)
Wet Wednesday	Every 2nd Wednesday, except **none in December**	Calendar repeating option. Must delete WW in Dec
Bar Closed	Friday after Thanksgiving	Enter Manually. Interrupts the various Friday repeating events.

13. Add BoD dinner Host to Calendar after January Meeting