

RPCN Discussion Email List Procedures

RPCN DISCUSSION LIST PROCEDURE - PLEASE SAVE FOR REFERENCE

1. Opting in or out of the RPCN Discussion List.
2. Sending an email to and replying to an email from the list.
3. Unmoderated list.
4. Digest version.
5. Attachments.
6. Remember: Email is forever.
7. Discussion topic codes.

1. OPTING IN OR OUT

Only RPCN members may participate on the RPCN Discussion email list. Participation is optional. New RPCN members will be asked at the time they sign up whether they wish to be on the list. List members may opt-out of the list at any time by sending an email to Mary Anne Shew, mashew@shewtech.com.

2. SENDING AN EMAIL TO AND REPLYING TO AN EMAIL FROM THE LIST

If you are a registered member of the list, to send a message:

= Type the following address into the "To" box: rpcndisc@yahoogroups.com.

= Send the message using the email address that you provided to RPCN when you signed up as a member. If you try to send a message to the list using any other email address, it will be rejected.

When you click on "reply" for a message from the list, your response will be sent to the entire list. Consider whether that is appropriate or if it makes sense to send your reply to just the sender of the email.

3. UNMODERATED LIST

This list is unmoderated. All emails sent to rpcndisc@yahoogroups.com will go immediately to all members of the list. Emails will not be reviewed by anyone prior to being sent. The RPCN Board reserves the right to change this list to moderated status at any time.

4. DIGEST VERSION

You need not be registered with Yahoo (have a Yahoo ID and password) in order to participate on the email list. However, if you wish to change how you receive emails such as from receiving

RPCN Discussion Email List Procedures

all individual emails to receiving a digest version, you will need to register with Yahoo in order to access this feature.

For more information on registering with Yahoo, please go to:
<http://docs.yahoo.com/docs/family/register.html>

5. ATTACHMENTS

This list has been set NOT to accept attachments to reduce the exposure to email-borne viruses. If you have an attachment that you want to make available, let people know what it is and have them contact you individually to request it.

6. REMEMBER: EMAIL IS FOREVER.

While this list is for RPCN members only, there is nothing to prevent list members from forwarding an email to someone not on the list, nor should there be such a prohibition. Also, if items of interest come from the list that the whole membership might benefit from, those may be passed on through the RPCN Broadcast email list.

Keep this in mind when you send an email to the list. If you have comments about other organizations or businesses, there's always the chance that those comments may be forwarded to them, so think before sending. If you want to forward an email to someone not on the list, it would be a courtesy to ask the originator if they mind.

7. DISCUSSION TOPIC CODES

Many of the votes for one list included a request that some sort of code be placed in the subject of each email created. This will help a great deal for members of the list to quickly decide their level of interest in a particular topic. So, thanks to Ruth Balkin who provided a list of codes used by her AIIP group, I have modified them to suit RPCN needs. ONE code should be placed immediately at the front of the subject line. Those who use filters on their incoming email will be able to have their program automatically sort these emails into folders if they set all that up.

Note that subject line on ALL emails sent to this list will have the subject tag of [RPCNDISC] immediately followed by a space. The subject codes below will appear just after that tag.

RPCN: Any general issues about RPCN. NOTE: The RPCN Board will continue to use the Broadcast email list to send out meeting reminders and other issues of RPCN business. This DISCUSSION list will be for RPCN issues that the membership wishes to discuss, for example,

RPCN Discussion Email List Procedures

suggested meeting topics or speakers, recruiting people to help staff an RPCN booth at an event, etc.

BUS: Business - How we run our businesses: marketing, client relations, non-RPCN conferences, contracts, etc. Like the topics that come up at the Breakfast Club meetings on third Fridays. **NOTE:** Absolutely **NO** discussions about specific pricing for services will be allowed. How to set prices is fine; what those prices are, **NO**. This is to avoid any possibility of giving the impression of collusion, price fixing, etc. for which RPCN could be made legally liable.

ISSU: Issues - Industry Issues: certification, legalities, vendors, etc.

OPP: Opportunities - Request assistance with active projects, subcontract offers, request specific expertise to refer someone to, etc.

TECH: Technical - Information and assistance about computers, software, security, hardware, modems, etc. Like the topics that come up at the Tech Group meetings on the first Fridays.

WC: Water Cooler - Non-business related discussions: socializing, directions, informal meetings, announcements (new service offered, award received, etc.), congratulations, etc.

If you have any questions, please contact Mary Anne Shew, mashew@shewtech.com.