Website File Naming Protocol

(Year)\_(Agenda/Minutes/Budget/Message/Schedule/Membership Roster & Committee Assignments/etc.)\_(Subcatagory of last item if needed e.g. Agenda\_BOD Mtg)\_(Draft or Final, if needed)\_(Date of document, if multiple iterations possible, in XX-XX-XXXX format)

Examples:

2020\_Agenda\_Annual Member Mtg\_Final\_12-15-2019

2020\_Minutes\_BOD Mtg 01-29-20\_Draft\_01-30-2020

2020\_Budget\_Draft\_01-20-2020

2020\_Budget\_Actual\_Final\_01-20-2020

2020\_Budget\_Check Register\_Final\_01-20-2020

2020\_Message\_President’s Welcome\_01-10-2020

2020\_Schedule\_Winter-Spring\_Draft\_01-20-2020

2020\_Membership Roster & Committee Assignments\_01-20-2020

2020\_Sign In Sheets\_Winter-Spring Session

2020\_Itinerary\_Winter-Spring Portland\_Final

2020\_Image\_Rattlesnake Trail\_01-20-2020

Created 2-21-2020