

to keep the internal parts from overheating, but allow dirt to enter and rest on the components. An accumulation could insulate the parts from the cooling air, cause them to overheat and damage or destroy them. When not in use, a cover should be placed over the computer and monitor. These are available for specific machines or a universal cover can be bought. Periodic internal cleaning by a trained computer service technician is also recommended.

One action which can help recover lost data is to perform periodic back ups. This can be done by keeping duplicate copies of data files or creating back up files on a designated set of diskettes. Back up files are created by special programs that are readily available. The back up diskettes are used to restore lost data. Frequent back ups will minimize the amount of data to be recreated when a loss occurs.

While today's microcomputers are not as sensitive as the large mainframe computers which require specific operating temperatures and humidity levels, common sense care does need to be taken. A few precautions against common workplace hazards can result in continuous, dependable performance from your computer.

If you have any questions or need more details regarding this or any other computer related topic, contact your computer consultant.

## 1992 MAGCS Golf Committee Monthly Meeting Schedule and Duties

The following is a list of meetings for 1992 and the duties of each committee member for each meeting. The duties are as follows:

**Event Chairman** — Coordinate all pre-event plans. Arrange for merchandise prize amounts, what type of prizes, and where purchased.

**Pre-event Co-Chairman** — Plan on being at the meeting site 1½-2 hours before tee time. You will have a copy of the tee assignments for all pre-registered players. Make sure all players handicap is recorded. Deal with any cancellations and sign up any player showing the day of the event. Make sure those players have a place to play but are not entered in the event. Give a final entry list to the pro shop before leaving to play.

**Post-Event Co-Chairman** — Work with the event chairman to do any scoring that needs to be done after the event to decide the prize winners. Assist with the distribution and record keeping of prizes at the conclusion of the event.

## 1992 Events and Committee Assignments

**June 22** — Flossmore C.C. — Event is a 2 Man Total team. Prizes will be low gross and low net. The team score will be determined by totaling both players handicap, and taking 80% of the total. This number will be subtracted from the total for a team net score.

Event Chairman — Kerry Blatteau

Pre-Event co-chairman — Paul Bastron

Post-event co-chairman — Mike Bavier

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