

RFCA Board of Directors Meeting
October 7, 2020
Minutes
Zoom Meeting

Board of Director Attendees:

Allan Robertson - President
Scott Houghton – 1st Vice President
John Ritchie - Treasurer
Diwakar Sharma – Corresponding Secretary
Ginger Rogers – Recording Secretary

Attendees:

Ruth Hartman - Hospitality
Stephanie Hammond - Resident
Marcie Winitt – Resident

The meeting was called to order by Allan at 7:40 PM. The minutes from the September 9, 2020, Board meeting were approved.

The Board welcomed Marcie Winitt to the meeting. She has lived in Ravensworth Farm for seven years, on Oldcastle Lane, with her husband, Chris and two daughters. The board members introduced themselves to Marcie.

Election of RFCA President – Allan advised that as of close of business October 15, 2020, he would no longer be president. Marcie Winitt was elected President unanimously by the board.

Committee Updates

Budget – John advised that there were no changes for the new budget. He has not received invoices for mowing at the entrances or for new neighbor expenses. The close out for FY 2019-2020 leaves the association with \$2793.82 in the bank. He explained that expenses were more than usual this year (Directory - +\$104.89, Taste of Ravensworth - +\$198.66, VA State Corporation Commission - +\$45, PO Box - +\$9.00, Bounced Checks - +\$24, Zoom Account - +\$140.91). The proposed budget will be -\$4670, however, the association has reserves to help this year. He has paid the donations (\$250 each) to the school, the fire department, and will send a check to the Church. He has just received information from Katherine Craig re advertising sales that he needs to put into the new budget. John will send the board members a copy of the Annual Budget for FY 2020-2021 this week. He will also send a copy to Susan Dey to put on the web site.

The Farmer – An overview of the process for producing the newsletter was discussed. *The Farmer* includes the President's Letter, on the front page, others send in articles, Sara Ortiz edits and Susan Dey completes the layout. John brings the flyers to the school to be inserted in the newsletter after printing. The copy is sent to Key School electronically to be printed, John picks it up from the school and the Boy Scouts/Cub Scouts distribute. Susan also puts an electronic version on the web site. Since the pandemic, a hard copy has not been produced. The cons of producing only an electronic version include:

- Not all residents have access to a pc.
- Ad Sales contract stipulates that all houses will receive *The Farmer*.
- The Scouts use the money received for deliveries as a fundraiser.
- People enjoy it.

Ginger advised that Alpha Printing was the only company that had returned a quote for the changed requirements. The charge of \$1213.60 for printing and stapling.

Diwakar advised of two sites he researched could print *The Farmer*, far cheaper: one site charged \$161 for shipping in addition to \$725.66 for printing the newsletter; the second, Best Value Copy, charged \$686.28, free shipping (ground, two days), and 24-48 hr. turn-around.

The decision was made to talk to Sara to determine the number of pages of text and ads, plus flyers before making a final decision on vendor.

Old Business

General Membership Meeting – October 15, 2020, (Zoom) 7:30 PM – 9:30 PM

Diwakar advised that the notification of the meeting was on Face Book.

The Agenda for the Meeting will include:

Announcements:

- Introduction of Marci Winitt as the new RFCA President.
- 60th Anniversary Pens will be given out at the Elections.
- There will be a table at the Elections to collect membership dues.
- The Boy Scouts will have a Hog Fest on Saturday, October 17, 2020, at the Pool.
- Approval of the Annual Budget, FY2020-2021 – John Ritchie (he will e-mail a copy of the budget to the board this week)
- History of Ravensworth Farm – Mary Lipsey

An announcement of the meeting will be placed on the web site, in an e-blast, and on fb and will include the Zoom link and dial-in number.

Adjourn – The meeting was adjourned at 9:12 PM.