

RFCA Board of Directors Meeting
September 22, 2020
Special Budget Board Meeting
Minutes
Zoom Meeting

Board of Director Attendees:

Allan Robertson - President
Scott Houghton – 1st Vice President
Richard Hildebrand – 2d Vice President
John Ritchie - Treasurer
Diwakar Sharma – Corresponding Secretary
Ginger Rogers – Recording Secretary

Committee Attendees:

Ruth Hartman – Hospitality
Sara Ortiz – Editor – *The Farmer*

The special budget meeting was called to order at 8:30 PM.

Budget –

After the discussion of *The Farmer*, John reviewed his proposed budget of the FY 2020-2021.

- Change expense for printing *The Farmer* from \$2000 to \$6500. (See below)
- Removed expense for Fall Festival.
- Leave in \$500 expense for The Taste of Ravensworth – may or may not have it depending on COVID19 requirements.
- Add an additional \$200 for the printing and delivery of the flyer for the Directory.

He advised that the association could operate at a loss for the year.

The Board approved the budget.

Miscellaneous budget items:

- Ruth has receipts for \$62.45 for refreshments.
- Richard will get John the address for the Fairfax Federation.
- Ginger will get the information as to where to send the church donation.

The Farmer – Ginger requested three proposals, one from Stephenson Printing who prints our Directory, one from Alpha Graphics, and one from J & J Printing. She received two, from Stephenson Printing and Alpha Graphics. The parameters were to print are: 900 copies of 28 booklet pages printed front and back on 16.5”x11” folded newsletter style, black and white, no binding, add inserts.

1. Stephenson Printing - \$2,440.30 or \$2.71/copy (includes inserting flyers provided in pdf format.)
2. Alpha Graphics - \$2,224.24 or \$2.47/copy. We would have to supply the flyers and Alpha Graphics would insert them.

Sara suggested that the format could be changed to 28 pages, regular 8.5"x11" printed front and back and the flyers printed the same way and stapled at the end. She suggested perhaps Fed Ex or Staples could do it. Ginger advised she would go back to the vendors for a new quote based on the new parameters.

During the meeting, Sara did a quick search at Office Depot and received a quote of \$1249.03, 24 pages, no flyers. Perhaps a printer could do it for less than \$1000.

Diwaker also checked another on-line vendor asking for 857 booklets, 24 pages, saddle stitched (stapled), black and white, folded and was quoted \$1100 shipped. Another vendor quoted \$717.22, 8.5"x11" shipped. Bulk mailing \$905.49 + postage.

John mentioned that, to date, he only has one insert.

Scott mentioned he had looked at the actuals for the budget for the last two years and feels we can justify the expense for a few months. Richard suggested that we accept the cost for the eight issues.

Diwaker asked if we could have Catherine sell ads for three months at a time. She currently sells for one year and the contract with the advertisers states that *The Farmer* is delivered to 850-856 households. Unfortunately, the electronic version does not go to all households and she has already sent out the contracts and received payment, although the checks have not been cashed.

Diwaker will follow up and call the 800# to get a firm quote for the newsletter and pin down turnaround and length of time it will take to get to us.

Richard recommended that we print it this year and allow for a \$6400 budget which can be adjusted if the quote is cheaper. When the budget is presented at the meeting the costs can be explained. The board agreed to move ahead with a printed Farmer.

Richard checked the By-Laws and it just shows that the budget be presented and approved at the General Membership Meeting, not that it be published in *The Farmer* prior to the meeting.

Diwaker said he would come up with additional wording for the ad contract.

Adjourn – The meeting was adjourned at 9:55 PM.