

Fairfax County Federation of Citizens Associations  
Board Meeting of May 26, 2005  
MINUTES

The meeting of the FCFCA board was held at the Packard Center at 7:30 p.m. (Attendance list is attached.)

Business Meeting

a. President Carol Hawn provided copies of the brochure text, as revised at the last Board meeting, formatted in a bifold brochure format. The purpose was to make sure the amount of text was a good fit for the space. The Board made some minor changes and approved the text, subject to one last circulation via e-mail for approval. The next step after that approval will be for a graphic designer to lay out the brochure and then for the brochure to be printed. The goal is to include the brochure in the renewal mailing that is usually sent out before July 1, the beginning of the membership year.

b. Charles Dane announced that the Fairfax Scholarship Fund would be willing to pay for half the cost of that mailing. In return, the letter that requests associations to renew (or initiate) membership in the Federation would be changed so that the latter portion of the letter introduced the Fund and solicited information on locally available scholarships. The mailing would also include a separate information sheet on the Fund's work to date and a return envelope addressed to the Fund. He provided a copy of the information sheet and draft language for the proposed letter. The mailing would also include the Federation brochure, the Federation membership application, and a return envelope.

After discussion, the Board decided that addressing both organizations' needs in a combined mailing might be confusing, perhaps resulting in a lower rate of response and dues payments. As an alternative, President Carol Hawn suggested, and the Board agreed, that the September newsletter should include a column explaining the Fairfax Scholarship Fund and soliciting the local scholarship information; the Fund's brochure could then be enclosed in that newsletter. President Hawn noted this column would be the equivalent of the one that appeared in the Federation's most recent newsletter, which was written by a Federation representative to another organization.

c. President Carol Hawn reported that Merrily Pearce has stepped down as the Federation's first webmaster and that Jeff Parnes has agreed to take on this role. Jeff Parnes, who could not be at the meeting, has asked whether there is any concern on the part of the Board about the same person serving as webmaster and Treasurer.

It was agreed that this dual role is fine. Following past practice in similar situations, the President of the Federation will be the one to sign any check required by Jeff Parnes, so that he will not be in the position as Treasurer of issuing a check at his own request.

d. President Carol Hawn also noted that there is a vacancy for the Transportation Committee Chair position.

e. A discussion was held regarding the Federation mugs that have previously been given to speakers as a thank-you gift. Alternatives were considered, but it was decided mugs are the best choice. Sally Ormsby agreed to look into costs from a possible supplier. It was noted that a Federation logo will be needed for the mug design.

f. President Carol Hawn distributed a list of meeting dates for next year, which have had to be supplied to the building management to reserve the rooms. It was noted that June 16 is the next membership meeting and will be on the county's program against disease-carrying insects. The June 23 Board meeting will be attended by both incoming and outgoing Board members and is considered the "handoff" meeting to the new Board, which takes office in July.

g. There was a discussion of the best way to store and preserve archival Federation material. Past copies of the Federation newsletter are held in the Virginia Room of the Fairfax County Public Libraries. Sally Ormsby has the resolution books, including past legislative packages.

Next Membership Meeting:

Thursday, June 16, 2005

Next Board Meeting:

Thursday, June 23, 2005

Meeting adjourned at 9:30 p.m.