

Agenda Meeting January 14, 2002

1. Treasurer's Report
2. Decision about mailing of Project Summary Booklet: how many? inserts? who? mailing labels?
3. Status of full Report revision
4. Tax Forms for 2001: State 1-yr. and 5-yr. Federal
5. Nominations for Officers:
 - President
 - Convener
 - Treasurer
 - Secretary
6. Plans for finding new Executive ^{Board}~~Committee~~ members
7. Planning next project
8. Open Space District Committee position

Cost Estimate for Mailing 8-page Summary Booklet

In case we want to mail out 600 copies, here is an estimate of costs, based on Kinko's and other sources:

600 copies of two 11 by 17 sheets, printed both sides,	\$360
folding and stapling	90
600 individual 8 1/2 by 11 cover letters	42
tax	36
Booklet costs	528

600 Mailings of 2 oz. package (no more) via Kinko's	
bulk rate services at 30 cents each (normally 57 cents)	180
600 9 by 12 clasp envelopes Staples #918344	12
Ruth Hibbard's work to stuff, label, sort and mail (7 hrs.)	<u>70</u>
For a total of (\$1.32 / mailing)	\$792

200 mailed copies would cost approximately \$244.00, and 400 about \$518

NOTES

1. The Northridge Project Faculty , Students, Deans and also local Educators are not included in the list as of 1-11-02. The people who did the research and wrote the draft Report have not seen any of this.
2. The original budget allocated \$1,350 for "Translation Fees" to put the full Report on the web and \$1,000 for "Printing," which included mailing out results. (We received \$9,750 for the Project overall.)
3. We have approximately 200 copies that have slight errors on the front and back covers. (We were undercharged for them by more than half.)

email 1-9-02

Dear Council Members:

Our upcoming meeting on Monday January 14th at 7:00 p.m. at "The Lexington" on 5440 Ralston Street is an important one. I hope each one of you will be there. Our organization depends on your participation.

We will begin to define work for this spring, perhaps planning that gathering of sustainability groups we have talked about, or any other of the many worthwhile projects we have considered.

Also, we need to decide again how many Indicators Report Summaries to distribute and to whom. I have stopped the process of preparing this mailing because of questions Jerry as Treasurer has raised about its methods and costs.

I have been directing Ruth Hibbard to assemble a mailing list of groups and people linked to the Indicators Project. This is now complete and contains the addresses of over 600 individuals. (I list the categories of potential recipients of the Summary document below.)

I thought I was instructed to do this. I assume that this Project-specific list --(with many adaptable uses), containing the numerous constituencies that we agreed should receive the 2-page folded document (not the big full Report itself),-- would be the source of mailing labels for the mailing. Apparently not. Jerry believes that we've agreed to use Mailing Club labels, which he apparently asked Ruth to secure. He therefore accuses me of usurping authority by having Ruth prepare the labels herself and purchasing Microsoft XP to do so (it costs \$400.00; I did not direct her to purchase this.)

In a recent conversation with Jerry, he believes further that we agreed to mail only 50 to 100 brochures. He has informed me as Treasurer of his disapproval of the numbers I am preparing to mail, his belief that I am acting without authority, and his concerns about costs.

If I have proceeded in this effort mistakenly and without authority I need to be directed to do as the Council wishes.

Sincerely, Bob Chianese

Categories in our Indicators Summary mailing list, with the number in each:

1. Attendees at our meetings (A mixed group, including planners): 390
2. Government electeds and staff : city councils, city clerks, city managers and Assembly persons and a State Senator: 80
- (3. Oxnard neighborhood councils: 45
4. Nonprofit organizations: 40
5. The Faulkner Farm group: 13
6. Chambers of Commerce: 15
- ~~7. Coastal Commission: 8~~
8. Gov't Boards and Committees: 11
9. Press: 10?
10. Educators: (?).