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FROM: GREG ROSS
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VIETNAM HELICOPTER PILOTS ASSOCIATION

7 West Seventh Street, Suite 1940
Cincinnati, Ohio 45202 (513) 721-VHPA

1 October, 1990

Mr. Alan Fry
Contract Administrator
7 West Seventh Street, Suite 1940
Cincinnati, OH. 45202

Dear Alan,

RE: Intrim VHPA/PAI Management Agreement

This letter shall serve as an intrim Management Agreement between PAI and VHPA as of the above date and until such time as a Management Agreement can be signed by PAI and VHPA for the period from 1 October, 1990 to 31 December, 1991.

As such, PAI and the VHPA Executive Council have agreed to the following:

- PAI and VHPA will sign a 15 month contract, contract period to begin 1 October, 1990 and terminate 31 December, 1991.
- Said contract will include PAI doing the 1991 Directory and five issues of the VHPA Newsletter.
- VHPA will pay PAI 13.91 per year per member. Inclusive in this fee will be the producing of five newsletters by PAI for VHPA.
- PAI will produce for VHPA a 1991 Directory equal in pages and cover quality to what is being prepared for VHPA in 1990, (240 pages with a color cover front and rear). For this service, PAI will charge VHPA the sum of 4.44 per Directory produced. Payment for the Directory will be made in three approximately equal payments, payments to begin in August, 1991, and end in October, 1991. Said 4.44 per Directory will be paid to PAI in addition to the 13.91 per year per member fee agreed to by the VHPA Executive Council for the 10/90 to 12/91 contract period.
- In addition, PAI will reduce the cost of the Newsletter by .15 per member if VHPA produces and presents to PAI camera ready artwork, including pictures ready for printing, for each VHPA Newsletter issue. It is agreed that PAI will need ten working days from receipt of camera ready artwork and pictures from VHPA to the mailing of the Newsletter. The .15 price reduction will begin the first

Page 2
 Intrim Operating Agreement

month the Newsletter is produced with VHPA producing camera ready artwork and pictures and will continue each month for the duration of VHPA camera ready artwork and picture production. Should VHPA cease doing camera ready artwork and picture production during the 10/90 to 12/91 contract period and have PAI begin doing all steps in the production of the Newsletter, the price per issue per member will increase to .20.

PAI will also begin performing the following additional office procedures for VHPA as of 1 October, 1990, and shall continue to do them throughout the contract period:

- Log all phone calls, both incoming and outgoing, by date, name, (include number on outgoing calls), and a short discription of each call.
- Log all incoming mail by date and catagory such as newsletter articles, new member applications, life member applications, letters to members of the Executive Council, etc., and stamp each piece of mail with the date received.
- Log number of requests for information on the VHPA and list number of informational brochures sent out.
- Log number of Newsletters returned as not deliverable.
- List current membership information by the following:
 - a. Number of New Members
 - b. Number of new Life Members
 - c. Number of renewals
 - d. Number of members one, three, & six months behind in dues
 - e. Number of individuals dropped from active roll.
 - f. Number of current members by:
 - 1 General
 - 2 Life
 - 3 Other

The above listed information is to be provided to all members of the VHPA Executive Council monthly beginning 1 November, 1990 and the first of the month every month thereafter for the duration of the 10/90 to 12/91 contract period.

Other general, operational procedures are to continue as presently stated in the 1989-1990 management agreement between VHPA and PAI until such time as the 10/90 to 12/91 management agreement is signed by PAI and VHPA.


 Greg Ross, President
 Vietnam Helicopter Pilots Association

Date

10/11/90

Alan Fry
 Performance Associates, Inc.

Date
