

TO: VHPA Officers and Committee Chairmen
FROM: Larry Clark
SUBJECT: Activities Update

This memo is the first of many to keep all of you informed on what our efforts have produced and to keep all of us pulling together. If any of you have any comments or suggestions please write or call and let us know.

Attached is your copy of a list of officers and chairmen plus the editor of the newsletter's address and telephone numbers so that we can all communicate between ourselves better. Also enclosed is a flow chart which I hope will explain how information and paperwork will travel between us and to the members.

A policy manual is being prepared to include the duties of each officer and chairman and guidance for the officers in such matters as check writting. If you have any comments please let me know.

We have a post office box (P.O. Box 35699, Phoenix, AZ 85069) for our members to use for all input to the VHPA. However it will be best to send any correspondence to me at my home address as we do not check the post office box daily. Forms have been filed with the IRS to get an identification number as a non-profit organization. Additional forms will also be filed after I have talked to the lawyer. These numbers will enable us to qualify with the post office to send out our newsletter for as low as 4¢ per copy.

The following is what some of you are doing or should be working on. Remember that your work is vital to the overall effort and others may be dependent upon your work before they can accomplish their own task.

Dolph Todd is in contact with several printers who can print our newsletter, membership cards and certificates. He has been researching the bulk mail permit with the post office. Dolph will be in contact with each of you for news items for the next newsletter.

Mike Law is working on the computer program for our member data base. Once we have desided on the information that will be stored on each member, we can then design a new member application form to be run in the newsletter.

Dave Greiger is getting our official logo art work done and will provide copies to Dolph so that he can get the printer going with our certificates etc. Dave is also working on a T-shirt with a hot tub and the words "I survived the first reunion".

Ron Wright is working on the reunion for next summer in Houston. What do all of you think about July 4th weekend? Ron is also waiting on the logo design so he can make coffee cups to be sold to the members.

Mark Hansen should be working on designs for our membership certificates and cards. He also needs the artwork from Dave before he can send the final version to Dolph to have the items printed. Mark will also develop an information letter to mail

out along with the application to any who request more info about our organization. He will also develop a post card reminder notice to send out in November for those members who have not paid their dues. Again Dolph will have our printer run these for us.

Brian Novak needs to come up with several press releases to keep our name appearing around the country. Brian will also start a scrap book of items for the VHPA.

Terrie and I have just about finished mailing out the 300 orders for T-shirts and directories. Any of you who have VHPA related expenses, submit them to me with a receipt and we will pay you for such items as postage, having copies run, etc.

OK gang, lets keep the ball rolling!!

Larry Clark

Committee Chairmen

Arrangements

Ron Wright
[REDACTED]
[REDACTED]

Membership

Mark Hansen
[REDACTED]
[REDACTED]

Public Relations

Brian Novak
[REDACTED]
[REDACTED]

Nominating

Bill Rheams
[REDACTED]
[REDACTED]

Editor of the Newsletter

Dolph Todd
[REDACTED]
[REDACTED]

Data Base Manager

(See Mike Law, Member at Large)