

# Meeting Minutes

## **Virginia Plumbing & Mechanical Inspectors Association**

Summer School of Instruction

Charlottesville, Va.

September 22, 2017

President McLehaney called the meeting to order at 9:00 a.m.

**In attendance:** Skip Harper, Tom Clark, Richard Grace, Chris Martin, Jonathan Sergeant, Victor Hines, Randy Bowman, Johnny Vannoy, Bob Adkins, Geary Showman, John Seay, James Anjam, Jane Kim, Ron Herfurth, Dave Hall, Jack Newberry, Kevin Burcher, Jeff Brooks, Robert Hairfield, Louis Beck, Gilbert Gray, Justin Williams, Jay Otto, Anthony McMahan, Ronald Craddock

**Meeting was started with the Pledge of Allegiance**

**Agenda Approval:** Agenda approved

**Determination of Quorum:** Quorum was established.

### **Report of Officers:**

**Secretary:** Approval of last minutes approved (June 23, 2017/VPMIA BOD Meeting)

**Treasurer:** Checking - \$33,661.11 / Savings - \$9,007.96 (See attached Treasurer's report).

**Executive Secretary:** See attached report dated 9/19/2017

### **Ex-Officio Committees:**

**ICC:** No Report.

**ICC Region VII:** See attached dated August 10, 2017

**DHCD:** See attached Report

**DPOR:** No Report

### **Standing Committees:**

**Advertising/Yearbook:** See attached quote from Fitzgerald Art Design  
Temporary Chairperson this year will be Ron Bladen until the next School of Instruction. The President has been in talks with Jane in working on next year's cost of the yearbook in trying to

bring down the cost. Last year's cost was about 4,500.00. Jane took full responsibility in the design of the yearbook. It's important that the Chair takes more responsibility in the design of the yearbook. This did not include the printing fees. Looking into raising the advertising fees to help offset some cost. VPMIA has never raised the cost of advertising. A general discussion with Jane was to raise fees by 25%. Book-it Now has suggested that our venue places may look into purchasing ads in the yearbook. The additional ads will help us add more pages if need be. Looking into the ideal of having someone else design our yearbook. Fitzgerald Art Design is based in Minnesota. Looking into omitting some pages to save cost. Some of the information printed is also on the VPMIA webpage, i.e....Bylaws. Cost of books is based on 400 copies. Looks like about 8 pages can be deleted. In speaking with our advertisers, they're willing to continue advertising in our yearbook. Looking into removing the half page ad option. Nobody has used that option over the last several editions. Dustin has reached out to several printing agencies and found the cost between them and our last year's cost is about the same. The cost difference was about \$100.00 to \$200.00. Our last printing company has agreed to ship the books to the SOI site. The last printing company produced a great product, why should we switch now?

There was discussion on VPMIA offering training to industry (Tradesmen) to help off-set some of the cost of the yearbook. Next year may work with the 2015 VUSBC coming. In the past, we had trouble getting people to attend. A discussion took place of trying some on-line (Webinar) training options for industry. With everyone busy schedules; it's hard to take time off from work to attend training.

There was discussion on how to help members get to our trainings and meetings. Some localities do not fund the cost of travel to get here and get involved in VPMIA. Suggestion was made to send out an email blast to localities to encourage their staff (VPMIA Members) to attend VPMIA's functions.

Fitzgerald Art Design proposal was reviewed with the members present. Yearbook to include a couple articles. What other things should we keep/change/omit? Keep in mind that our webpage has a lot of information and those items do not need to be included into the yearbook. An option was proposed to have a member (Anthony McMahan) take over the design of the yearbook. Anthony to co-chair committee with Ron and Jane to get familiar with the process.

\*\*\* Membership approved the proposal from Fitzgerald Art Design to move forward with this year's yearbook design.

\*\*\* Motion was made/approved to dedicate the yearbook to William "Bill" Aldridge

**Auditing:** No Report. Last year's Treasure's account balanced out.

**Bylaws:** No report.

**Awards:** No Report

**Certification/Education:** See attached report.

**Nominating:** No Report

**Legislative:** No Report

**Information Technology:** See attached Report.

**PMG Code Change Committee:** See Attached Report

**School of Instruction:** Natural Bridge 2018

**Time and Place:**

**Ad Hoc Committees:**

**BCAAC:** No Report

**Building Safety Month:** No Report

**Virginia Code Education Conference:** VCEC was held on July 24-27. The Conference was a great success.

**VBCOA Liaison:** See Attached report.

**New Business:**

**Other Business:**

**Adjourn:** p.m.



## 2017 Summer Meeting

Sept 22, 2017

**Doubletree by Hilton Hotel Charlottesville  
990 Hilton Heights RD.  
Charlottesville, VA 22901**

**8:00 – 12:00 General Membership Meeting**

**12:00-1:00 Lunch**

**1:00-2:30**

**Pipe Insulation requirements for 2012 IECC, IPC, IMC, IRC and ICC/ANSI A117.1**

**2:30-3:00 Break**

**3:00-4:30**

**Water Tempering: Applications, Standards and Products**



VPMVA Sign-in

9/22/17

BOD / Summer School Instruction

NAME:	County:	EMAIL:
<del>SP HARRIS</del> Tom Clark	DYKID PWC	<del>_____</del> tclark@pwc.gov
Richard Grace	Fairfax	Richard.Grace@fairfaxcounty.gov
CHRIS MARTIN	ARLINGTON	CMARTIN@ARLINGTONVA.US
Jonathan Gorgeant	Joyce Age	gorgeant.Jonathan@gmail
VICTOR HINES JR	Retired	vlhinesva@gmail.com
Randy Bowman	Fairfax county	randolph.bowman@fairfaxcounty.gov
Johnny Vannoy	Fairfax County	Johnny.Vannoy@Fairfaxcounty.gov
Bob Adkiss	Retired	radkiss727@gmail.com
Geary W. Showman	Shenandoah	gshowman@shentel.net
JOHN SEAY	Albemarle County	jseay@albemarle.org
James Anjam	Fairfax County	jamshid.anjam@Fairfaxcounty.gov
Jane Kim	fairfax County	jane.kim2@fairfaxcounty.gov
Ron Herrick	Quinnipiac	rherrick@virginia.edu
Dave Hall	PWC	DHall@pwc.gov.org
Jack Newberry	P.W.C.	jnewberry@pwc.gov.org
Kevin Burcher	Chesterfield	burcher.k@chesterfield.gov
JEFF BROOKS	Chesterfield Co.	BrooksJ@chesterfield.gov
Robert Hairfield	Chesterfield co.	hairfieldr@chesterfield.gov

OVER →

VMIA sign in cont.

9/22/2017 - BOD SUMMER SCHOOL INSTRUCTION -

NAME	COUNTY	EMAIL
Lewis Beck	Goochland	lbeck@goochlandva.us
Gilbert Gray	Orange County	gwgray@orangecountyva.gov
Justin Williams	Spotsylvania City	jkwilliams@spotsylvania.va.us
BANE COMPTON	City of Roanoke	bane.compton@roanokeva.gov
Dustin McLehane	chesterfield County	McLehaneD@chesterfieldva.gov
Jay Otto	OTO SAYS	Jay@OttoSays.com
Anthony McMahon	Fairfax Co.	anthony.mcmahon@fairfax.gov
RONALD CRADDOCK	FEDERAL GOVT.	RCRADDOCK@CONCAST.NET



# Small Business Online Banking

Inbox

Log Off

Accounts    Payments & Transfers    Business Services    Customer Service

Welcome, VIRGINIA PLUMBING & MECHANICAL INSP ASSN    treasurer@vpmia.org    [Edit My Profile](#)  
Last logon: September 21, 2017, 4:01 PM ET

## Accounts Overview

[Print](#)    [Help](#)

### Checking and Savings

[Show/Hide Accounts](#)

**Checking** ██████████    **\$9,007.96**  
As of 9/22/2017

**Checking** ██████████    **\$33,661.11**  
As of 9/22/2017

**Total**    **\$42,669.07**

[Open a New Account](#)

### Small Business Insurance

Personalized insurance solutions for your business

[Learn More](#) ▶



### Account Services

[Make Payments](#)    [Transfer Money](#)

[Go to Business Services](#)    [Edit or Add Alerts](#)

[Go Mobile](#)    [My TurboTax](#)

### Credit Cards and Loans

[Show/Hide Accounts](#)

**Visa Card** ██████████    **\$0.00**  
As of 9/22/2017

**Visa Card** ██████████    **\$0.00**  
As of 9/22/2017

**Total**    **\$0.00**

### Upcoming Transfers

You currently have no transfers scheduled for the next 30 days.

VPMIA

TREASURER'S REORT

Dated: 09/22/2017

Current Balances:

BB&T Accounts

Savings Account - \$ 9,007.96

Checking Acct. 7210- \$33,661.11

Total \$42,669.07

Paypal Transfers of - \$470.67 and \$154.76

Scholarships for VECE

13 scholarships were awarded in a total amount of \$5,629.61

International Code Council was paid for instructor and materials \$2771.38

As of 9/22/2017

Visa Card [REDACTED] shows \$0.00 balance

Visa Card [REDACTED] shows \$ 0.00 balance

Rodger requested reimbursement of \$50.00 for charges against his credit card regarding Constant Contact (see attached).

Please contact me by email @ [emckin@alirngtonva.us](mailto:emckin@alirngtonva.us) if you did not receive reimbursement for VECE Scholarship, thanks.

Ellis Mckinney

VPMIA Treasurer



From: Executives Secretary's Report

Date: 9/19/17

Reference: September 22, 2017 General Membership Meeting

To: Tom Clark, VPMIA Secretary

The Following is a report of Membership and 2017 Dues.

**Active Membership List**-----315  
Lifetime Members-----24  
Honorary Members-----X3  
Retired Members-----3  
Retired Members Paid Dues-----2  
Members Not Paid 2017 Dues-----35  
Members Not Paid 2018 Dues-----  
Active Members Paid 2017 Dues-----280

**Associate Membership List**-----30  
Lifetime Members-----12  
Members Not Paid 2017 Dues-----9  
Members Not Paid 2018 Dues-----  
Associate Members Paid 2017 Dues-----21

**New Active Members:**

Londell Shelton Cross Connection Specialist 1 – with the City of Richmond

Robert Artis Plumbing Inspector – with Arlington County

Ronald Herfurth -Senior Mechanical Engineer with The University of Virginia

**New Associate Members:**

**PayPal account:** \$625.43 transferred to checking 9/19/17

**If anyone has any questions or need additional information, please feel free to contact me at work # 703-228-3854, cell # 571-220-9856, or email [cmmartin@arlingtonva.us](mailto:cmmartin@arlingtonva.us)**

Thank You

Christopher M. Martin

VPMIA Executive Secretary



August 10 & 11, 2017

## ICC Region VII Meeting Agenda and Notes

Thursday, August 10, 2017

01. Opening of Afternoon Meeting – 1:00
  - i. Welcome – Chairman Chad Mix
  - ii. Call to order – Chairman Chad Mix
  - iii. Pledge of Allegiance
  
02. Training – Cold Weather Concrete Construction
  - i. Instructor – Jack Gibbons, F.ACI; Portland Cement Association
  - ii. 2 Contact Hours – 0.2 CEU's
  
03. ICC Candidate Forum
  - i. Donnie Phipps (present) – Director at Large
  - ii. Mike Boso (present) – Director at Large
  - iii. Kris Bridges (present) – Section E Director
  - iv. Greg Wheeler (present) – Secretary / Treasurer
  - v. Bill Bryant (present) – Vice President
  - vi. David Spencer (phone) – Director at Large
  - vii. Jim Morganson (phone) – Director at Large
  - viii. Ron Hampton (no interview) – Director at Large
  
04. Session Concluded for the Day – 5:30
  
05. Hospitality Room – 6:00
  - i. All are welcome for dinner, socializing and networking.

Friday, August 11, 2017

- 01. Opening of Morning Meeting
  - i. Welcome – Chairman Chad Mix

02. Pledge of Allegiance

- 03. Call to Order – Chairman Chad Mix
  - i. Roll Call of Member States

**Delaware**

Chad Mix                      Fran Cantera      Chris Jackson

**Washington D.C.**

None Present

**Maryland**

Don Mock                      Bill Funk, Jr.      Bob Frances              Tim Diehl

**New Jersey**

Larry Scorzelli              Stephen Jones

**Pennsylvania**

Dan Hankins                      Glenn Holt              Douglas Meshaw      John Eby

**Virginia**

Mike Eutsey                      Rick Witt              Teresa Gerder

**West Virginia**

Michael Monaghan      Kim Petrucci      Crystal Feiser              Amy Fairman

- 04. Region VII Candidate Support Discussion
  - i. Discussion among the group on the interviews of the candidates
  - ii. Voting regarding support by Region VII
    - i. Bill Bryant (Vice President) - Yes
    - ii. Greg Wheeler (Secretary/Treasurer) - Yes
    - iii. Kris Bridges (Section E Director) – Support to the nominating committee
    - iv. Stuart Tom (Section A Director) - Support to the nominating committee
    - v. Jeff Bechtold - Kentucky - (Director at Large) - Support to the nominating committee
    - vi. Ron Hampton - Kentucky - (Director at Large) - No Action
    - vii. David Spencer (Director at Large) - Support to the nominating committee
    - viii. Mike Boso (Director at Large) - No Action

- ix. Jim Morganson - New York - (Director at Large) - Support to the nominating committee
- x. Donnie Phipps - South Carolina - (Director at Large) - Support to the nominating committee
- iii. John Eby asked for clarification on the number of seats available for the Director at Large positions
  - i. Four seats are available if Greg Wheeler wins the Secretary/Treasurer position (currently unopposed) with three incumbents
    - 1. A candidate must declare the intent to run 60 days prior to elections
    - 2. Declaration requires a Letter of Support from their jurisdiction, a Letter of Intent, and a Resume to be submitted
  - iv. Only a board member may run for the Vice President position

05. Break for Checkout – 9:45

06. Approval of Minutes from May meeting

07. Treasurer's Report – Kris Bridges

- i. VBCOA's check was received, Virginia is current on dues
- ii. Account has roughly \$1500 available toward ICC Meeting in Richmond with \$500 encumbered
- iii. Account has roughly \$500 for golf outing in memory of Ron Burton
- iv. Account has roughly \$1500 in savings which should be good for two cycles
- v. Account has roughly \$1000 available for scholarships
- vi. Account has roughly \$1300 holdover from Global Council Account #9099
- vii. The bill for this meeting is the only outstanding item

08. Next Meeting – January 18 – 19, 2018

09. ICC Board of Directors Report – Bill Bryant

- i. Engineering firm S.K. Ghosh of Chicago was acquired by the ICC
- ii. A Memorandum of Understanding (MOU) was reached with the Modular Building Institute
  - i. They provide premanufactured construction using shipping containers as a medium
  - ii. ACI 462 is the evaluation system used regarding the shipping containers – must be in pristine condition to be used
  - iii. Shipping containers are the exterior skin only
  - iv. Institute investigating if this medium is usable for residential construction, how big of a hole may be cut in the side before reinforcement is required, etc.
  - v. Group discussed where some of these projects currently exist
- iii. ICC University went online July 11<sup>th</sup>
  - i. 300 – 400 courses are available online

- iv. ICC Annual Conference & Expo in Columbus September 10<sup>th</sup> – 13<sup>th</sup>

10. Other Comments

- i. Chairman Chad Mix reminded attendees to fill meeting sign-in sheet
- ii. Discussion regarding the two years remaining on Kris Bridges' term as Region VII Treasurer
  - i. If Kris is selected for Section E Director, the position will need to be filled
- iii. Washington, D.C. scheduled to provide the next Chair for Region VII
  - i. Chairman Mix will contact to see if they intend to serve
  - ii. Maryland is scheduled next to serve
- iv. A representative from Region V inquired about Region VII's practices
  - i. Several members provided insight into our system
- v. Council elections will occur at the Annual Business Meeting
  - i. Bill Bryant recommended Michael Tomaselli for the Chair position
    - 1. Michael is a Fire Protection Engineer
    - 2. Was selected for, and served on, the Emerging Leaders Council
- vi. Chairman Chad Mix asked for ideas of how Region VII's training credit could be used – the certificate expires in January
  - i. Opportunities through Evaluation Services
    - 1. Possible briefing from ES
    - 2. Could have a chance to see new products before they are in the field
  - ii. Discussion regarding the feasibility of providing training at a trade school
    - 1. Bill Bryant offered to look into the logistics
    - 2. Kim Petrucci spoke of sharing training with a school and for Region VII members to be present
    - 3. John Eby mentioned that this would be effective toward reaching our goals of reaching future code officials
- vii. Attendees discussed formaldehyde issues with the Flak Jacket product

11. Old Business – None

12. New Business

- i. New Jersey is holding a raffle with a 60" TV as a prize
- ii. Mike Monaghan will update the bylaws file available on the Region's website
  - i. Article 8-3.1 C1 incompletely states "prepare and". The file may be outdated
- iii. A Region VII meeting at the conference was previously scheduled
- iv. Kris Bridges recommended the hotel staff be invited to share in the Hospitality Suite at the meeting in January
  - i. The staff has been very accommodating, and this would be a way to show our appreciation

13. Adjourn – 10:45





Terence R. McAuliffe  
Governor

Todd P. Haymore  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

William C. Shelton  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

### DHCD Report

#### State Building Code Office (SBCO)

- SBCO introduces our new Director, Jeff Brown.
- A public hearing on the proposed regulations was held at the May 15 BHCD meeting.
- Final regulation phase of the 2015 Code Change Cycle now underway.
  - Currently number of proposals is 110 (not including 31 withdrawn) with 12 of those being proposals carried over from the proposed regulation phase.
  - Workgroup meetings will continue through August of 2017.
    - August 16—Fire code edits.
    - August 23—Workgroups 1, 2, 3 and 4.
- Board of Housing and Community Development meetings will be in September and October to review proposals approve the final regulations.
- Staff has updated the cdpVA website (<https://va.cdpass.com>) with current information related to the Final Phase process.
- Staff is reviewing and preparing an update to the Related Laws Package (includes review of other state agencies' regulations and memorandums of agreement with other state agencies).
- Staff is beginning preparations for publishing of 2015 ICC-printed Virginia versions of the I-Codes. This custom printing is the national model codes with all Virginia amendments incorporated.
- Technical Review Board recently issued an interpretation on Section 305.2.9 Clear zone of the International Swimming Pool and Spa Code; however, there was a proposal submitted to delete this section - stay tuned. Also of note, at the last TRB meeting, an appeal was overturned due to the failure to include the notice of appeal in the NOV.
- Blueprint for the Future: A Home for Everyone closed May 26. This is a design competition that is part of the Governor's Housing Conference. DHCD and their partners Habitat for Humanity, VBCOA, HBAV, VPMIA, Viridian and Easy Living combined to encourage designs that are affordable, energy efficient, code compliant and accessible. The winning design will be announced at the Governor's Housing Conference in Norfolk.
- The 2017 General Assembly approved and the Governor signed HB 2203 that requires local building or maintenance officials to provide a copy of the notice to each tenant impacted by the notice of violation sent to the Manufactured Home Park owner. The proposed code change was approved by a DHCD Workgroup on April 11, 2017 without any opposition. The code change provides for notification where the park has 10 or more tenants.

Virginia Building Code Academy (VBCA)

- There are multiple continuing education offerings on the 2017 schedule - register early.
- The VBCA development staff are very busy this year. The VBCA has launched a number of classes including the VA Rehab code, Asbestos On-line, Water Reuse Online. Its newest launch is the amusement device inspection orientation program. This is a multi-day class designed to prepare students seeking their ADI certification with midway experience as required by NAARSO to sit for the exam. Contact Charlotte Carter at 804-371-7184 for information on who should attend and registration information.
- The VBCA has a number of programs currently in development:
  - The Elevator inspection class, a multi-day technical class which will be required for certification. Contact Rajan Engh for more information regarding the class or the pilot at 804-371-7185.
  - Stephen Reynolds is working with the Mechanical subject matter experts/instructors to revamp the Mechanical Inspection class. This will include adding content on plan review process and relationship to the inspection process as well as relevant energy code content. Stephen will also be updating delivery method and student workbooks.
- The VBCA is finalizing details related to offering the VBCA train-the-trainer program. We have contracted PMG at VCU to design and deliver a 5-day live train the trainer program, to be delivered August 28 - September 1 with 20 invitees. Addressing gaps in instructional teams and building bench strength in anticipation of future retirements. While the program will include some content on instructor skills generally, the majority will focus on how to be an instructor for the JPVBCA specifically and will incorporate materials from existing Academy classes.

#### Other

- The winners of the Building Safety Month jurisdiction competition were announced at the Joint Education Conference; they were:

Large jurisdiction (less than 10 employees)—Alexandria.

Small jurisdiction (more than 10 employees)—Grayson, Carroll and Hillsville.

Winners will receive their choice of either a DHCD training module or an ICC training module for up to 40 people, along with a catered lunch for the code department.

- The winner of the 2017 Building Code Safety Month Scholarship Essay Contest was Meghan K. Chudasama. Meghan is a rising senior at Chantilly High School in Chantilly, VA. She will receive a \$1,500 scholarship award to go towards her upcoming educational expenses.
- The 2018 ICC Planning Committee has been meeting and making preparations for the 2018 Annual Conference and Group A Public Comment Hearings. The conference will be held at the Greater Richmond convention Center from October 21-23, 2018.



## Certification, Education Report

Both of today's classes are preferred provider approved and we need to look for training for our upcoming school of instruction so I am asking for ideas. We also need to decide on the ICC class that we would like at the school of instruction using our chapter education voucher. I reminded James that I am stepping down from this committee after at the end of the next school of instruction and as incoming president he will chair the committee (per by-laws) or find somebody to do such.

## IT Report

At today's meeting Richard Grace introduced Jane Kim who is a plumbing plan reviewer for Fairfax County. Jane has accepted co-chairing the IT committee and is going to experiment with the website in hopes that she will be the new IT chair by the end of the next school of instruction. The board approved purchasing a webmaster laptop and I will have this all set up for Jane to give to her at our November meeting where she can get acclimated with the software and see if she is going to be interested in this venture.

## Virginia Plumbing Mechanical Gas (VPMIA) Committee Report

During the last year, the PMG Committee submitted 4 proposed changes to the 2015 VUSBC. All four changes were approved

- 1). CTM-607.6.2.2 - IMC (NEW) Equipment Shut Down/Radiation Dampers
- 2). CTM-504.8.2 – IMC/IFGC/IRC – Dryer Venting
- 3). CTP-1106.5 - IPC Vertical Conductors and Leaders (Roof Drains)
- 4) CB-717.6.2.2 – IBC (NEW) Equipment Shut Down/Radiation Dampers

Thanks

Thomas Clark  
VPMIA Secretary  
PMG Committee Chair

### VBCOA Liaison Report

There was discussion and interest in the high school technical training program once again and I informed the board that I will be at the VBCOA fall conference and I will talk with Jimmy Moss who is very involved in the program and find out exactly what we need to do to get jumpstarted with this. I will bring back a report for the November board meeting.

September 14, 2017

Dustin Mclehaney, President  
VPMIA  
MclehaneyD@chesterfield.gov  
RE: Annual School of Instruction Yearbook Plan

Dear Dustin:

Thank you for the opportunity to offer a plan for the 2018 VPMIA Yearbook. Together with Ron Bladen's acceptance as Chair of the Advertising/Yearbook Committee for the current year, we all can put plans in motion for the yearbook's continuing success. I took the items (1-6) from your last email into consideration as I prepared this response:

**Marketing Strategy:** Interfacing with ad clients and keeping track of the insertion ads commitments will transfer back the Chairman and Committee members. My suggestion is to increase all the ad rates approximately 25% and hopefully, we will retain support from most full page advertisers from 2017. I also propose dropping the ½ page ad offering (we have yet to sell one anyway).

**Publication Design:** With VPMIA's Chairman reassuming the responsibility for advertiser contacts, follow-up, keeping track of insertions promised/received, and securing commitments for pertinent technical articles, my fee reduces accordingly. This year's fee, based upon a plan for a 32-page book, has also been adjusted to reflect the reduction of pages that require design and a non-rush preparation schedule that was experienced in 2017. My flat fee of \$2,800.00 covers:

- Creation of new Ad rate page pdf for posting on the VPMIA website and distribution to all potential advertisers.
- Cover design, using artwork of Natural Bridge that should be made available by your meeting planner.
- Design of 15 text pages (to include those partial page ads, a Dedication page, adaptation of two, technical articles with associated graphics, and remaining pages not referenced in your email); any adjustments for partial page ads per client as necessary, and the ad confirmation process with clients. I may obtain more printing estimate(s) if necessary.
- Preparation of materials for printing 32-pages, including necessary discussions with printer.

**Printing Estimates:** \$1,787.67 (no shipment costs), matching the specifications of paper and quantity from last year. (Old Town Printing.) NOTE, this price is for planning; quotes are usually only valid for 30 days.

*continued*

I anticipate obtaining 16 full-page ads and 5 partial-page ads with higher rate fees. In printing, pages can only be reduced in increments of 4, so we must remain flexible about what steps to take if:

**Scenario #1:** Ad commitments do not meet expectation for printing estimate page count.  
*Options include:* remove a non-income producing page(s), to be determined, such as a photo spread or VPMIA's ad.

**Scenario #2:** Ad count exceeds expectation for printing estimate. The income of that additional advertising must cover the increased expense in printing a bigger book. *Options include:* determine if some non-income-producing page(s) might be replaced by an ad.

**Scenario # 3:** It becomes necessary to add non-income producing page(s) to the Yearbook.  
*Options include:* Board approval to increase size of the Yearbook or to replace some existing page.

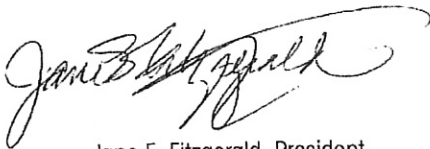
For planning purposes, I would forecast: 16 1-pg ads x \$250= \$4,000 plus partials totaling \$430 = \$4,430.

\$4,500.00	Yearbook budget
- \$1,787.67	Printing (excluding shipment cost)
- \$2,800.00	FAD fee
<hr/>	
- \$ 87.67	Balance

You can achieve a positive balance by adjusting the proposed ad increase upward; this proposal is my opinion regarding several unknowns including how the market will respond to a rate increase, balanced with how the necessary items are preferred to appear within the Yearbook. The final decision remains in the hands of the Board.

I trust this is sufficient for reaching agreement to proceed, but let me know if there is more to do.

Sincerely,



Jane E. Fitzgerald, President  
Fitzgerald Art & Design