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Ruffner Family Association Publishing Committee Meeting Agenda

Ruffner Family Association

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RUFFNER FAMILY ASSOCIATION
PUBLISHING COMMITTEE
Meeting-June 26, 2000-Luray, VA

AGENDA

1. Minutes of March 22, 2000 meeting
2. Financial matters
 - a. RFA funds expended on publication so far
 - b. Donated funds to be turned in for the record
 - c. Underwriting
 - d. Patrons
 - e. Book Plates-presented to-by
 - f. Multiple copy sales
 - g. Library copies-presentation
 - h. Sell existing book-2vv-\$50-can reprint more copies if needed
 - i.
 - j.
 - k.
3. Funding the publication
 - a. Is it possible to raise the amount required to publish?
 - b. Do we need a foundation or non-profit 501 (c)(3) status for tax deductibility?
 - c. Fundraising in advance
 - d. Brochure & mail-out
 - e. Distribution of information about availability
 - f.
 - g.
 - h.
4. Our Publication:
 - a. Format/layout of 'Update' and Content
 - b. Title
 - c. Number of volumes
 - d. Estimated cost
 - e. Target price of information about availability
 - f.
 - g.
 - h.
5. Survey
 - a. Distribution of questionnaires
 - b. Responses to date-generating more responses
 - c. Follow up questionnaire mailings
 - d. Questionnaire-short form

6. Establish deadlines for future stages
 - a.
 - b.
 - c.

7. Consensus statement about family's origin
 - a. Mainenfeld Switzerland
 - b. Hanover Germany
 - c. Austria
 - d. Zwicky-professional genealogist in Zurich
 - e.

8. Editorial matters
 - a. Sample entry
 - b. Database
 - c.
 - d.

9. Production specifications
 - a. Typography
 - b. Paper - "300 year" acid free
 - c. Fabric
 - d. Design
 - e. Quantity
 - f. Deluxe Edition-slip case
 - g. Number of pages
 - h. Volumes-probably 2
 - i. Photos-maps-illustrations
 - j.
 - k.

10. Deluxe Edition
 - a. Slip case
 - b. Signed by Publication Committee
 - c. Color photos-tipped in
 - d. Limit 99 copies
 - e.
 - f.

11. Standard Edition
 - a. Print 1000?copies
 - b.
 - c.

12. Title
 - a. Peter Ruffner and his descendents-2nd edition
 - b. The Swiss Family Ruffner
 - c.
 - d.