

# Agreement for Joint IMRPD/IMPOA Newsletter

(August 8, 2008)

Purpose: The two organizations wish to cooperate to produce a joint informational and educational newsletter for the property owners of IM. It is agreed that the newsletter will

- inform and educate property owners about relevant issues, ideas, opportunities and events
- encourage owners to learn more about the issues affecting Indian Mountain,
- not advocate or slant articles in favor of or against issues, but will discuss controversial topics in a factual, fair and balanced manner,
- provide ways for owners to get engaged in the democratic process (i.e., communication among and between property owners).

Audience: all property owners in IM based on current listing of names and addresses available from the Park County Assessor's office. Currently there are some 2050 property owners in IM.

When: Three issues per year-----September, January, and May

## Newsletter Description:

- approximately 10 pages (copied in black ink on colored paper; color print is optional)
- 1 page allocated to mailing label, change of address box, calendar, and reoccurring explanation about the purpose of each organization (IMRPD and IMPOA)
- 4.5 pages allocated to each organization (12 font typically)
- Bulk mail posted
- Clip art and pictures included as appropriate for illustrating issues, events, and ideas
- visually appealing, easy to read, fun, and factual
- No commercial or personal advertising
- No private editorials
- The MailRoom, Inc will print, assemble, mail and bill each organization separately
- Each organization agrees to pay 50% of the costs
- A separate masthead banner (and other possible design features) will be developed (and agreed to by both organizations) in order to distinguish the separate organization's information.

Newsletter Producer/Editor: The newsletter producer/editor is a voluntary position that is responsible for:

- designing and laying out (i.e., desk top publishing) of each issue of the newsletter
- ensuring that the text is suitable for the space available for each organization
- ensuring that material is not redundant with material from the other organization or previous newsletter unless it is reinforcing or supplemental information
- conducting light editing (readability, syntax, editing for space issues). No original writing of articles or heavy editing will be required. The editor is not responsible for content accuracy or for the tone of the articles.
- developing and maintaining a calendar for when text is due, when reviews are to be completed, and when the final version should be delivered for printing and circulation

- emailing out a reminder to each organization about two weeks in advance of text due date
- providing each organization with at least a 48 hour review for up to two drafts per issue
- coordinating with the MailRoom, Inc for production and mailing of newsletter
- consulting with the designated point of contact for each organization on issues of concern; where there may be disagreements the President of each organization will make a final decision

For the 2008-2009 year (3 issues), Marcella Wells has agreed to serve as Newsletter Producer/Editor. She will consider renewing the relationship on a year-to-year basis in July 2009. Marcella agrees to donate her time and skills--this position is not a salaried position.

Role of Organizations: The role of IMRPD and IMPOA is as follows:

- Identify one person to be their point of contact with the Producer/Editor. This point of contact for each organization is responsible for:
  - coordinating with their respective Boards the preparing and/or facilitating the preparation of content
  - soliciting and collating all the text from their organization into one electronic Microsoft Word file (12 pt font, Times Roman, single spaced, sections separated by obvious headers or lines)
  - submitting the text per the agreed calendar dates provided by Producer/Editor
  - recommending the order or location of each article as appropriate and setting priorities for articles if space is limited
  - verifying the appropriateness and accuracy of the content for each article (verified sources, apolitical approach, appropriate tone),
  - reviewing up to 2 drafts of the newsletter within a 48 hour turn-around
- Agree that articles should be clear, crisp, and concise. The newsletter is not intended to be the encyclopedic-version of a topic or issue, but rather, should provide enough information for people to understand the issue/idea and to provide sources where additional information can be retrieved (e.g., a web site, county office phone number, name of local expert).
- Provide constructive suggestions to the newsletter Producer/Editor about continual improvements to the newsletter layout or construction.
- Reimburse the editor for reasonable and incidental costs associated with communications, mailing, desktop publishing, copying, toner cartridges, and mileage if meetings are required.

Glenn Haas, as secretary of IMPOA and IMRPD, is willing to serve as the point of contact for the respective organizations for the 2008-2009 year (3 issues), pending approval of both Boards.

*Submitted to IMPRD and IMPOA for review, revision and subsequent approval in August 2008.  
 Drafted on July 18, 2008  
 Glenn E. Haas, Secretary – IMRPD & IMPOA*