

In

To: B-Klontz@nwu.edu
Subject: Fwd: Mailing and agenda

Date: Mon, 27 Mar 2000 16:00:01 -0600
To: pgonson@kl.com,p-Wentz@nwu.edu,PittHa@ffhsj.com,imperjo@ffhsj.com,JohnsDi@ffhsj.com,MurphTa@ffhsj.com
From: Ruder David <d-ruder@nwu.edu>
Subject: Mailing and agenda

Harvey and Paul:

1. After discussion with Joan and Kathy Franzoni (here) I made the decision to go to a first class mailing, at an increased cost of about \$9000 (from about \$19,000). The time constraints seemed to dictate that result, and the decision had to be made at the time of printing, which is now. The last time for changes in the brochure is tomorrow morning at 9:00 our time. If you think we should revert to third class mailing let me know before then.

2. We need send the lists to the mailing house, as Joan has suggested. The sooner we do so better chance of a prompt mailing. I am reviewing my notes regarding numbers and responsibilities. Pete has come to the conclusion that we are in the 100,000 range, a number consistent with our direct mail responses to CLE programs.

3. I plan to send a notice and agenda for the meeting on April 4 to the new trustees by fax or e-mail. What would you think of the following (responsibilities in paren)?

- a. Description of the formation and general planning for the Society (Ruder)
- b. Description of the Society's governance structure (Gonson)
- c. Election of new trustees (Gonson, Pitt and Ruder)
- d. Discussion of the May 11 reception, including budget and membership solicitation.

(Pitt)

e. Discussion of the possible SEC Major Issues Conference (Corso and Katz. Corso has promised to try to have a firm commitment from the SEC. He will hope to have a buy in from each Division)

f. Budget discussion, including description of physical facilities, probable expenditures and expected membership income (Pitt and Ruder, with help from Joan Imperato)

g. Institutional fund raising discussion (Pitt)

h. Tentative committee assignments (Volunteers- The most important question will be the composition of the Executive Committee. Should we use committee chairs? Should we solicit

volunteers?)

i. Suggestions for new trustees (all)

4. I am assuming that Harvey and Paul have followed their invitations by sending the background memos. If not, let me know and we will send them from here.

5. At the meeting, I would like to distribute a copy of the Articles and By-laws to all new trustees. The formality will help to convince them that we are for real, and they will probably want to have copies for their files. (Tanya -- Will you be able to produce a restated version of the Articles by the end of this week and to have sufficient copies of both the Articles and By-laws at the meeting for everyone?)

Please give me your comments on the above, especially the suggested agenda.

Regards David