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May 15, 1996

Peter Buechner
7 Park Lane
Caldwell, NJ 07006

Dear Peter,

Enclosed in this package are a variety of items that have been mailed to the rest of the Executive Committee as well as some specific things that pertain to you.

I want thank you for returning my phone call the other day. I will be able to obtain the rest of the insurance information directly from the Kiedman Agency. I really appreciated your help.

The enclosed receipts are for a variety of things including postage for the annual newsletter, the expanded mailing to the Executive Committee, and postal and fax expenses related to the Certificate of Incorporation updating/ 501C Application Process. Please make the reimbursement check payable to me.

95-'96 Newsletter:

Membership Mailing - \$ 6.40 ✓ (20-\$0.32 postal stamps)
Executive Committee Expanded Mailing - \$ 7.07 ✓
(1st Class Postal Costs only)
Total Expense - \$ 13.47

(Note-there were No expenses incurred for photocopying thanks to Rolf Tiedemann's efforts, and no costs for mailing envelopes thanks to Dianne Tiedemann's donation)

Certificate of Incorporation updating/501C Application Process:

Mail Boxes Etc. Fax expense - \$5.25 ✓
(Transmission of D. Tiedemann's signature to attorney)
U.S. Postal Service Mailing - \$2.62 ✓
(Bylaws Document "Inc." correction)
Total Expense - \$ 7.87

Total "out of pocket" reimbursement requested:

\$ 13.47
\$ 7.87
\$ 21.34

As I was going over things that I need to address for the next Annual Meeting, a few things came to mind that I'd like to run by you.

I plan to collect dues for you at the Annual Picnic, the same as I did last year. Please make it clear to me, and to the membership in the Picnic/Dues Renewal Letter, what the dollar amount is that is due for the annual dues this year and what the cut off date will be (if there is going to be one) to pay the old dues amount of \$10.00 before it increases to \$25.00. It is not clear to me as to when the dues increase goes into effect (at the time the renewal letter is sent, at the end of the ELPOI fiscal year, at, or after the annual meeting?). Consider defining the membership classes that dues will/can be collected for (it's already partially defined in the enclosed newsletter, see page 4). Again it depends on when the increase goes into effect what the membership will be expected to pay. You may want to check with Bill Allen as well so we can all be clear on this.

Please feel free to use the enclosed ELPOI letterhead stationary for the picnic/dues letter (if simply to cut and paste it onto your letter). I have used it to meet a variety of ELPOI needs and have readily shared it with other Officers and Executive Committee Members. I will never forget the year I sent out a correspondence to the membership with the incorrect name of the organization on it. More than one member spoke to me about it!

The new bylaws (see your enclosed copy, page 7) now requires that the organization's checks be signed by two (2) Officers. This would be the time to update the bank accounts from ELPOA to ELPOI, if they haven't already been done, while changing the signature requirements. I suggest checking with Bill Allen to see how and when to proceed with this. Various individuals have expressed to me strong concerns regarding the continued use of an organization's former name on checks and account statements after that organization has been incorporated.

Around June 12th or so Bob C. Stevens will be printing me an updated membership roster and labels for use this summer. Please send him a list of the individuals who will have sent in their '96 Dues by then. It helps, and in many respects is necessary, to have the list as complete as possible for quorum and voting purposes.

Thanks again for your help. I didn't intend to make such a lengthy letter, yet there always seems to be something that needs to be done by all us. I look forward to seeing you this summer. Keep me posted on the count for picnic attendance and what the details will be on dues collection. Should Bill Allen's position as President change due to his current family situation, John DiPofi would most likely be the individual to contact regarding these or any other matters. I'll be sending a copy of this letter to Bill to keep him up to speed with my thoughts and activities. He's got a lot on his mind right now.

Take care and see you soon,



Dianne E. Tiedemann
ELPOI Secretary
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