

**Subject: Re: Roster/Directory @ Logs**  
**Date: Monday, April 30, 2001 2:07 PM**  
**From: Setac** Removed by VNCA **>**  
**To: AAM <info@air-america.org>**

I really appreciate the input Jane. Thanks. I think we are the right track here. Let me place the procedure you explained in a simple format.

Procedure

1. Jane and Perhaps Judy will maintain a list of names as they choose that will have nothing to do with the mail out roster.
2. The 1st, 2nd and 3rd LOG will go to only current members and subscribers as before.
3. The 4th quarter LOG will go to all persons on the Mail out roster.
4. Current members have a 90 day grace period that is determined by a formula in excel.
5. The Directory will continue to be sent to current members as before.
6. The Directory will be printed according to the mail out roster and printed by a printer in an area where hands on, eye to eye contact can be made. (I don't see why it can't be done by the same printer that does the LOG.) The Directory should be printed and mailed bulk mail by September 1st each year.
7. The mail out roster will drop all names five years prior to September 1st of each year. For instance, any name on the roster that has an expiration date earlier than September 1st 1997 will be dropped. This would be 4 years plus the one, or last, year of membership. Any person who is dropped and later renews can be treated as a new member, but a new application is not required. The receipt of dues by Jane will constitute renewal. All names without any expiration date will be dropped. Honorary members do not need an expiration date and of course remain.
8. Mail out roster updates will be done as it is now by Jane sending the update to <info>.
9. Judy, Leigh and Sandi will maintain current rosters in accordance with that procedure. Others may participate as they wish, or the duty can be passed by mutual agreement.
10. Some time between July 1st and September 1st the three mentioned persons can exchange rosters by email to ensure each roster is correct and it is that corrected roster that will be used for the Directory.
11. Judy, as General Secretary, will coordinate the procedure and present any changes deemed necessary to the Board when necessary.

This appears to be the procedure that Jane has recommended and I agree with it. It allows enough flexibility for unknown conditions, but presents a plan that can be presented to another Board member that easily explains the procedure.

Jane and Judy, please review and if I have this incorrect, or you want to make changes, please advise.

Kind regards,

Allen Cates