

Bgf

DATE: 2 October 1978

RE: Organizational Assignments

TO: All officers & District Managers

During our September 15 meeting in Orlando, I stated my intention to involve as many members as possible with regard to committee work. After giving the matter due consideration I have decided to renege on that promise for the time being. The reason for this change is simple expediency. My schedule promises to keep me "out of pocket" for the next several months and I do not have time to identify capable people and persuade them to accept responsibility. Each of you, by virtue of your acceptance of office, have indicated your commitment to the organization and a willingness to work in its behalf. Therefore, I am dividing the work up amongst the Board of Directors.

I have made the assignments unilaterally and in most cases this letter will be the first notice you will have received. Therefore, if you feel that you absolutely cannot handle the task please let me know at once so I can make other arrangements to get the job done. All the assignments are important to the existence of E.A.F. and should not be ignored or treated indifferently.

PUBLICITY

It is extremely important that our colleagues know of E.A.F., its purpose and how to join with us. To this end each district manager is responsible to get the word out in his region. I have enclosed with this letter a news release which you may use as you see fit. I am asking Leon Larson to coordinate this effort and see to it that the announcement is given to the "Overflow", "Journal FES", "FLACS" or any other appropriate publication. Leon will also coordinate with the other committee chairman to obtain information for a newsletter and meeting announcements.

MEMBERSHIP

I am asking Bill Leseman to coordinate the membership drive and to help our Secretary, Sandra Fettes, draft an interim application form. As soon as possible Sandy will send each person on our mailing list an invitation to join E.A.F. along with an application form and a copy of the by-laws. Each district manager will receive the names, addresses and phone numbers (if available) of persons receiving membership invitations in his district so that he can follow up with their recruitment. Since most of the people on our mailing list have already expressed an interest in E.A.F. either by attending one of our meetings or by personal contact, having them signed up by our spring meeting should not be a big chore. Of course, we also need new contacts.

HOST & PROGRAM

We will need a place to meet and a program for the spring meeting. Dr. James Taylor indicated that we could use F.T.U. again. However, we should consider alternate facilities. The most important task for this committee will be to come up with a worthwhile program which will arouse interest and boost attendance. I am asking Alan Benson to poll the board of directors for program ideas and to coordinate all arrangements for our spring meeting.

ETHICS

Another top priority item is a code of ethics which our membership can endorse. I am hereby asking Jack Thomas to prepare a draft code of ethics for consideration at our Board of Directors meeting which we will try to hold in February. I am trying to obtain copies of such standards from other organizations for Jack to use as a model. If any of you have access to such materials pass them along to Jack.

BY-LAWS

While our present by-laws are adequate to get us started they are by no means all inclusive. Therefore, I am asking Steve Slaser to review our by-laws along with by-laws and constitutions of similar organizations and be prepared to propose amendments for consideration at the board of directors meeting in February. I have constitutional documents from sister organizations in Alabama, and Washington which I plan to pass on to Steve but I am sure he would appreciate input from other members of the Board.

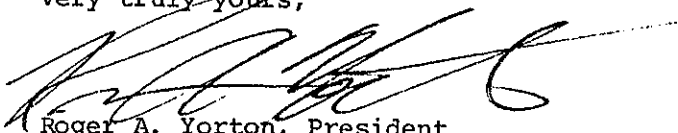
PROFESSIONAL RELATIONS

I believe that it is vital to establish our credibility as a professional organization ^{early} ~~partly~~ on interacting with the regulatory agencies and the legislature in a positive and responsible manner is the best approach. Therefore, I am asking Glen Horvath to poll the Board of Directors, and as many members as possible (especially Ben Martin) for suggested areas of concern that E.A.F. could champion. Glen should also be vigilant for new developments of interest to the membership which can be passed along via Leon Larson and the newsletter.

Several legal matters need to be resolved very soon. I am hereby asking Hugh Prentice to provide the Board with a detailed report on the mechanics of becoming incorporated, obtaining tax exempt status, the need for liability insurance, and bonding of executive officers.

During the weeks and months before our February Board of Directors meeting, Lloyd Chesney and myself will be contacting each of you by phone to offer advice and encouragement in completing these assignments. I am also asking Lloyd to come up with some suggestions for a logo to be used on official stationary, etc. Any ideas in this regard should be passed to Lloyd. Thanks for your continued help and cooperation.

Very truly yours,



Roger A. Yorton, President
Environmental Analysts of Florida