

ANNOUNCEMENTS:

NOTES FROM THE STENO POOL:

- (1) Committee Recommendations/Reports be brought over to the Steno Pool for typing and distribution to members for a session.
- (2) Proposals/Resolutions -- same as above.
- (3) Legal Opinion Requests are also directed to the Steno Pool. We finalized them and number them before sending them to the Attorney General.
- (4) For xeroxing copying, please deliver all materials to be xeroxed in the Steno Pool box, labeled "For Xeroxing." The Pool will make the copies and then deliver them to the requestor. The xerox machine has been breaking down constantly because of the incoordination of requestors making their own copies and not knowing exactly the correct utilization of the machine.
- (5) Any typing work should be directed to the Pool. The secretaries are more than ready to do the work, and are sure of the format to follow.
- (6) Additional requests of proposals, resolutions, reports, opinions, etc., must be cleared with the President's Office before getting them from the Pool, or with the Steno Pool Supervisor.