

MR. PRESIDENT & MEMBERS:

As much as we would like to make our work "error-free", often times we find ourselves in the Steno Pool loaded with last minute requests coupled with requestors just swarming into the Steno Pool Office pulling papers or documents from tables or boxes that we have made available for distribution.

Often times, I tried to make the role of the Steno Pool clear; however, such position or requests made from my office, of which I am responsible to supervise, are ignored because as some have advised us, "we are here to serve at the pleasure of the delegates." Although we are aware of such statement, we cannot serve each and every delegate to the maximum extent possible unless the work flow is coordinated and adhered to as I have often requested of many of you to follow.

Henceforth, beginning today, all requests coming to the Steno Pool should be directed to me personally and I will distribute and delegate the work among my staff. Requests that need to go into the next day's session must be delivered to me before 4:30 p.m., the day before. All requests received after the deadline will be calendared a day after. I also strongly recommend that Committee Chairmen work closely with their Committee Assistants and coordinate what they want to be calendared for the session. The Committee Assistants will then work with the Steno Pool Supervisor to accommodate the Committee's requests.

If all concern adhere to the Steno Pool's request, I am sure all will be happy and the Convention will be productive and fruitful, thus meeting the expectations of our people that we all here at the Convention represent -- Delegates as well as the staff.

*Mrs. Queen Shy, General*