NR_key_name:	02B472AB611BAC8E852561900052470C
SendTo:	CN=Tracy Shycoff/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=David Marwell/O=ARRB
DisplayFromDomain:	
DisplayDate:	03/31/1995
DisplayDate_Time:	10:14:19 AM
ComposedDate:	03/31/1995
ComposedDate_Time:	9:58:41 AM
Subject:	Pending Issues
	This is a gentle nudge. Our start-up phase is now over, and we need to make sure that we are fully functional as a professional office. The following is a list of projects/issues that have been pending for some time. Let's sit down and determine the current status of each and prepare a plan to get them moving. 1. GPO. We need to settle the printing issue. We are way overdue in preparing our brochure. We need to settle on a logo so that we can proceed with stationery, business cards, etc.2. Office Style Manual.3. Aministrative positions. They need to be filled soon. Let's decide on the best approach attracting applicants.4. Staff Manual. We need to get our policies down in black and white before tradition and inertia take over.5. Budget planning, reporting, and forecasting. I want to present to the Board a comprehensive budget report at the next meeting. Let's talk about form, format, and level of detail.6. Travel MOU. Where does this stand? What do we need to do?7. Furniture. What's up with the missing pieces (Files, bookcases,credenzi)? Bookcases for Board Room?
Body:	Additional Desks?
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	