

*Meeting of Executive Committee for*

*November Sales Seminar*

*Wednesday, Sept. 10, 1700 h*

*W. Wilson's office*

*Members present: M. Kornachi,*

*J. Mohammed, L. Witherspoon*

*Member absent: L. Theodorakopoulos*

*Announcement: Michael Kornachi has agreed to help with the Nov. Sales Seminar. He will be responsible for registration.*

*The minutes of the August meeting of the Executive Committee were distributed. One correction was called for. Honorariums will be paid to the keynote speaker and the banquet speaker but not to the luncheon speakers. The minutes were approved as corrected.*

*Jasim Mohammed proposed that the keynote speaker and the banquet speaker each be paid an honorarium of \$500. Committee members agreed.*

Michael Kornachi reported that James Atwell, who is in charge of working with the hotel on setting up audiovisual equipment, is ill and has asked to be relieved of this responsibility. Whom shall we ask to do this? After some discussion, Jasim Mohammed volunteered for the job.

Louise Witherspoon reported that increased attendance at the seminar (over attendance of previous years) is anticipated. Therefore, some of the meeting rooms that have been assigned to the sectional meetings of the Nov. Sales Seminar may be too small. She raised the question, should we ask for larger rooms? The Executive Committee instructed her to check with the hotel to see if larger rooms are available and, if so, to make arrangements to shift the large sectional meetings to larger rooms. Be sure to give the information on room changes to A.C. Rothbaum, who is responsible for having the program printed. He needs the changes by Sept. 20.

Meeting adjourned, 1830 h

W. Wilson