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Berkeley, California 94704  
Telephone (415) 843-0661

September 20, 1979

Dear Jack,

Enclosed are copies of my correspondence with Bill Lombardy and Professor Elo.

There are a few things I would like your opinion of.

- 1) What do you think of PCA stationery such as envelopes, memo sheets and stationery?
- 2) How about membership cards. One for voting and associate (different color for each card).

The printing could be done by Bill Atkins who presently prints the PCA Newsletter. His prices are well below market value and the cost would not be excessive. It would also add a needed professional touch of correspondence to perspective backing of PCA activities. Both the stationery and memb. cards would have the PCA logo. I think it best to use the one designed by Ray Alexis for the stationery and memb. cards. Sharon's design could be used for the memo sheets.

Another thought along the same lines are perspective goals of the PCA printed in "resume" format. Also to be considered are business cards for the elected officers of the PCA.

My plan of organization of my duties are as follows:

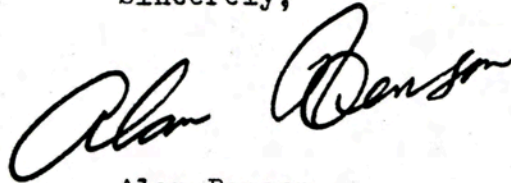
- 1) to keep a card file of all members in alphabetical order with address, telephone number, method of payment (check/cash) and expiration date.
- 2) firstly, to keep up a mailing list of members under Max's system and when things get straightened out to keep it by a) voting members, b) assoc. memb. and c) freebies. The list would be organized by state (in alp. order) and zip code.
- 3) To keep accurate list of my expenses (phone, postage and any other misc. items connected with my duties as PCA secretary-treasurer).
- and lastly 4) to keep accurate books connected with all PCA activities (banking/savings & checking/publishing expenses/officer reimbursement for misc. expenses).

Another point I forgot was new membership forms printed up that would be graphically tasteful and present the PCA goals.

My Dad, whom presently is the president of a non-profit group, is going to assist me with the ins and outs of the banking system. I want the best possible situation for our needs.

As you probably know Jack, I am going to work on a non-profit chess fund through the University of California (Berkeley). Through it I will be seeking funds for Bay Area promotion of chess. The PCA goals are of course of a nation wide perspective. Between the two I going to learn one hell of a lot.

Sincerely,

A handwritten signature in cursive script that reads "Alan Benson". The signature is written in dark ink and is positioned above the typed name.

Alan Benson

PCA Secretary-Treasure

P.S. Have you come to any decision regarding my salary for the period which I am elected to?

P.S.S. I shall write you again soon with the banking info you will need to sign over your PCA funds into the accounts I will have set up.

CC : PCA S/T