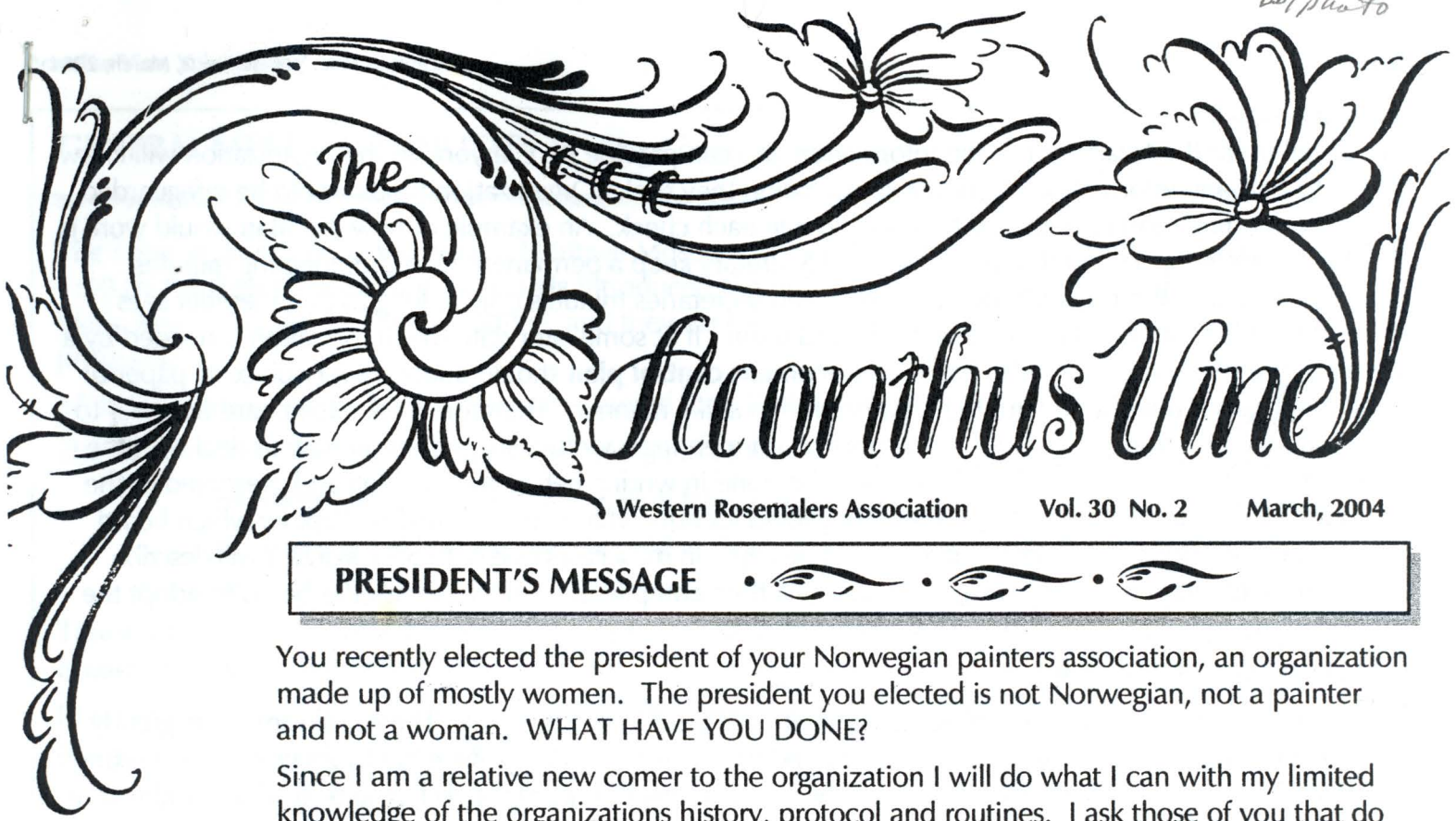


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Western Rosemalers Association Vol. 30 No. 2 March, 2004

PRESIDENT'S MESSAGE

You recently elected the president of your Norwegian painters association, an organization made up of mostly women. The president you elected is not Norwegian, not a painter and not a woman. **WHAT HAVE YOU DONE?**

Since I am a relative new comer to the organization I will do what I can with my limited knowledge of the organizations history, protocol and routines. I ask those of you that do know these things to help me. Keep me informed. Advise me. Prompt me. Don't let me go astray. It is your association after all.

There is one job that a fresh pair of eyes has seen that needs attention, and that is document control. When **Pat** turned over the presidents books to me at the last meeting, there was more than enough to fill an apple box. Does the president really need all that paper? Probably not. Past and present board members have commented that they were keeping volumes of paper of dubious value. Some pieces of paper like meeting notes and attendance records are being kept by more than one person. Some pieces of paper were being kept by board members and passed on to their counterparts that are dated, of temporary value and need not be kept forever. These type of documents should be identified and purged. Some pieces of paper are of extreme value to the organization such as the founding of the organization, the tax free status and other legal documents. It is very important these type of documents be identified and safeguarded and not lumped in with volumes of unnecessary paper. The books just keep getting bigger and bigger. A written **document control plan** would guide us all in the routing and disposition of the various paper work.

The present routing of bank statements seems cumbersome. They presently go to the president. The treasurer gets them some time later, usually too late to do a timely and accurate report to the members. The president keeps a copy and the treasurer keeps a copy. This seems to be redundant and unnecessary. A better way might be for the statement to go directly to the treasurer. If the president or any other member wants to know the financial status, the **plan**

(Continued on page 2)

The **Acanthus Vine** is published 4 times a year approximately two weeks prior to the coming meeting. News items that any member deems interesting or beneficial to our members is welcome. If you have e-mail, send as **Word Doc** attached to e-mail to **Barb Smith** (address above-left); or surface mail to return address on this Vine.

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