

Dear Chris:

As we discussed last week, the NCCC84 committee has been asked to develop a plan to ensure that reports and other appropriate paperwork get completed on time every year. I propose that we have a 5-year appointment for one member to serve as the liaison between the group and administration. That person will prepare and submit the annual report, request permission for the meeting, and maintain contact with you and the AA as necessary throughout the year. I will serve as this liaison for the first five years, which will get us through our next project renewal. I hope this arrangement is acceptable to NIMSS.

Thank you.

Shelley

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