

*Baltimore City, Baltimore County
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June 17, 1998

Lucy B. Robins
Vice President and
Associate Legal Counsel

Lynne M. Durbin
W.R. Grace & Co.
P.O. Box 2117
Baltimore, MD 21203-2117



Re: Minutes of June 9 Meeting

Dear Lynne:

Enclosed please find my draft minutes of our first meeting. Please give me a call if there's anything I misstated or missed, or if you have any questions.

I think we are off to an excellent start. I look forward to seeing you at our July 14 meeting.

Sincerely,

Lucy
Lucy B. Robins

*Through 21201
21000 - 21999*

ACCA Membership Committee

Minutes of June 9, 1998 Meeting

Attendees: Kevin Carnell, Maureen Dry, Lynne Durbin, William Maseth,
David Schwiesow, Jeff Zinn, Lucy Robins

1. David Schwiesow has a mailing list of 175 "prospects"; 50-55 are already ACCA members.
 - His secretary can add additional names.
 - Lynne Durbin will generate additional names to David Schwiesow from Martindale-Hubbell; David will weed out duplicates.
 - Lucy Robins will distribute map of Baltimore Chapter's "territory." (Attached)
 - Maureen Dry will contact ACCA to obtain membership packets.
 - Will have at all meetings.
 - All Committee members to have a supply.

2. We need a recruitment mailing/event.
 - Will tie to September (Fall kick-off) meeting.
 - Program Committee (Dudley Staples, Susannah Bennett) working on Fall meeting schedule.
 - September program to be about "Finding your next job." West Publications will pay for luncheon.
 - We suggest meeting week of 9/21.
 - David will get info from Program Committee, bring to Membership Committee - should be finalized by mid-July.
 - Membership mailing in mid-August. Jeff Zinn and Kevin Carnell will write 1st draft of letter.
 - David will handle this mailing. Hopefully, this responsibility can be rotated.
 - RSVP deadline to be one week prior to meeting.

- Membership Committee members will make follow-up calls to non-responders.
 - Need to firm up mechanics of tracking acceptances, getting list of non-responders to Committee, with telephone numbers. Discuss at July meeting.
 - We probably won't have time to call everyone.
3. We should have a "Welcome New Members" event.
- Social only; no panel discussions.
 - David and Kevin will look for a location other than Center Club; some kind of interesting site.
 - Maureen will discuss funding with West Publishing rep.
4. We need a Member Directory.
- Bill Maseth will call ACCA for samples.
 - David will talk to Donnelly about free production.
5. We should have "sign-in" sheet at each event.
- Track who's attending, who's a member.
 - Lucy to prepare.
 - Need a plan for integrating with address list. Maybe address list can be put in spreadsheet form, with fields to track meetings attended and recruiting contacts, also Committee participation.
 - Useful for retention as well as recruiting.
 - Discuss at July meeting.
6. Next Meeting
- Membership Committee to meet again on 7/14/98 at 8:30 a.m. at T. Rowe Price. Bagels will be served.