



MENTOR of ARISIA #14



Newsletter of Arisia, Incorporated
1 Kendall Sq., Suite 322, Cambridge, MA 02139

"ARISIA" is a registered service mark of Arisia, Incorporated

EXECUTIVE BOARD MEETING 13 OCTOBER 1991

The meeting was called to order at the MIT Student Center at 2:25 PM by president Patrick McCormack. Present: P. McCormack, J. Jordan, M. Ellis, J. Ross, K. Van Auken.

It was reported that a letter to Sheldon Price relative to sponsorship of Arisia has been sent.

Jeff reported that he had been speaking with SCUM about the lighting equipment. They appear to be interested in buying it from us for NJAC.

Clerk -- Joe passed around the Annual Report for filing with the State Secretary's office for signature.

There was discussion about the setting of prices on video sales items. It was on motion

VOTED: To authorize Jim Belfiore to set prices on video sales items at Arisia 92.

The Board next discussed the issue of merchandise sales. It was then on motion

VOTED: To recommend to the Membership the formation of a separate Merchandising Committee to deal with the sales of merchandise items.

Treasurer -- Written report submitted. Marshall has created financial voucher forms for use by anyone spending money.

A Contingency Fund has been established with an initial amount of \$200.00 and an Indemnity Fund with an initial amount of \$100.00.

The Board next discussed the question of lending the art show panels. After discussion, it was on motion

VOTED: To approve the lending of art show panels to the upstate New York group which has requested to borrow them after Arisia 92.

The meeting adjourned at 3:00 PM.

A. Joseph Ross
Clerk

CORPORATE MEETING 13 OCTOBER 1991

The meeting was called to order at the MIT Student Center at 3:12 PM by president Patrick McCormack. The minutes were accepted as submitted.

Reports

President -- Asked that anyone who intends to introduce any motions please present the idea to the Executive Board first.

All existing committees have expired. Anyone interested in being appointed to the Grants Committee should contact Jeff Jordan. Anyone interested in being appointed to the Budget Committee should contact Marshall Ellis. Anyone interested in any other committee should contact the president.

The correct honorific to address the president is "El Supremo."

Clerk -- There were two mistakes in the attendance list as published in the last Mentor: Donna Dube and Pat Vandenberg were present. This was a clerk's error.

Treasurer -- A written report was submitted, and appears elsewhere in this Newsletter. Vouchers have been created for anyone who makes an expenditure for Arisia.

Vice President -- NJAC may be borrowing the lighting gear for the art panels.

Concomm 92 -- Meeting on 26 October at Pat Vandenberg's home. This is an important meeting, as all the various schedules will be overlayed to check for conflicts.

Anyone with receipts should give them to Marshall. If you have not been reimbursed yet for the item, turn the receipt in to Marshall and get a receipt from him.

The marketing mailing is running late.

Regarding the Terrace Room, we have agreed to give up the Terrace Room. In return, we are getting all the rest of the rooms on the 4th floor, \$1000.00 off on our function space rental, and an additional suite.

Deb Smith needs information for pre-reg. packet unless you are happy with the material which has appeared in previous literature.

Filk performer Mitchell Burnside Clapp is coming and it won't cost us anything.

People who expect to be a panelist must fill out a questionnaire for Sheila or they won't exist in the database.

President (Supplemental) -- It's not too late to start thinking about volunteering for con chair for Arisia 94.

Unfinished business

The motion to amend Section 3.4 (a) of the bylaws by striking the words "two weeks" and substituting "eighteen days" was tabled to this meeting from the prior meeting. Since the clerk had forgotten to publish a notice in Mentor, it was VOTED: To postpone consideration of this motion until the next meeting.

New Business

The Membership next discussed the Executive Board's recommendation to establish a Merchandising Committee. After discussion, it was on motion unanimously

VOTED: To establish a Merchandising Committee, to be responsible for the making and selling of all items of merchandise which the corporation sells.

Pat stated that all who wish to be part of the committee should contact him.

The Membership next discussed a request for release of database information. After discussion, it was on motion

VOTED: To approve the release of the address database, in the form of labels, to Cindy Stuart, for the purpose of running a not-for-profit convention.

Proposed Membership Transfers --It was moved to transfer Tim Roberge to General membership. This motion was tabled to the next meeting as required by the bylaws.

The Membership next considered the method of counting attendance at conventions in order to implement the registration limit. After discussion, it was on motion

VOTED: That for purposes of determining the registration limit, committee, staff, and guests will not be counted.

Announcements

There will be a programming meeting on Saturday, 9 November.

The meeting adjourned at 4:05 PM.

A. Joseph Ross
Clerk

Meeting Attendance

The following persons are recorded as having attended the meeting (*=Non-member):

Robert Bazemore, Heather Coon, Mike DiGenio, Donna Dube, Marshall Ellis, Jeff Jordan, Ben Levy, Spencer Love, Patrick McCormack, Sheila Oranch, Chris Palmer, Anita Raj, Tim Roberge, Joseph Ross, Matthew Saroff, Frances Selkirk, Paul Selkirk, Deb Smith, Kimberley Van Auken, *Lauren Burka.

Corporate Officers

President: Patrick McCormack, 185A Fairmount Avenue, Hyde Park, MA 02136, 617/361-1856

Vice President: Jeff Jordan, 27 Grassmere Road, Hyde Park, MA 02136, 617/364-1531

Treasurer: Marshall Ellis, RR 1, Box 211, Deerfield, MA 01342, 413/774-5874

Clerk: Joseph Ross, 648 Washington Street, Brookline, MA 02146 H:617/734-7372 W:617/367-0468

TREASURER'S REPORT
October 13, 1991

Cash Balances:

Corporate checking, Park West \$315.52
Corporate Checking, Neworld \$ 49.57
Convention II (1992) Account \$234.32

Cash on Hand \$ 599.41

Impending expenditures include:

General corporate, 2 months	\$ 100
Convention: (next 6 weeks, apx.)	
Registration	\$500
Technical	\$300
Marketing	\$300
Misc.	\$100
	\$1200

Special items impending:

Art Panel Costs	\$2000
Other Capital	\$ 500
	\$2500

Current Liabilities:
(as opposed to notes payable)

Sales Tax Collections, apx.	\$ 225
Reimbursements, apx.	\$1500
Refunds, est. minimum	\$1500
	\$3225

Grand Total Near term obligations: \$7025

Other Comments, Information, etc.

- 1) I cannot emphasize enough: SELL SELL SELL! While I am able to appear less worried than I am at any given time, we are and have been on the brink of financial ruin. This needn't have become so bad! People have expressed concern to me over the breakdown of marketing, rightly realizing that it is directly linked to our finances and the continued existence of this corporate entity.

My response is that everybody should counter by doing some part to MARKET ARISIA. I have started placing copies of fliers, with missing information typed on them, in stores and colleges in my part of the state. I hope to give mailers to several people who aren't on the mailing list, but might be inclined to attend. I talk about ARISIA to people I meet.

I challenge the rest of you to do the same. I challenge pre-reg to get inquiries into the appropriate hands quickly. I challenge those people to answer them promptly. If we are going to use "Team ARISIA," then let's function as one. That means communicating, coordinating efforts, working in concert toward the same overall goal: The best convention anywhere -- and financial stability!

How bad is it? The projection was to sell 900 memberships by November 24. Well, that leaves 700-odd to go in the next SIX WEEKS. Yes folks, there are less than 3 months left until the convention! SEVEN-HUNDRED! SIX WEEKS! That's \$17,500! And much of that money should have come in already.

There is your pep talk. NOW DO IT!

2) **IMPORTANT INFORMATION!**
 ****BUDGET PROCESS****

I would like to outline the budget procedure planned for this year, which is designed to remain within the requirements of the bylaws while avoiding another fiasco. Pay special attention to this if you expect to be on the 1993 con committee, and don't say you weren't warned. The timetable is approximate, and the whole procedure is subject to change in the future or even as we go along, as we continue to refine what works best for us.

Naturally the timetable depends also on when a convention treasurer is selected, and will be compressed at the starting end as needed in deference to any delay in selection of key personnel. The end of the process will not change.

The first meeting of the committee will be about late November. The convention treasurer will be a member of the committee. The first meeting will consist of discussing the big picture, and developing an overview of expected resources available and about how much will need to be applied where. To sum up, the goals of the first meeting will be to establish preliminary revenue projections, to determine roughly how much to apply to each area, to develop in the process a target total for the Convention I Fund, and to review our own budget development procedures.

The convention treasurer, aided as needed by committee members, will go forth and begin soliciting the wish lists of the con committee members. All initial figures will be tentative, subject to further information on actual '92 activity.

The next meeting will be held shortly after ARISIA '92, and will digest those wish lists and the results of the late con. We will spew forth the con treasurer and helpers again to take our feedback to people and investigate questions and solutions to quibbles and qualms, then meet between zero and one more times to hash things over.

After that there will be an open meeting and/or joint budget committee/con committee meeting, at which everyone can tear into each other. This should be in February sometime.

There will be another meeting to finalize the con budget figures, and look again at whether it fits comfortably into the big picture. If we've been neglecting the corporate part of the budget, that may be worked on at this time; even finished.

By the March corporate meeting, at least the con budget will be ready for presentment, with a final vote coming in April. If the rest of the budget is not ready at the same time, a final meeting will be held to make the finishing touches, and the remainder of the budget will be presented one month later.

The idea is to have sufficient flow of information back and forth so that there are no surprises.

The level of detail expected in budget requests -- and they are only requests until they are approved, not sacred cows -- is to be finer this year, in keeping with the evolutionary process that makes this increasingly possible and desirable. At the least you should have plenty of detail to defend your level of requests, but this year expect the budget to include more refined breakdowns. Expect the budget committee to independently price things to verify the accuracy of figures, but not to gather them FOR you.

*****IF YOU ARE ON THE 1993 CON COMMITTEE, THIS IS NOTICE OF BUDGET REQUEST INPUT. *****

PRELIMINARY figures only will be expected by mid-November. In absence of a con treasurer, give them to me or Rob, or to any budget committee member once they are appointed. These can be as rough as an estimated total for each department, and a listing of what departments and major functional expenditures you cover. If you can give details that early, great.

FINAL, refined requests will be expected by the date (TBA) of the budget committee meeting following ARISIA '92. Remember that what you request is not necessarily what you'll get, but you'll know that ahead of time this time and have a chance to present your case.

3) Reminder! Please use convention checks for convention expenditures and corporate checks to pay for corporate expenditure. Last month a convention check was inadvertently used for Mentor postage, and a corporate check was used for fliers! If you have any question of what is what, please ask me. I know; sometimes using the wrong ones will be inescapable, but please try to avoid it.

4) I have created a voucher form for recording ARISIA expenditures. It is meant to be photocopied as needed, both blank and for your records.

A copy goes to me, one should be kept for your records, and where applicable, one should go to your division head. This should happen ASAP once an expenditure is made. In some cases an incomplete copy can be given to me, and the details supplied later; such as for an approaching credit purchase.

The detailed nature of the form enables it to double as a managerial record of activity to aid future planning and such.

All expenditures must be accompanied by this form. I will reimburse nothing without one. Instructions will be provided. If there are any questions, please feel free to ask me.

ADDITIONAL ANNOUNCEMENTS FROM THE TREASURER

- 1) Notice of expenditures made before September 1991 MUST be given by December 1, 1991.

We may be unable to reimburse you yet, and you should retain the original receipts until you are paid, but the information must be in, or it will not be included in the previous fiscal year, even as an accrual.

You will probably be reimbursed even if notice is not made by the deadline, but you will be assigned a barrel bottom priority.

I would like to point out that any expenditures made in FY '91 and NOT REPORTED as awaiting reimbursement are not planned for in the FY '92 budget. That means that due to failure by some people to submit required information, more funds were deemed available than should have been, that amount was allocated, and now paying those who come out of the woodwork late yanks money from current allotments.

- 2) Our federal filing with the IRS is due January 15. Between now and then I will be hyper, bringing everything up to par and preparing our 990 and financial statements. Please be aware that I'll be stressed out, and forgive me if I bite your head off for looking at me funny. Please cooperate if I contact you with questions about past transactions.

- 3) From now on, requests for reimbursements will not be paid until accompanied by a voucher. I will make them widely available, along with instructions. And again, feel free to photocopy them.

- 4) If you spend money, send or hand me notice, in the form of a voucher, within a week. I can't speak for them, but I believe you should so notify, for con stuff, your division head or con chair as well, assuming it is not something they pre-approved.

- 5) When in doubt, leave it out. If you don't know what goes in a space on a voucher, leave it for me to complete, or ask first. If you are being reimbursed, you don't fill out anything about manner of payment or date paid, only the date of purchase and the details of where, what, how much, and by whom. I know this will seem confusing at first, but it's not as complicated as it looks.

- 6) One contingency dealt with neither on the vouchers nor in the instructions is what if one purchase is for multiple areas. Well, it depends. In some cases it'll be easiest to allocate the whole thing to one area; for instance, Robin sends a stack of art via FedEx, for use in the program book. One piece also is used for a flier. Inconsequential; the FedEx bill goes under program book costs.

In other cases, use the detail or remarks area to indicate what parts of the purchase are for what areas, and write "see below" where you'd normally write that info.

Or if you prefer, or if that's too cumbersome, use a different voucher for each area. I'll simply pay with one check, and write the same check number, etc., on each of the applicable forms.

Instructions for ARISIA Vouchers

Be LEGIBLE!

- my use.

Date paid - date whoever ARISIA is paying is paid; I'll fill this in if I'm issuing the money.

Date of Purchase - date the stuff was bought, or ordered on credit; not necessarily the same as date paid!

Method of payment - check off check, credit, petty cash, or other; I'll do this myself where appropriate. "Other" is for transactions that don't fit the three usual categories, such as barter arrangements or notes issued in payment.

Check number - the number on the check used.

Account - Which checking account: Corporate, Convention II, or Convention I. Or Neworld in the odd event that account is used for other than transfers to corporate proper. If you like shorthand, number them 1, 2, 3, and 4 in the same order I just named them.

Terms - the terms of payment of a credit purchase, such as "net 30 days" or "2/10, n/30" (due in 30 days but a 2% discount if paid within 10).

Notice date - the date I am notified of the credit purchase.

Approved - signed authorizing credit purchase, preferably by me, or by another officer, or for non-major con expenses, the con chair.

Petty Cash: Number - number of petty cash transaction; I'll fill in.

Taken - amount of cash issued to person responsible for it.

By - signed by person receiving the cash.

Returned - balance returned to petty cash from the funds issued.

By - signed by person receiving the returned cash. (me or my agent)

Total Spent - the amount of the purchase accounted for on the form.

Vendor - name, address, phone number, any other useful info about the vendor purchase is made from.

Payee - the person to whom payment is made ("same" if the vendor is the payee).

Division - name of division, or "corporate," or other broad designation.

Department/Function - area expenditure applies to more specifically; a narrow designation within the broad one.

Purchased by - name of person making the purchase.

Approved by - signed by person with budget authority or appropriate higher authority in their stead.

Detail: - any pertinent detail about the expenditure; for instance, "100 stamps @ .29" or "6 4 day VCR rentals - deluxe VHS model - @ \$65" or (under Corporate/Capital) "50 4x8 ft sheets pegboard @ \$10." Use the back if you run out of space.

Remarks: - any special comments by any party to the voucher.

Not all spaces will always be relevant, and some are meant mainly for my use. When in doubt, ask.

NOTICE OF MEMBERSHIP TRANSFERS

1. *The transfer of the following members from Red Shirt to General will be considered at the next meeting: Tim Roberge.*

2. *The following General Members will automatically be transferred to Red Shirt if they do not attend the next corporate meeting: Holly Love. In accordance with Section 1.2 of the Bylaws, an automatic transfer may be waived by the Membership for cause, which cause must be stated in the minutes.*

It is YOUR RESPONSIBILITY to check your name off on the attendance list in order to be counted as attending a meeting.

Upcoming Events

9 November, Saturday -- 10:00 AM Programming meeting, at Brandeis University. Call Heather Coon for details/directions: H: 508/897-6290, W: 617/736-3252.

10 November, Sunday -- 3:00 PM Corporate Meeting at UMass Campus Center, Amherst. Executive Board will meet at 2:00 PM.

16 November, Saturday -- Concomm Meeting. Time & Place TBA.

13 December, Friday 8:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 7:00 PM.

14 December, Saturday -- Concomm Meeting. Time & Place TBA.

28 December, Saturday -- Concomm Meeting. Time & Place TBA.

1992

3 - 5 January, Friday thru Sunday -- Arisia 92 at Park Plaza Hotel, Boston

19 January, Sunday -- 3:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 2:00 PM.

14-16 February, Friday thru Sunday -- Boskone 29 at Marriott and Sheraton Hotels, Springfield.

21 February, Friday 8:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 7:00 PM.

15 March, Sunday -- 3:00 PM Corporate Meeting at UMass Campus Center, Amherst. Executive Board will meet at 2:00 PM.

12 April Sunday -- 3:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 2:00 PM.

*For Up-To-Date Information by computer/modem, call the Arisia BBS:
617/364-1576.*

Please notify the Clerk of upcoming events to go into this calendar.

NOTICE OF BYLAW AMENDMENT

The following proposed amendment to the Bylaws will be considered at the next meeting:

Moved to amend Section 3.4 (a) of the bylaws by striking the words "two weeks" and substituting "eighteen days".

This amendment was proposed by the clerk in order to increase the time interval between the submission of nominations for office and the deadline for mailing of Mentor.

ARISIA,™ INCORPORATED
1 Kendall Square, Suite 322
Cambridge, MA 02139

FIRST CLASS MAIL

TREASURER'S REPORT
October 13, 1991

Cash Balances:

Corporate checking, Park West	\$315.52
Corporate Checking, Neworld	\$ 49.57
Convention II (1992) Account	\$234.32

Cash on Hand	\$ 599.41
--------------	-----------

Impending expenditures include:

General corporate, 2 months	\$ 100
Convention: (next 6 weeks, apx.)	
Registration	\$500
Technical	\$300
Marketing	\$300
Misc.	\$100
	\$1200

Special items impending:

Art Panel Costs	\$2000
Other Capital	\$ 500
	\$2500

Current Liabilities:

(as opposed to notes payable)

Sales Tax Collections, apx.	\$ 225
Reimbursements, apx.	\$1500
Refunds, est. minimum	\$1500
	\$3225

Grand Total Near term obligations:

\$7025

Other Comments, Information, etc.

1) I cannot emphasize enough: SELL SELL SELL! While I am able to appear less worried than I am at any given time, we are and have been on the brink of financial ruin. This needn't have become so bad! People have expressed concern to me over the breakdown of marketing, rightly realizing that it is directly linked to our finances and the continued existence of this corporate entity.

My response is that everybody should counter by doing some part to MARKET ARISIA. I have started placing copies of fliers, with missing information typed on them, in stores and colleges in

my part of the state. I hope to give mailers to several people who aren't on the mailing list, but might be inclined to attend. I talk about ARISIA to people I meet.

I challenge the rest of you to do the same. I challenge pre-reg to get inquiries into the appropriate hands quickly. I challenge those people to answer them promptly. If we are going to use "Team ARISIA," then let's function as one. That means communicating, coordinating efforts, working in concert toward the same overall goal: The best convention anywhere -- and financial stability!

How bad is it? The projection was to sell 900 memberships by November 24. Well, that leaves 700-odd to go in the next SIX WEEKS. Yes folks, there are less than 3 months left until the convention! SEVEN-HUNDRED! SIX WEEKS! That's \$17,500! And much of that money should have come in already.

There is your pep talk. NOW DO IT!

2) IMPORTANT INFORMATION!
BUDGET PROCESS

I would like to outline the budget procedure planned for this year, which is designed to remain within the requirements of the bylaws while avoiding another fiasco. Pay special attention to this if you expect to be on the 1993 con committee, and don't say you weren't warned. The timetable is approximate, and the whole procedure is subject to change in the future or even as we go along, as we continue to refine what works best for us.

Naturally the timetable depends also on when a convention treasurer is selected, and will be compressed at the starting end as needed in deference to any delay in selection of key personnel. The end of the process will not change.

The first meeting of the committee will be about late November. The convention treasurer will be a member of the committee. The first meeting will consist of discussing the big picture, and developing an overview of expected resources available and about how much will need to be applied where. To sum up, the goals of the first meeting will be to establish preliminary revenue projections, to determine roughly how much to apply to each area, to develop in the process a target total for the Convention I Fund, and to review our own budget development procedures.

The convention treasurer, aided as needed by committee members, will go forth and begin soliciting the wish lists of the con committee members. All initial figures will be tentative, subject to further information on actual '92 activity.

The next meeting will be held shortly after ARISIA '92, and will digest those wish lists and the results of the late con. We will spew forth the con treasurer and helpers again to take our

feedback to people and investigate questions and solutions to quibbles and qualms, then meet between zero and one more times to hash things over.

After that there will be an open meeting and/or joint budget committee/con committee meeting, at which everyone can tear into each other. This should be in February sometime.

There will be another meeting to finalize the con budget figures, and look again at whether it fits comfortably into the big picture. If we've been neglecting the corporate part of the budget, that may be worked on at this time; even finished.

By the March corporate meeting, at least the con budget will be ready for presentment, with a final vote coming in April. If the rest of the budget is not ready at the same time, a final meeting will be held to make the finishing touches, and the remainder of the budget will be presented one month later.

The idea is to have sufficient flow of information back and forth so that there are no surprises.

The level of detail expected in budget requests -- and they are only requests until they are approved, not sacred cows -- is to be finer this year, in keeping with the evolutionary process that makes this increasingly possible and desirable. At the least you should have plenty of detail to defend your level of requests, but this year expect the budget to include more refined breakdowns. Expect the budget committee to independently price things to verify the accuracy of figures, but not to gather them FOR you.

*****IF YOU ARE ON THE 1993 CON COMMITTEE, THIS IS NOTICE OF BUDGET REQUEST INPUT.*****

PRELIMINARY figures only will be expected by mid-November. In absence of a con treasurer, give them to me or Rob, or to any budget committee member once they are appointed. These can be as rough as an estimated total for each department, and a listing of what departments and major functional expenditures you cover. If you can give details that early, great.

FINAL, refined requests will be expected by the date (TBA) of the budget committee meeting following ARISIA '92. Remember that what you request is not necessarily what you'll get, but you'll know that ahead of time this time and have a chance to present your case.

3) Reminder! Please use convention checks for convention expenditures and corporate checks to pay for corporate expenditure. Last month a convention check was inadvertently used for Mentor postage, and a corporate check was used for fliers! If you have any question of what is what, please ask me. I know; sometimes using the wrong ones will be inescapable, but please

try to avoid it.

4) I have created a voucher form for recording ARISIA expenditures. It is meant to be photocopied as needed, both blank and for your records.

A copy goes to me, one should be kept for your records, and where applicable, one should go to your division head. This should happen ASAP once an expenditure is made. In some cases an incomplete copy can be given to me, and the details supplied later; such as for an approaching credit purchase.

The detailed nature of the form enables it to double as a managerial record of activity to aid future planning and such.

All expenditures must be accompanied by this form. I will reimburse nothing without one. Instructions will be provided. If there are any questions, please feel free to ask me.

ARISIA CORPORATE MEMBERSHIP

October 26, 1991 at 3:30 p.m.

Page 1

FName	LName	Address	City	St	Zip	Phone	C1
Rob	Bazemore	15 Flintlock Road	Lexington	MA	02173	617/862-8085	G
Jim	Belfiore	18 Dix Rd.	Maynard	MA	01754	508/897-6203	G
David A.	Cantor	114 D. W. Highway #418	Nashua	NH	03060	603/888-8133	G
Heather	Coon	8 Colbert Avenue #11	Maynard	MA	01754	508/897-6290	G
Mike	DiGenio	213 Webster Street	E. Boston	MA	02128	617/569-7281	G
Donna	Dube	27 Grassmere Road	Hyde Park	MA	02136	617/364-1531	G
Mark	Dulcey	235 Main Street #2	Medford	MA	02155	393-9546	G
Donald	Eastlake III	925 Dedham Street	Newton	MA	02159	617/244-2679	RS
Marshall	Ellis	RR1, Box 211	Deerfield	MA	01342	413/774-5874	G
Tom	Fish	21 Mohawk Trail #303; POB 4000	Greenfield	MA	01302	413/863-8919	G
Elizabeth	Gallagher	37 Almont St. 3rd Floor	Medford	MA	02155	617/391-2537	G
Christine	Ivey	Box 22	Center Stratford	NH	08315		RS
Jeff	Jordan	27 Grassmere Rd.	Hyde Park	MA	02136	617/364-1531	G
Allan	Kent	15 Park Avenue Ext	Arlington	MA	02174		G
Johnna	Klukas	18 Dix Rd.	Maynard	MA	01754	508/897-6203	RS
Benjamin	Levy	14 Otis St. #2	Wakefield	MA	01880	617/246-2766	G
Holly	Love	1 Annie J. Circle	Milford	MA	01757		G
J. Spencer	Love	1 Annie J. Circle	Milford	MA	01757		G
Patrick	McCormack	185A Fairmount Ave.	Hyde Park	MA	02136	617/361-1856	G
Patricia	Newcomb	37 Almont St. 3rd Floor	Medford	MA	02155	617/391-2537	G
Sheila M.	Oranch	45 Christopher Rd.	Holliston	MA	01746	508/429-4301	G
Chris	Palmer	11 Hallmark Gardens #6	Burlington	MA	01803	617/270-9794	G
Mark	Pirttiaho	268 O'Callaghan Way	Boston	MA	02127	617/825-2419	G
Anita	Raj	334 Harvard Street #J2	Cambridge	MA	02139	617/868-2714	RS
Tim	Roberge	104 Summer Street	Framingham	MA	01701		RS
Mary	Robison	23 Dartmouth St.	S. Hadley	MA	01075	413/532-6230	G
A. Joseph	Ross	648 Washington St.	Brookline	MA	02146	617/734-7372	G
Matthew	Saroff	34-3 Shunpike Road #157	Cromwell	CT	06416	203/344-1606	G
Frances	Selkirk	112A Marblehead Street	North Reading	MA	01864	508/664-6365	G
Paul	Selkirk	112A Marblehead Street	North Reading	MA	01864	508/664-6365	G
Deborah Ann	Smith	428 Broadway #3	Sommerville	MA	02145	776-1225	G
Kimberley S.	Van Auken	73 Mill St.	Burlington	MA	01803	617/273-0697	G
Pat	Vandenberg	15 Park Avenue Ext	Arlington	MA	02174		G

TOTALS:

Printed 33 of the 67 records.

PRIMARY SORT FIELD: LName

SELECTION CRITERIA:

(Exp="9/1/92")