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Letter to Donald Ziegenfuss regarding the SEAALL Convention Fund bank account, December 16, 1982

Mary Bourget

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REPLY TO:

December 16, 1982

Carlton, Fields, Ward, Emmanuel,
Smith & Cutler, PA
610 N. Florida Ave.
Tampa, FL 33602

Attn: Don Ziegenfuss

Dear Don:

Per our conversation of yesterday afternoon, a checking account has been established at the main office of Sun Bank in Orlando under the name of "Southeastern Chapter American Association of Law Libraries (SEALL Convention Fund)" and the account number is 243617826. As you and I agreed, I will not write any checks from this account unless absolutely necessary, but will deposit donations and registration fees into it. Invoices will be forwarded to Ed Edmonds to be paid from the regular SEALL account.

I would like to do a postcard mailing on December 27 reminding everyone that hotel reservations must be made by January 10. Unless I hear otherwise from you, I will do that.

I have sent a convention packet to Bill Jepson. I will also be sending convention information to our non-member speakers as well as contributing exhibitors.

A request has been made to Ed Edmonds to send hotel reservation forms with deposits for Leah Chanin and Mr. Sunberg's rooms.

Guess that's all for now. Have a nice trip and a fun move.

Sincerely,

Mary

Mary S. Bourget
Librarian

/sef
Enclosures