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Letter to Diana Osbaldiston regarding SEAALL Annual Meeting expenses, April 25, 1990

J. Wesley Cochran

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April 25, 1990

Ms. Diana Osbaldiston
Catalog Librarian
University of South Carolina
Columbia, SC 29708

Dear Diana:

I had hoped to be able to close the books on the Annual Meeting and Institute by now, but several expenses are still outstanding from the Annual Meeting. Several speakers have not yet filed for reimbursement and South Central Bell has not sent the bill for installing the telephone line needed for the DIALOG program.

Looking at the Institute separately, though, we must face a disappointing situation, worse than I originally thought. In planning the Institute the Education Committee estimated expenses at $1,750.00. We set the break-even point at 50 registrants, at $35.00 per registration. Speaker expenses alone totaled $1,774.55, and only 30 people attended, for a total income of $1,050.00. This does not include the cost of coffee breaks and printing handouts and brochures. Although those costs will be small in comparison, I think that they should be included in the final accounting.

However, the University’s Department of Continuing Studies gave us preliminary indications that we would make some money on the Annual Meeting. Costs for meals and special functions have come in at or under budget. Perhaps the figure will not look as bad if we consider the Annual Meeting and Institute together.
One other thought, completely unrelated, I seem to recall signing a signature card for the Chapter bank accounts. Does that need to be changed when I leave office?

See you in Minneapolis.

Best regards,

J. Wesley Cochran, President
Southeastern Chapter of AALL