



SAVE-1980

Society of American Value Engineers

NATIONAL OFFICE P.O. BOX 210887 DALLAS, TEXAS 75211

August 4, 1980

To: SAVE National Board of Directors
SAVE General Membership

Re: Organization Announcement

I am pleased to announce that the Executive Committee has reached a decision in the restructuring of the National Business Office, to better serve the needs of the membership.

We will be bringing in many of the things that have been done by outside services. This means that we, as a Society, will have a better control on our financial status, membership and mailing records, establishment of inventory control, and the establishment of an 8:00 a.m. to 5:00 p.m. coverage at the NBO.

It is also, with regret, that Mrs. Doris Goodman has resigned the employ of SAVE as of July 31, 1980. She had agreed to that which the Executive Committee was addressing itself, and participated in the establishment of Policy & Procedures for the Business Office, and job requirements of SAVE-NBO. Doris was with SAVE for approximately 6 years.

Arrangements have been made to have coverage at the office from 8:00 a.m. until 5:00 p.m. for the next couple of weeks. Kitty Neff will be working 8 hours/day from August 4th through 18th.

On August 18, 1980, Ms. Rita Bates will join SAVE as Business Manager. Ms. Bates is expected to assist the Board of Directors and the general membership, bringing a new professional image to the Society. She has held various positions in the Dallas area that parallel our specific needs. Arrangements have been made for Ms. Bates to get initial Value Engineering training in the Dallas area in the very near future. I am sure you will join me and the rest of the Executive Committee in welcoming Rita to SAVE.

We are expecting that it will be a relatively short time before all systems and procedures are in place. We further ask for your understanding, cooperation and assistance in the interim period. One of the first tasks will be to reconcile membership listings with payments with the mailing list.

Do not hesitate to call upon Ms. Bates for assistance or making your problems known, so that they may be addressed.

Functionally yours,

Jim Dziekonski
Vice President-Finance

JD:gw