

MINUTES OF THE MONTHLY MEETING OF THE BOARD OF DIRECTORS
OF THE WORLD SERVICE OFFICE, INC.

The monthly meeting of the Board of Directors of the World Service Office, Inc. was held at the office of the Corporation, at 8061 Vineland Avenue, Sun Valley, California 91352 on October 16, 1982 at 2:00 P.M.

Those present and participating at the meeting: Phil P., Kevin F., Chuck G., and Jerry P., representing a quorum of the Board of Directors.

It was noted that Doug F. and Steve B. called to say they could not make it. Sally E., Bill B. and Marty B. did not call.

The minutes of the previous meeting of the Directors held on September 23, 1982, taken by Doug F., were read and were deemed incomplete and were not approved.

First item discussed was the printing of the Book. Phil investigated and approved of the Thought Process facility before the meeting and obtained a contract.

Phil is going to sign the contract that we as a Board have decided to go with. (Late note: Phil signed contract and will send copies to all Board members.)

Chuck presented a two-tone color book and it was also discussed. It was decided that if the cost was within the budget we would approve, if not we would not use this idea.

Message from Jimmy K.: Mailers for the book have already been ordered. The cost for bulk orders is 1,500-3,000 39¢.

There was much discussion about purchase orders for Book being at Jimmy's house. Phil said they were there because Jimmy was writing confirmation letters everyday as the orders came in. Phil will ask Jimmy to return them now.

Chuck: Savings account, \$31,000; checking, \$3,300; all bills are paid, we are expecting a large order of white books to come in.

General Discussion: The Board members present agreed that the office has come a long way in the last two years, however, in order to be a responsible board, there is a lot more we have to accomplish.

New Business:

1. There was discussion about setting up a structure for the Board based on attendance of members (not to conflict with by-laws) and also keeping annual attendance records on all Board members.
2. Update of service manual.
3. Outsiders attending our meetings.
4. Sending agenda separate from minutes, allowing for add-ons before meeting.

All business having been conducted the Chairman moved to adjourn the meeting until Saturday, November 20, 1982, at 2:00 P.M. The meeting was, upon motion duly made, seconded, and carried, adjourned until November 20, 1982.

Phil Perez
PHIL PEREZ CHAIRMAN

Marty Brad
MARTY BRAD SECRETARY