Hours of Country, Arrive Arundel

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Lucy B. Robins President and iate Legal Counsel

June 17, 1998

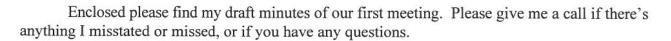
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Lynne M. Durbin W.R. Grace & Co. P.O. Box 2117 Baltimore, MD 21203-2117

Re:

Minutes of June 9 Meeting

Dear Lynne:



I think we are off to an excellent start. I look forward to seeing you at our July 14 meeting.

Sincerely,

Maryl 2120/ 21000 - 21999



ACCA Membership Committee

Minutes of June 9, 1998 Meeting

Attendees: Kevin Carnell, Maureen Dry, Lynne Durbin, William Maseth, David Schwiesow, Jeff Zinn, Lucy Robins

- 1. David Schwiesow has a mailing list of 175 "prospects"; 50-55 are already ACCA members.
 - His secretary can add additional names.
 - Lynne Durbin will generate additional names to David Schwiesow from Martindale-Hubbell; David will weed out duplicates.
 - Lucy Robins will distribute map of Baltimore Chapter's "territory." (Attached)
 - Maureen Dry will contact ACCA to obtain membership packets.
 - Will have at all meetings.
 - All Committee members to have a supply.
- 2. We need a recruitment mailing/event.
 - Will tie to September (Fall kick-off) meeting.
 - Program Committee (Dudley Staples, Susannah Bennett) working on Fall meeting schedule.
 - September program to be about "Finding your next job." West Publications will pay for luncheon.
 - We suggest meeting week of 9/21.
 - David will get info from Program Committee, bring to Membership Committee - should be finalized by mid-July.
 - Membership mailing in mid-August. Jeff Zinn and Kevin Carnell will write 1st draft of letter.
 - David will handle this mailing. Hopefully, this responsibility can be rotated.
 - RSVP deadline to be one week prior to meeting.

- Membership Committee members will make follow-up calls to nonresponders.
 - Need to firm up mechanics of tracking acceptances, getting list of non-responders to Committee, with telephone numbers. Discuss at July meeting.
 - We probably won't have time to call everyone.
- We should have a "Welcome New Members" event.
 - Social only; no panel discussions.
 - David and Kevin will look for a location other than Center Club; some kind of interesting site.
 - Maureen will discuss funding with West Publishing rep.
- 4. We need a Member Directory.
 - Bill Maseth will call ACCA for samples.
 - David will talk to Donnelly about free production.
- We should have "sign-in" sheet at each event.
 - Track who's attending, who's a member.
 - Lucy to prepare.
 - Need a plan for integrating with address list. Maybe address list can be put in spreadsheet form, with fields to track meetings attended and recruiting contacts, also Committee participation.
 - Useful for retention as well as recruiting.
 - Discuss at July meeting.
- 6. Next Meeting
 - Membership Committee to meet again on 7/14/98 at 8:30 a.m. at T. Rowe Price. Bagels will be served.