

WEEKLY FACT SHEET

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Executive Secretary to the ACYOA  
Diocese of the Armenian Church of America

Week of November 1st:

- 1) Prepared monthly report and sent to Primate and Exec. Director.
- 2) Sent out final report for Armenian Studies Programs - 1982
- 3) Prepared and sent changes and revisions to the ACYOA Constitution and National Sports Weekend Rules and Regulations. The changes were prepared in such a way as to allow for simple replacement of the entire page in the Constitution, Handbook and Rules supplement.
- 4) Continued work on A-V Program on Jerusalem.
- 5) Prepared some materials for Council Meeting, Nov. 12-14 in Hartford.
- 6) Met with Melanie Barsamian, newly elected Council member and New England representative - reviewing Chapter status in her area, as well as the programs of the ACYOA.
- 7) Continue to seek out N.E. Coordinator for the MagMoney Project, since the one appointed had to give up the position due to family illness.
- 8) Prepared news releases on Archbishop's Tournament, meeting with Council Chairman, including appropriate photographs.

WEEKLY FACT SHEET

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Executive Secretary to the ACYOA  
Diocese of the Armenian Church

Week of October 18th

- 1) Expressed concern with ACYOA Central Council Members over the length of time it is taking to set up the MagMoney Project account.
- 2) Expressed concern with ACYOA Central Council Members over the decision to award the Toronto Chapter the bid for the 1983 Assembly and National Sports Weekend. Will discuss with Primate.
- 3) Preparing Parish/Chapter mailing with constitutional changes, and other relevant concerns relating to the Assembly. Also info on MagMoney.
- 4) Preparing news releases on various aspects of ACYOA - past and future oriented.
- 5) Completed report on the 1982 ACYOA Armenian Studies Programs - will send to Council and others.
- 6) Made various calls to chapters and Council members regarding the programs of the Organization and their participation and input to promote and execute.
- 7) Prepared financial aspects of Armenian Studies Programs for auditing committee.
- 8) Began year end duties: report, budget, files.

WEEKLY FACT SHEET

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Executive Secretary to the ACYOA  
Diocese of the Armenian Church

Week of October 11th

- 1) Continued with revisions on due-date sheets, constitution, reminders, etc. to mail to all parishes and chapters soon.
- 2) Discussed at length the bids for the 1983 Sports Weekend with the Council Chairman - will confirm decision with Primate soon.
- 3) Discussed Saturday meeting with 1983 Archbishop's Tournament Committee Chairman and what areas will need to be addressed.
- 4) Discussed with Cleveland Chairman the visitation on Friday.
- 5) Discussed with Michael Zeytoonian regarding upcoming BEMA, and the ACYOA input for the issue.
- 6) Discussed with Council Chairman upcoming Council meeting, and discussion for Saturday meeting.
- 7) Prepared "Executive Update" and mailed out.
- 8) Had more ACYOA Letterhead and envelopes prepared and printed.
- 9) Traveled to Cleveland and made visitation there - dinner meeting with executive committee, followed by general body meeting at church. Discussed at length with Chairman and others the needs of the Church and the ACYOA, and their roles in meeting these needs.
- 10) Solicited from various individuals photos and slides of youth for use in a promotional campaign.
- 11) Traveled to Detroit to meet with Chapter, Archbp's Tourney Committee, and Council Chairman. Various areas specific to each addressed and discussed.
- 12) Worked on Final report of the Armenian Studies Program.
- 13) Sent out reminders to Council members and MagMoney coordinators regarding various responsibilities and ideas to assist in their execution of duties.

WEEKLY FACT SHEET

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Executive Secretary to the ACYOA  
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Week of October 4th

- 1) Began to revise various forms, due dates, by-laws, etc. according to changes made at the recent Assembly. Will mail out within a few weeks.
- 2) Reviewed the bids for the next Assembly-Sports Weekend. Council will decide next week on site for 1983.
- 3) Confirmed arrangements to meet with members of the 1983 Archbp's Tournament Committee, which will take place in Detroit, OCT. 16th.
- 4) Confirmed arrangements to visit the Cleveland Parish and ACYOA Chapter, OCT. 15th.
- 5) Confirmed arrangements to meet with the Central Council Chairman, while in Detroit, to review upcoming meeting agenda and discuss course of action for next 6 months.
- 6) Received various and many mailings being sent out regarding the MagMoney Project. Maynard Merel seems to be working hard to promote and make available his resources.
- 7) Composed and sent out various news releases regarding the Sports Weekend and other upcoming events and news.
- 8) Began final report - general and financial - for the 1982 Armenian Studies Programs.
- 9) Spoke with Fr. Yeprem Kelegian regarding the upcoming ACYOA Central Council meeting which will take place at the Hartford Armenian Church the weekend of Nov. 13th.

WEEKLY FACT SHEET

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Executive Secretary to the ACYOA  
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Week of September 27th

- 1) Met with Gary Hovhanessian, Chairman of the 1982 Sports Weekend Committee regarding the various details of the Weekend, and his preparation of the final general and financial reports.
- 2) Met with the New Britain ACYOA, hosts of the Sports Weekend regarding their critique and recommendations for next year.
- 3) Met with V. Rev. Yeznig Balian and Deacon Onnig Terzian regarding their new parish, Worcester, and the yough situation there.
- 4) Corresponded and spoke with members from Cleveland and Wisconsin regarding visitation next month.
- 5) Corresponded and spoke with Council Chairman on many items, as well as made arrangements to meet next month.
- 6) Corresponded and spoke with Detroit members regarding a meeting for the 1983 Archbishop Torkom Manoogian Basketball Tournament.
- 7) Sent out the official announcements for the newly elected ACYOA Central Council members - their regional assignments and the new listing of Chapter Chairman and Regional Contacts - sent to all parishes and Chapters.
- 8) Spoke with Maynard Merel regarding MagMoney promotion and having photo of Primate, or Diocesan Executive Director, included in promotion - newspaper articles, etc.
- 9) Began permanent file for both 1983 Assembly and National Sports Weekend materials and reports.
- 10) Began review of A-V program on Jerusalem.
- 11) As per the director of the Primate, sent letter of appreciation to the Catholicos regarding the Armenian Studies Program, "Educational Tour to Armenia".

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Executive Secretary to the ACYOA  
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Week of September 20th

- 1) Made arrangements with Gary Hovhannessian, Chairman of the National Sports Weekend, for a final meeting with the Committee to wrap up the final Report. Meeting will take place next week.
- 2) Prepared various letters announcing the approval of the proceedings of the ACYOA Assembly and the elections. These will be sent out to the parishes and chapters.
- 3) Prepared a "packet" for the ACYOA Central Council members for the coming year - administrative forms, handouts, helpful hints, etc.
- 4) Prepared news releases on the many aspects of the Sports Weekend for publication in the Armenian newspapers and the BEMA, photos forthcoming.
- 5) Spoke with Regional Coordinators regarding the MagMoney Project - sent out letters and information regarding what and how to promote the project in the parishes of the region.
- 6) Spoke with Maynard Merel regarding the national promotion of the Project.
- 7) Revised the ACYOA Chapter Chairman's Listing and prepared it for printing.
- 8) Began gathering information for the next "Executive Update".
- 9) Continued with usual communications which follow the Assembly.
- 10) Plans begun to visit the Cleveland ACYOA Chapter next month.
- 11) Met with Fr. Baret Yeretizian and spoke with members of the Lawrence ACYOA regarding their hosting the 1983 Assembly and Sports Weekend.

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Week of September 6th

- 1) Compiled the various decisions of the General Assembly and prepared the brief for the Primate and Diocesan Council for their approval.
- 2) Reviewed the materials from the Assembly and filed accordingly.
- 3) Prepared materials for the ACYOA MagMoney Project.
- 4) Began to make contacts with individuals from the regions to coordinate the promotion of the MagMoney Project.
- 5) Began to make notes for the newsreleases regarding the Assembly and various aspects of the National Sports Weekend.
- 6) Prepared to travel to New York City for work at the Diocese and to meet with Maynard Merel - re: MagMoney Project.
- 7) Prepared various letters of appreciation to those involved with the Assembly and Weekend.

## WEEKLY FACT SHEET

Executive Secretary to the ACYOA  
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### Week of August 30th

- 1) Made finishing touches on notes for the Assembly Address and Banquet remarks.
- 2) Discussed with Fr. Ghevont the educational program and formalized the content and materials to be used.
- 3) Prepared the promotional posters to include a "pocket" to hold the ACYOA "Today" pamphlets.
- 4) Met with Committee members of New Britain and reviewed the details and time-table. Met on Tuesday with Gary Hovhanessian who is the Chairman of the host Committee to go over any loose ends and problems with rules and regulations governing the sports.
- 5) Met with Harry Tavitian prior to the Assembly and reviewed the Agenda and briefed him on certain subjects and proper forms of address.
- 6) Met with Fr. Ghevont to discuss his representing the Primate during part of the Assembly and at the Banquets - times, locations, when he will have to speak, etc.
- 7) Attended the Assembly, National Sports Weekend, etc.....
- 8) Planned to take a two month vacation due to mental and physical exhaustion - but knew that with all the work to do following the Assembly and only a day or two could be afforded.
- 9) Planned to meet again with the New Britain ACYOA in a re-cap meeting later this month to review and critique the Weekend, making recommendations for next year.



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### Week of August 23rd

- 1) Made numerous telephone calls to ACYOA Central Council Members regarding their areas of responsibility for the upcoming General Assembly.
- 2) Discussed with the Nominating Committee the procedures that will be used during the Assembly for elections, as well as the persons nominated for the various positions.
- 3) Spoke with Harry Tavitian regarding his taking the Chairmanship of the Assembly, as well as went over with him the major points of the Agenda.
- 4) Spoke with the Primate and learned that His Eminence would be unable to attend and preside at the Assembly and National Sports Weekend, and that Fr. Houssig would also have some conflicts in his schedule as well. Discussed other Clergy that might be available to represent the Primate.
- 5) Spoke with Fr. Houssig Bagdasian and Fr. Ghevont Samoorian regarding their representing the Primate during the Assembly, during the Central Council Meeting, and during the banquets of the Weekend. Will work out a schedule for them next week.
- 6) Spoke with Fr. Ghevont regarding the Educational Program for the Assembly. Will work with him on the finalized presentation.
- 7) Made final touches on the Promotional posters for the ACYOA and had the silk screening done for them. Approximately 50 of each, donated by Mr. Don Depoyan.
- 8) Prepared discussion outlines for the following Assembly Committees:  
  
Fund raising, Publications, Membership.
- 9) Prepared the necessary materials for the transitional meeting for the ACYOA Central Council.
- 10) Finished all preparations for the Assembly - Opening Service, Program procedures, delegate materials, etc.
- 11) Discussed general format for Assembly with Committee of the New Britain Host Chapter, as well as the format for the Sports Weekend.

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Executive Secretary to the ACYOA  
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Week of August 16th

- 1) Continued preparing for the Annual ACYOA General Assembly. Discussion guidelines, handouts, copies of minutes, reports, etc.
- 2) Spoke with Maynard Merel regarding magazine fund raising. A letter will be sent to all Chapter Chairmen, Pastors, Parish Council Chairmen and other significant persons describing the program and soliciting their support. After approving the letter, it shall be sent out by Merel, thus beginning this program. We hope to have it out before the Assembly since it has information that will facilitate discussion on this topic during the Assembly Committee sessions.
- 3) Reviewed the loose-ends of the Central Council with the Council Chairman and reminded him that time is short and the work must be accomplished before the Assembly. We met and went over the various items.
- 4) Continued work and designs on Promotional Poster.
- 5) Learned that the Primate would not likely attend the Assembly and Sports Weekend, and therefore began making arrangements accordingly. This adds a considerable amount of work and planning to the Weekend, but will be handled. Will contact other appropriate clergy to represent the Primate after discussing the schedule with Fr. Houssig.
- 7) Made a few changes to the Chapter Handbook and sent it for additional printing - 100. These copies will be available at the Assembly.
- 8) Began preparation of the Essay Award to be presented during the Awards Banquet of the Weekend.
- 9) Prepared the various annual certificates for presentation during the weekend.
- 10) Prepared various materials for the Weekend booklet, as well as the message from the Executive Secretary. These materials were sent to New Britain, along with the photos of the Catholicos and the Primate.
- 11) Began review of the guidelines for the operations and procedures of the ACYOA Central Council. These will be prepared and copied, giving each old and new Council member one during the first meeting of the Council immediately following the Assembly.
- 12) Began preparing the opening service for the Assembly. This will be copied for all delegates to use at the opening of the Assembly on Wed., Thurs., and Fri,

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Executive Secretary to the ACYOA  
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Week of August 9th

- 1) Traveled to N.Y.C./Diocese for meetings with Primate, Executive Director, Rev. Father Patee and Rev. Father Karekin to discuss various items pertaining to each. Accompanied by the Central Council Chairman.
- 2) Met with Maynard Merel to discuss course of action regarding the fund raising program for the ACYOA.
- 3) Spoke with youth from the N.Y.C. area regarding their participation in the ACYOA General Assembly.
- 4) Spent time with the ACYOA permanent files in N.Y.C. doing some updating, as well as some research for the Sports Weekend booklet.
- 5) Began preparing personal materials for the General Assembly.
- 6) Forwarded prepared materials to the Sports Weekend Committee regarding various information that they needed.
- 7) Began preparing address for General Assembly.
- 8) Discussed the ACYOA promotional poster with V. Rev. Fr. Ghevont. We hope to have it prepared for the Assembly.
- 9) Prepared and sent news releases for the General Assembly and National Sports Weekend.
- 10) Spoke with Mirror-Spectator regarding ads, as well as general article about ACYOA.

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Week of August 2nd

- 1) Attended the meeting of the Lawrence ACYOA Chapter of Holy Cross Armenian Church. Discussion mainly concerned the details of the General Assembly and National Sports Weekend. Information was provided and encouragement to attend the Assembly was given.
- 2) Finished preparing a record of the various events of the National Sports Weekend: winners, years, representatives, etc., etc. for publication in this year's Weekend booklet. Materials and detailed information on past Sports Weekends are difficult to gather, but the listing provided will be a start to better record keeping in the future.
- 3) Met with the Council Chairman twice to discuss the packet for the delegates to the Assembly. Reviewed the Council Report and make corrections, additions and deletions. Prepared the various materials for the packet; prepared the envelopes to: Parishes, chapters delegates. Mailed all pieces on Wednesday, five days after the deadline, yet the earliest ever sent out.
- 4) Spoke with Executive Director of Diocese regarding trip to New York City, and meetings with Der Karekin and Der Patee. Informed Council Chairman of same, and that he would accompany.
- 5) Spoke with Council Treasurer several times regarding the final statements of the ACYOA Fiscal Year, and the Council Financial Report to the Assembly.
- 6) Prepared the Executive Update for printing and mailing.
- 7) Began working on needed materials for the Assembly - discussion guides, notes for addresses and speeches, copies of Handbook, rules, parliamentary procedure, etc.
- 8) Spoke with Gary Hovhannessian on several occasions regarding the Sports Weekend; the booklet (which will be reviewed) protocol and the procedures for the Assembly and banquets.

WEEKLY FACT SHEET

Executive Secretary to the ACYOA  
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Week of July 26th

- 1) Met with the ACYOA Central Council over the weekend - Friday night, Saturday and Sunday in regular meeting as well as preparation for the General Assembly in September.
- 2) As per the meeting's discussion and conclusion, prepared to meet with the Council Chairman to discuss, review and prepare the necessary materials for the Assembly.
- 3) Reviewed the Agenda, Itinerary, Council Report, proposals, Constitutional Amendments, etc. and edited where necessary.
- 4) Compiled a listing of the "known" elected delegates, along with the Pastors and Chapter Chairman. This list will be used for the mailing of the above materials next week.
- 5) Informed the winners, via letters, of the Archbishop's Essay Contest, and asked that they be present at the Award's Banquet of the Sports Weekend to accept their Certificates - if not, they would be mailed out.
- 6) Received from Fr. Patee Metjian the "report" of the ST. Vartan Camp. Funds were not included. However, Fr. Patee mentioned in a recent letter that the funds would be turned over to the Diocese.
- 7) Met with the Council Chairman again to discuss nominations and procedure during the Assembly.
- 8) Traveled to Boston to meet with an Armenian printer regarding promotional posters for the ACYOA. Also met with four youths from the Cambridge Holy Trinity Parish to discuss the situation there. The group is having some difficulties in getting together.
- 9) Traveled to Providence to visit the parish and chapter. The Providence ACYOA Chapter is again re-organized and preparing to participate in parish functions, as well as in the General Assembly and National Sports Weekend in Hartford.

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Executive Secretary to the ACYOA  
Diocese of the Armenian Church

Week of July 19th

- 1) In New York City, met at Diocese with Nancy Basmajian, Frank Stoneson and other Diocesan Staff regarding various functions and operations.
- 2) While at the Diocese, researched material regarding the past National Sports Weekends concerning the records of athletic events - winners and losers. Will prepare chronology for inclusion in the 1982 National Sports Weekend booklet. This is the first time such a chronology will appear, as only crude records have been kept. It is intended to keep more accurate records for future use and publication.
- 3) In addition to the Athletic records, also searched for information regarding past booklets, yearbooks, and other information that may be useful in this year's booklet.
- 4) Met with the youth of the Bayside - Armenian Church of the Holy Martyrs - for ACYOA re-organizing purposes. A lively group of 15 were present. The youth have a great potential, and look forward to the General Assembly and National Sports Weekend.
- 5) Met with Central Council Chairman Mark Kazanjian to prepare for the ACYOA Central Council meeting on the weekend of July 24th. Also, reviewed the ACYOA Central Council Annual Report to the General Assembly. The report is quite lengthy and must be somewhat rewritten and edited for publication. It shall be included in a packet being prepared, which will be sent to the delegates of the Assembly the first week in August.
- 6) Spoke with Craig Eranosian regarding formation of Providence ACYOA. Will meet with him and others in Providence next week.
- 7) Prepared own materials for the Central Council meeting, as well as pertinent files that will be used during the weekend.
- 8) Worked on promotional poster for ACYOA - met with silk-screen man who may donate part of his time and materials. Met with artist who will assist in the drawing and layout.
- 9) Prepared ACYOA Audio-Visual program - "Symbolism" to be sent to Nancy Basmajian for inclusion in the Mardigian Institute Program.

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Week of July 12th

- 1) Met with photographer that does over-night black & white development. Discussed an agreement/understanding to give fast services and special rates.  
  
Gave role of film taken at ACYOA Camp.
- 2) Reviewed notes from ACYOA Camp, made during visit last Friday and Saturday.
- 3) Reviewed notes from visitation to New Britain - Sports Weekend Committee meeting (last Thursday). Prepared list of "things to do" for preparation of booklet, General Assembly incidentals and other things for weekend.
- 4) Attended Lowell ACYOA Chapter meeting - assisted with re-organizing.
- 5) Prepared various copies of reports and other materials necessary for ACYOA Central Council meeting, July 23-25 - Chelmsford.
- 6) Met with Mark Kazanjian to review agenda, assist in preparing agenda and sending to Council members.  
  
Also discussed upcoming Assembly and Chapter participation.
- 7) Prepared news releases for Camp, ACYOA Central Council Meeting, Sports Weekend Comm. meeting.
- 8) Discussed new format for ACYOA Budget with Central Council Treasurer.



*Armenian Church Youth Organization of America*

CENTRAL COUNCIL

630 SECOND AVENUE ♦ NEW YORK, N.Y. 10016 ♦ MURRAY HILL 6-0710

FRANK:

This is the second "Weekly Fact Sheet" and already I find it a burden.

I think I'll try to send up a "Fact Sheet" every once in a while, but I simply do not have the time to take notes during the week so that I can remember what went on during the past week, and then write something up.

I try to make the Monthly Report as detailed as possible so that you (and whoever else) can have a good understanding of the many things that are done, are on-going, and are in need.

A "Fact sheet" is not at all representative of the amount of work I do in a week. For instance, how do you describe creative thinking, or, taking phone calls at your home at 11 p.m. and speaking with some girl from some parish with a problem ?? I'm simply not that good of a writer!

Now, if we can find some money and I can hire a secretary....

as I try to catch my breath,

*Jimmie*  
JIMMIE.

I'll be at the Diocese on Mon. July 19th, most probably.

**"FAITHFUL TO THE APOSTOLIC FAITH OF OUR FATHERS"**



WEEKLY FACT SHEET

Executive Secretary to the ACYOA  
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Week of June 21st

Letters of some importance sent to:

Primate regarding St. Vartan Camp.  
Fr. Patee Metjian (several)  
ACYOA Central Council reminder  
Prospective "Keghard" editors  
Parishes that participated in the Archbishop's Basketball tournament  
with Awards Certificates for their Outstanding Players.

Various other miscellaneous correspondence.

Purchases various office supplies.

Newsreleases written and sent on:

Publication of Chapter Handbook  
Montreal Visitation and Chapter formation  
Armenian Studies Program #1 - departure and orientation  
ACYOA A-V program ready for public use

Picked-up and prepared photographs on the above, and other events.

Spoke with members of the ACYOA Central Council regarding their areas of responsibility, as well as advised on various upcoming deadlines and activities.

Made arrangements for meeting with the New Britain ACYOA Chapter next month regarding the National Sports Weekend.

Met with members of the Gr. Lowell ACYOA Chapter and advised with some problem situations.

Met with silk-screen artist regarding production of a promotional poster for the ACYOA.

Discussed with staff members of the St. Vartan Camp some of the problems with the schedule and program content.

WEEKLY FACT SHEET

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Week of June 14th

- 1) Met with the Pastor and members of the Parish Council of St. Gregory the Illum. Church of Montreal, and youth regarding formation of ACYOA Chapter.
- 2) Returned to office from trip to N.Y.C., Toronto and Montreal - caught up with mail and reviewed on-going projects.
- 3) Recorded final tapes for ACYOA Educational Programs. Four Copies made for the final stage of development - Program #1 - SYMBOLISM IN THE ARMENIAN CHURCH - Part One: "The Church as the Temple of our Faith"
- 4) Reviewed trip - began notes on news releases.
- 5) Drafted letters of appreciation to various people involved with Armenian Studies Programs, as well as during trip to Toronto and Montreal.
- 6) Letters sent to ACYOA in Toronto and Montreal outlining problem areas, as well as suggestions on organizational approach and general activities schedule.
- 7) Drafted and sent letter to Parish Council Chairman in Detroit regarding their criticism of 1982 Archbp's Basketball Tournament. Copies sent to appropriate parties.
- 8) Prepared entries of Archbp's Essay Contest for distribution to judges, along with cover letter.
- 9) Researched material for Jerusalem slide program.
- 10) Met with Rupen Kiredjian regarding his role in the St. Vartan Camp.
- 11) Reviewed procedures of application with Travel Agent regarding the Armenia trips. Will meet again to finalized next year's procedures and avoid unnecessary delays and forgetfulness of participants when time is short.
- 12) Purchased office supplies.
- 13) Up-dated ACYOA Chapter Check-List sheets and forwarded the new copies to all members of the ACYOA Central Council, along with reminder letters for end of year responsibilities.