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DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate

March 10, 1989

To: Ms. Sylva Der Stepanian, Director, ALLARC

From: Ms. Syraun Palvetzian, Executive Director

As we have been unable to meet during the past several weeks, I felt it best to put into writing some important procedures that are to take effect immediately:

This year special emphasis on **mission parishes** and small communities should be given when selecting participants for ALLARC's two summer seminars, and the participants should be **exclusively** from our Diocese.

I would appreciate receiving your travel and visitation schedule for the year 1989 by March 21, 1989.

In the future, all publicity materials for any events must be submitted to the Public Relations office within one week of that event. Even if photographs are not ready, the copy should be submitted, and the photographs with captions can be sent at a later time.

All requirements for your May 6 Assembly program should be sent immediately to Mrs. Araxie Gokberg, Elberon, New Jersey.

Any compensatory time taken (to adjust for weekend or evening work) must be taken on your work-days at home, Tuesday and Thursday, so that there will be as few absences from the office as possible.

Because of increased costs, any use of limousine services should be approved in advance by the Executive Director.

If you have any questions, please see me.