



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA  
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Archbishop Khajag Barsamian, Primate

August 4, 1994

Mr. James Kalustian  
499 Appleton St.  
Arlington, MA 02174

Dear Mr. Kalustian:

We thank you for your Evaluation Form and the attached note regarding mailing of official documents to you.

I checked with our Development office and your name and address is on the list of general mailing. With regard to Diocesan Delegates, my secretary Ani Sahagian oversees this list that the mailroom uses to address any official documents to Delegates. She has taken your name and address and re-entered it on the list of Diocesan Delegates. With this updating you should be assured that you will hereafter be receiving all correspondence designated for delegates.

We apologize for this situation that has caused you unnecessary distress and frustration. We are truly happy that persons such as yourself have such a spirit and desire to be properly informed in all church polity for the good of the community. We certainly appreciate your zeal and dedication and pray that your service in the vineyard of Our Lord is always one of spiritual reward and fulfillment.

Sincerely,

Father Garabed Kochakian  
Chancellor

FGK/as

## PROCEDURES FOR EFFECTIVE DIOCESAN COUNCIL MEETINGS

### A. THE AGENDA

1. Regular Items on the agenda that are to be presented which are merely reports need not be verbally delivered in their entirety. They can be sent to the members to read before the meeting. The Chair can call for their acceptance at the meeting and entertain "limited" discussion if desired or needful.
2. New Business should be requested before the meeting day in order to be placed upon the agenda. Members may submit "New Business" for consideration to the Primate's office no later than 5 days prior to the meeting.
3. Correspondence that is presented should be read, noting any issues that need to be resolved. The Chairman should add these issues to the agenda as "pending decisions" under review items that are needful of action and move on to the next correspondence until they are all presented. Members who have questions about each letter presented should be asked to write them down and present them, when invited, in order not to stall the meeting and focus on completion of the agenda presentation.
4. Diocesan Department reports should be reviewed and any question with regard to their content should be addressed to the Primate and/or Chancellor for clarification.  
At each Diocesan Council meeting a Department Staff person shall be in attendance to present their report and answer any questions of Council members.

### B. BUDGET:

1. The Administrator, Chief Financial Officer and Department of Development Director shall be present to discuss and review the monthly financial climate and activities. They shall focus on areas of concern, offer guidance to the Council Members to assist them in rendering decisions.

2. The Diocesan Council Treasurer will augment this report however needful.

**C. REVIEW ITEMS:**

The pending issues from the Correspondence will be represented for action along with other unresolved issues and items from previous Council Sessions.

The best effective mechanism would be:

- a) Present the Issue.
- b) Focus on Points of Concern targeting the problems needful of resolution.
- c) Describe the action that is being requested of the presenter or needed in order to close the issue.
- d) Recommend the Action to be considered by the members.

All discussion should be limited to a timeframe and number of questions in order that the meeting not loose focus, direction and control. The Chair may consider designating the number of minutes for each item's discussion by announcing them before discussion begins.

July 11, 1994

FGK/as