

FAX REPORT



Date:

To: *DR. GERBNER*

Fax #:

From: *RAUL ROMERO*

Number of Pages: (Including this Cover Page)

Transmitted By:

Comments: *COUNT ME IN!*

Romero

Fax 213.488.0328

Confirm at 213.680.9567

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SEIU Local 399
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213.680.9567

FROM : George Gerbner

PHONE NO. : 610 642 3061

Oct. 11 1996 10:25AM P1

October 10, 1996

To: CEM Board of Directors
From: George Gerbner



PO BOX 31847
PHILADELPHIA PA 19104

I am pleased to confirm that the Board retreat will take place Nov. 16 and 17 at the beautiful Asilomar Conference Center in California. The retreat will start in the afternoon of Friday, Nov. 15 and conclude in the morning of Sunday, Nov. 17.

Asilomar can be reached via the airports of San Francisco (2 1/2 hrs), San Jose (2 hrs), and Monterey (5 miles). Further information on travel arrangements will be provided later. Those who can fund their own travel are urged to make arrangements immediately.

As you knew, the Board has been reconstituted in order to bring in leadership representative of the diversity of the CEM coalition. This will be the first meeting of the new Board, and the first-ever Retreat that can engage in intensive strategic planning.

The generous contributions that make the retreat possible cover room and board but not all travel expenses. Please use institutional support if you can, use your frequent flyer miles, combine the trip with other business that pays part or all travel, drive if you are not too far, consent to double occupancy, and help support the event in any ways you can.

In order to confirm reservations and calculate costs, we need an immediate response from you to the following questions:

1. Can you attend the retreat? yes
2. If yes, can you share room with one other Board member: no
3. Can you cover the cost of transportation? yes
4. If not, can you cover any part of the fare? yes
5. If the answer is yes, please indicate the amount so that we can allocate the funds as economically and equitably as possible \$ _____

If we need to pay part or all of the fare, we will probably work the ticketing through our travel agent, unless you can combine trips and reduce the cost, or prefer to deal with your travel agent. Please comment:

Decisions must be made by October 15. Please respond by e-mail FGC@ASC.UPENN.EDU; Tel/fax/answ 610 642 3061 or 215 387 5202; or fax only 215 387 1560, whichever works best. More information will be sent as soon as we can collect it.

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