



# THE AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS

(FOUNDED AS THE HARVEY CUSHING SOCIETY in 1931)  
22 SOUTH WASHINGTON STREET, SUITE 100, PARK RIDGE, ILLINOIS 60068  
(312) 692-9500

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MEMORANDUM

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TO: Edward S. Connolly, M.D., Treasurer  
Joint Section on Spinal Disorders

DATE: February 15, 1986

FROM: Peggy M. Podboy  
Meeting Manager

SUBJECT: JOINT SECTION ANNUAL MEETING--HOTEL DEL CORONADO  
SAN DIEGO, CALIFORNIA

As briefly mentioned during our telephone conversation Friday, two important issues have come up which require me to amend the registration guidelines dispatched via Federal Express. These are as follows:

1. My most recent conversation with Florence Smith brought to light the fact that the Committee has decided to arrange both golf and tennis activities for registrants, and to collect fees for these activities at the registration desk on site. Unfortunately, these activities do not appear on the on site registration form. Therefore, unless the funds collected for golf and tennis are totally segregated from those collected for other activities, it will be very difficult for us to reconcile cash receipts against on site registration forms, "balances due" and ticket sales. Therefore, it seems reasonable to suggest that this office limit its reconciliation to pre-registration receipts (against pre-registration forms), and that on site receipts be reconciled in San Diego, to your satisfaction. I assume this will work quite smoothly, as you can expect to collect all on site fees, as well as "balances due," and no post meeting billing will be required. Of course, if it is your wish to totally segregate cash receipts for golf and tennis activities from other funds collected, we can proceed as set forth in the original guidelines. In any case, after the meeting is completed and we have received and paid all related bills, this office will reconcile all receipts for which we are accountable, and will forward to you a check for the balance remaining. A copy of this reconciliation will be sent to the Section chairman and the Annual Meeting chairman.
2. On February 13, the Hotel del Coronado advised that they are not prepared to accept and apply personal check toward the Section's master account as we had originally requested. Therefore, we suggest that registration procedures be amended as follows: All checks should be endorsed by the Treasurer (Section endorsement stamp), so that they are no longer negotiable. Checks should

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then be photocopied (both sides). Checks may then be hand carried by the Treasurer on his return trip following the meeting. The photocopies should be mailed to the Treasurer's office, if on site receipts have been reconciled on site. If receipts for golf and tennis activities have been kept separate, this office will be charged to reconcile on site receipts, the check photocopies should be returned with on site registration forms, and all receipts, to this office by mail. In either case, the original checks should be carried home by the Treasurer, and deposited to the Section's account. Of course, all cash receipts should be deposited to the Section's master account with the hotel, as described in the registration guidelines.

I apologize for this complication, but find it unavoidable at this point. Please do not hesitate to call me from San Diego if I can be of any assistance to you. I will be in my office for the entire period of the meeting.

PMP:rh

cc: George Sybert, M.D.  
Randall W. Smith, M.D.  
Carl H. Hauber, CAE