THE AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS

(FOUNDED AS THE HARVEY CUSHING SOCIETY IN 1931)
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March 4, 1988

Edward S. Connolly, M.D.
Chairman-Elect, Disorders of the Spine and Peripheral Nerves Section
1514 Jefferson Highway
New Orleans, LA 70121

Dear Dr. Connolly:

I would like to ensure that your records are entirely up to date, with reference to AANS staff members who are assigned key responsibilities with Joint (AANS/CNS) and AANS Sections. There have been a couple of important organizational adjustments, but as indicated below, you will be continue to be served by key staff - some of whom have worked with you for a very long time.

First of all, I think you will be pleased to note that Linda Campbell, Staff Consultant, Communications/Meetings, has been assigned the responsibility for over-all coordination of AANS National Office services to Sections. Linda has been a key member of our management staff for nearly five years. One of Linda's important staff responsibilities is to serve as the primary interface with the Congress of Neurological Surgeons leadership, in all areas where staff supports the CNS. During her 12 years with the American Society of Plastic and Reconstructive Surgeons, Linda fulfilled many functions which provided her with directly applicable experience. She is eminently qualified to fulfill this important role. In addition, we are presently in the process of hiring a new staff person to assist Linda in fulfilling your requirements. You will be advised of that person's name as soon as the position is filled.

Leslie Boyer, Director of Communications for AANS, and liaison with such important groups as the Joint Committee on Education (AANS/CNS) and the AANS Research Foundation, has served in key positions on the AANS staff for a total of nine years. As the associate Editor of the "AANS Newsletter," she serves as the principal staff writer for this publication, and handles all aspects of its production and distribution. Leslie is directly responsible for all Section Newsletters which are produced and distributed by this office. She is assisted by Vivian Williams, AANS Communications Assistant. Leslie and Vivian have worked on most Section Newsletters since their very inception.

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Leslie is also in charge of fulfilling all additional printing needs for the Sections. In this capacity, she coordinates the production of myriad envelopes, letterhead, flyers, invoices, and other materials which the staff is called upon to produce for Sections.

This office has been entrusted with a great variety of financial responsibilities by the several Sections. In fact, 13 checking and savings accounts are currently maintained for Sections. The AANS Senior Accountant, David J. Martin, along with his assistant, Paul Johnson, are responsible for complete accounting and financial reporting functions for 5 Sections. David came to the AANS approximately one year ago, having spent the 3 previous years as Controller for a large not-for-profit association. During the past year, David has managed to computerize all accounting functions handled for Sections. He and Paul fulfill their responsibilities to the Sections with the same exacting standards which they apply to the AANS, CNS, and major Joint Committees.

In addition to his accounting responsibilities, David Martin also directly supervises the staff Membership Coordinator, Dianne Keller. It is Dianne, under David's watchful eye, who handles Section dues billings and collections. She is also responsible for the accuracy and up-to-date condition of the Section computerized Master Membership files. Membership functions may be coordinated directly with Dianne, or with David. In any case, David continuously monitors all membership activities handled by this office, for your Section.

Until recently, Dorianne Venator was handling Section Annual Meeting requirements. Unfortunately, Dorianne is no longer on the staff, and Linda Campbell has assumed direct responsibility for the coordination of Section Annual Meeting activities. Once again, her 16 years of experience in handling association meetings of all sizes and forms, ensures that Section leadership will receive the highest quality of Annual Meeting support and input from this staff.

The logistical aspects of those Section meeting activities which are held in connection with the AANS Annual Meeting are handled by Peggy Podboy, AANS Meetings Manager, also a highly qualified, full-charge meeting manager. Peggy is capable of ensuring that Sections receive the highest quality of support in this area as well.

While you may not have frequent opportunities to deal directly with Linnea Miller, AANS Computer Operator, she regularly assists all of the above people in their work on behalf of the Sections, to the extent that the computer facility is involved. There may be occasions when you would like to address questions or comments directly to Linnea. Please feel free to do so. However, it is most important for you to coordinate your requirements directly with the individual who is primarily responsible to see that they are fulfilled.

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Finally, it seems appropriate to reiterate the fact that the AANS Board of Directors has charged me with full responsibility for the staff services provided to your Section. The Board has made it clear that service to Sections is to be considered a principal priority in our day-to-day work, and that Sections are to be treated with the same interest and enthusiasm that is attributed to AANS activities. Accordingly, I would like you to feel completely comfortable with dealing directly with me in any of the above activities. Similarly, should you have any concerns with reference to the service you are receiving, I would like to discuss these with you. You may be assured of my complete cooperation in fulfilling your Section's needs.

Yours very truly,

Carl H. Hauber, CAE
Executive Director

CHH:sdw

cc: Henry D. Garretson, M.D., Ph.D., AANS President
Christopher B. Shields, M.D., CNS President
David G. Kline, M.D.