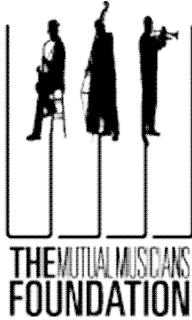


*Desk of the President*  
**Mutual Musicians Foundation, Inc.**  
1823 Highland Avenue  
Kansas City, MO 64108  
816-471-5212

---

**MEMORANDUM FOR RECORD**



**SUBJECT:** Mutual Musicians Foundation Office Procedures

Thursday, July 22, 2010 3:12 PM

All,

We now have an Executive Assistant, Denyse Walcott that reports directly to the President and Chairman of the Board. The following procedures will be enacted immediately so that we may become an efficient organization:

**Building Access**

The MMF will be open daily from 11:00 am to 6:00 pm, Monday through Friday. If there is anyone who wishes to access the building for any reason during these hours should call Denyse,(816) 471-5212, set an appointment for rehearsals, tours and any use of the building for events or special occasions.

**Membership Contacts**

The Executive Assistant will assist in maintaining the membership lists from the computer in the office. In addition, she will assist the Secretary of the board in sending out all membership correspondence from the Chairman and President, assist Secretary in sending out and receiving membership applications and maintain the mailing cost records (i.e. stamps, FEDEX, UPS, etc.) of membership cards and any other correspondence regarding day to day operations at the Foundation. **All lists and correspondence for membership will be maintained on the MMF computer to be utilized by the Secretary with back up from the Executive Assistant.** In addition, all committee chairs will submit their suggestions, events, schedules, etc., to the Executive Assistant in writing either by email or by written report to the office at 1823 Highland to be reviewed by the board at each regularly scheduled board meeting. Agendas items will then be added. A deadline for submission will be established for each committee.

**Mailings and Letterhead Use**

All mail entering the MMF will be opened by the Executive Assistant, stamped "RECEIVED" with the date and put in the appropriate mail slots. She will maintain the new letter head electronically only until such time as a letter or correspondence has been approved by the President or of the Chairman. **NO CORRESPONDENCE CONCERNING THE MMF WILL BE ALLOWED TO BE MAILED WITHOUT PRIOR APPROVAL OF THE CHAIRMAN OR PRESIDENT.** Upon approval, the letter will be typed and printed out on letterhead to be signed by the President or Chairman or by the designated person as identified and approved by the President via email or phone to the Executive Assistant.

*Desk of the President*  
***Mutual Musicians Foundation, Inc.***  
*1823 Highland Avenue*  
*Kansas City, MO 64108*  
*816-471-5212*

---

**Email Correspondence**

Because of the expedient nature of emails, no member shall send out emails to the Executive Board, general board or membership unless they are responding directly to correspondence from the Executive Board or wish to post a request for meetings via the by-laws. All emails concerning by-laws and rights of the membership must be identified by article and section in the opening email line. Emails are cc directly to: [mutualmusiciansfoundation@yahoo.com](mailto:mutualmusiciansfoundation@yahoo.com).

**Board Meetings**

The Executive Assistant will attend all board meetings, Executive and General to tape all meetings and back up the Secretary for minutes. All board minutes and information will be maintained on the computer in the office and tapes of the meetings will also be available directly through the Secretary.

**Financial Records**

The office will load financial software on the computer and all financial records will be housed and maintained on the premises. This paper work includes, tax information, deeds, checks, licenses, financial statements, etc.

The Executive Assistant will act as a back up to the Treasurer to ensure timely payment of all vendors, personnel, collect donations from tours, sale of merchandise or special event passes.

**Meetings with Chairman or President**

**Effective immediately**, all meetings or correspondence needing the direct attention of the Chairman or President concerning ANY matters of the MMF will be scheduled by the Executive Assistant. The nature of the meeting need not be disclosed but the first contact by phone or email will be with the Executive Assistant who will in turn set up meeting times, dates and places. **Without following these directions, no phone calls or correspondence will be returned by the President or the Chairman.**

Other duties as assigned are included in the day to day operations of the MMF.

It is my sincerest wish that the office of the President will be respected and all concerned will comply with the aforementioned procedures. In due time, we will have a complete procedural manual that will outline all aspects of the operation of the foundation that will surely put us in line for true transparency and the ability to replicate upon any request our financial, membership, licenses and other pertinent information that may come via the government, city or federal entities.

The Foundation Jams On. //OS// Will Matthews, President