

ADMINISTRATIVE LETTER

Date: August 27, 2009

To: ARMA Greater Columbus Ohio Chapter Membership

From: Kathy Clark, President, ARMA Greater Columbus Ohio Chapter

Based on a decision that was discussed, voted on, and approved by the majority of the Board of Directors during the July 16, 2009 meeting, each year, **up to** 10% of the beginning account balance, based on the Treasurer's Report of the ARMA Greater Columbus Ohio Chapter, will be allocated to distribute into the community as charitable contributions.

This decision will be adhered to from this point forward, unless there is such a time that a differing decision is made.

Respectfully,

Kathy Clark

Kathy Clark
President
ARMA Greater Columbus Ohio Chapter

This Administrative Letter to be filed ...