

California-Nevada Annual Conference

Kristin L. Sachen, Conference Secretary
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Dear Friends,

It is time for you and your group (Board, Agency, and Committee) to move forward and begin thinking about Annual Conference Session, 2009. Attached to this letter are steps for submitting reports, personnel reports, and recommendations (including resolutions, standing rule changes and other items). Please note that the deadline to receive this information is April 1, 2009.

Please send your reports and recommendations via email (Microsoft Word is my preferred program, although I can access others). Please do **not** use special formatting features in "Word." Send material as an attachment or in the body of the email. Send to pastorkris@pacbell.net. I will acknowledge email messages, so if you don't hear back, please send it again or contact me at 415-388-4456.

If you prefer, you may send your report or recommendation as a hard copy to the following address: Rev. Kristin L. Sachen, 410 Sycamore Avenue, Mill Valley, CA 94941.

If your recommendations include a provision to send copies of final decisions to other people or agencies (government officials, church bodies, etc.) you **MUST** include a mailing list of recipients and addresses for this to happen, following the Conference Session. The mailing information will not be included with material made available to Conference members, but I will use it to send follow-up information.

Kristin L. Sachen
Conference Secretary