

## MEMORANDUM

To: ASHI Board of Directors  
ASHI Past Presidents  
ASHI Committee Chairs  
Legal Counsel

From: Jeff Arnold – Executive Director/CEO

Cc: ASHI Headquarters Staff

Date: September 1, 2009

After considerable discussion with the Finance Committee/Officers Group of the Board, I have decided to make the following change in the ASHI office structure.

As of today, September 1st, I have eliminated the CFO position as it exists currently and Richard Bennett will no longer be an employee of ASHI.

I have given this matter much thought over the past several months (or longer) and still arrive at the same conclusion; that an association our size does not require a CFO to handle it's finances.

As I have discussed with the Finance Committee during this process, even though I have the ultimate authority over staffing decisions through my contract, we came to the same conclusion that an organization of our size can fulfill all of its financial requirements with an Accounting Manager position rather than a CFO position. It is my understanding that Dick was the first CFO the organization has had and that before him we had the equivalent of an Accounting Manager/Head Bookkeeper.

Belienda Schultz, Dick's current assistant will become the Accounting Manager. Belienda started at ASHI the beginning of February after moving to Chicago with her husband. Before that she was in charge of all the accounting at her father's company for 15 years in Kingman, Arizona. She has been an excellent addition to the staff and is more than capable of handling the day to day financial matters. Our accountant, Pat Melvin of Desmond Ahern (he is a senior partner with the firm) will be there to assist Belienda whenever and wherever necessary.

We have a meeting scheduled tomorrow morning with Pat and with our bankers from Chase Bank (both are aware of this change) to go over a number of transition matters.

Dick was liaison to the By-Laws Committee, as well as the CEPP and CACC Committees. He and I both served as liaison to the Finance Committee. The staff will discuss By-Laws, CEPP and CACC regarding the liaison positions and assign them as soon as possible. I, along with Belienda, will be the liaisons to the Finance Committee.

I certainly wish Dick well and will be very happy to give him an excellent recommendation for any new position he pursues.

Also, I appreciate all of your support with this change as well.

Please let me know if you have any questions or concerns regarding this matter and, as always, I appreciate your continued support of ASHI and its mission.

Best regards, as always,  
Jeff