



of the American Society of Civil Engineers

MEMO

To: Geo-Institute Technical Committee and Task Force Chairs
From: Carol Bowers
cc: Geo-Institute Technical Coordination Council (TCC)
Subject: Resource Materials
Date: December 14, 2001

I am enclosing a number of resource materials, which the TCC and I hope will be helpful to each of you as committee and task force chairs. If you have any questions or need any additional information, I am enclosing my business card, as well as Mary Barfield's card. Mary is responsible for meeting authorizations and reimbursements.

The following items are included in this package:

- C Geo-Institute (G-I) Technical Activity Policies and Procedures manual,
- C list of G-I Technical Committee and Task Force Chairs along with contact information,
- C roster of G-I Technical Coordination Council members,
- C list of TCC Councilor assignments,
- C list of G-I Upcoming Events,
- C publication schedules for *Geo-Strata*, *Geotechnical News*, and *ASCE News*,
- C informal guide to types of publications, and
- C ASCE Committee Spokesperson Form (to be returned to Norida Torriente, ASCE Media Relations).

If you are the outgoing chair, please forward this package to the incoming chair. Alternatively, contact me and I will send them another package.

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