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Date: February 24, 1996

To: Carmen

From: Kim

RE: Peace Offerings tabling at
the Latino Collegiate Conference at SUNYA

My apologies for my outburst this morning with regards to the staff scheduling of the table at the Latino Collegiate Conference. It was both unprofessional and unfair to you on a personal level. My frustration was caused by my failure to insure adequate communication channels for the exchange of the necessary details pertaining to smooth coordination of this event.

I was and continue to be excited and grateful for you taking the initiative to supervise this opportunity for outside sales. As we have discussed it is imperative to Peace Offering's future that we diversify our circle of exposure to increase sales and volunteer staffing. Your energy, excitement, personality and ability to both recruit and retain volunteers make you an ideal representative of both Peace Offerings and the Social Justice Center.

I sincerely hope my inappropriate conversational techniques have not jeopardized your willingness to lend Peace Offerings your skills and experience in the future to the crucial task of developing contacts for staffing and increased sales.

I am truly sorry for my behavior. Please feel free to contact me for further discussion regarding this matter.