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JOSEPH BRYAN, III
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Acting Secretary - Treasurer



May 1, 1970

Dear NICAP Member:

We are pleased to announce some very important news. NICAP's administrative affairs have been thoroughly overhauled. Through a program of modern business procedures, changes have been made in our membership system, our renewal system, and our newsletter. Some of these changes are described in this letter, while others will be explained later in the UFO Investigator.

The first phase of the new program concerns memberships and renewals. We have been fortunate enough to obtain the use of a computer system to maintain our membership files and help process our mailings. This means we can service your membership more efficiently.

In setting up the computer system and adapting our old membership records to it, we have taken five important steps:

First, we have established an annual cycle for memberships and renewals. From now on, when you join NICAP or renew, your membership is carried for one year. This greatly simplifies and standardizes our operation, and assures you continuity of membership services.

Second, we have assigned every NICAP member a new expiration date. This date reflects your status under the new annual system. It also takes into account the amount of time to which you were entitled under the old system. You will find the date printed on the top line of your new address label (the one used for this mailing) at the right. (If your label shows only "00 00", your membership is nonexpiring.)

Third, we have begun using a new computerized renewal form. Some of you will find this form enclosed with this letter. If so, it means it is time for you to renew. Most NICAP members will receive the form sometime this year. When you do, return it as directed with your dues payment, and your membership will be automatically renewed for one more year.

Fourth, we have designed new membership cards. These will be sent to you with your renewal form. This is a departure from our old system, but we think it will work much better. The new card will show a new expiration date based on the renewal you make when you receive the card. If you do not renew, the card becomes invalid. If you do renew, you automatically have a valid membership card for the year covered by your renewal. For those of you who did not receive a renewal form with this mailing, please wait until your current expiration date (as shown on your address label) approaches. At that time you will automatically receive a renewal form and membership card.

Fifth, we have assigned each NICAP member a registration number. It is printed on your address label. This is a unique number; no one else has one exactly like yours. This was done as part of the new computer system. We ask that you make a careful record of your number and use it whenever you write us about your membership. The number will always be assigned to you, and it will appear on both your renewal form and membership card. The number appears on the top line of the address label, at the left.

The second phase of our new program concerns the newsletter. You have probably already noticed the issue enclosed with this letter. As you can see, we have redesigned it throughout. Take particular note that it is now being published monthly. We feel this is the best way to keep you informed of all the news in the UFO field. We hope you like the new format, and we invite your comments and criticisms.

Pursuant to the new program, we have also changed our dues rates. Annual dues are now \$10.00 for U.S., Canadian, and Mexican members, and \$12.00 for foreign members. This was done for three reasons: 1) To help establish the new computer system; 2) To permit improvement and monthly publication of the UFO Investigator; and 3) To allow planning of additional new services to members. By making this adjustment now, we hope to stabilize membership funding and provide for continued growth in membership programs. The new rates went into effect April 1, 1970.

In announcing these changes, we want to thank you for your support of NICAP and your patience with us as we institute the new program. We are determined to maintain NICAP as the leader in serious UFO research, and to fully earn the confidence you have placed in us. If you know of anyone who used to be a member of NICAP or who might be interested in joining, tell them about our new policies and plans and urge them to take part with us. We are looking forward to a very promising future.

Sincerely

Joseph Bryan, III

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Acting President
NICAP

