

September 26, 1966

To: A. C. Barnett
A. C. Podesta

Report for week of
September 19, 1966

From: W. Wasson

Board of Trustees Evaluations

There has been no change in the number of responses to evaluation requests from the Board of Trustees. To date fourteen out of twenty-six queries have been received.

San Germán Friends of IAU

Twenty-three evaluation replies have been received from the twenty-four evaluators. Compilation of evaluations has been completed and a study is in progress.

Special Memorials

Mr. Wasson met with Dr. Andrés Agosta who has agreed to serve as chairman of the Rachel Akers Memorial. Discussion has centered around prospective donors to a special memorial fund and the choice of an appropriate memorial. It is being suggested that the Rachel Akers Palmer Memorial be a physical part of the library. Dr. Acosta feels that consultation with Dr. Palmer is necessary and also that a list of the English majors and minors who studied under Mrs. Palmer be obtained. Mr. Witter is attempting to obtain such lists.

Record keeping

The Development Fund Office and the Comptroller's Office have reached an understanding on the keeping of expenses and contribution income and such procedures will allow for monthly reports to the Board of Trustees, the Administration and Tamblin & Brown.

Procedures for recording of all incoming gifts in the Development Fund Office have been agreed upon and compliance thereto is being worked out.

cc. Dr. Raymond B. Hoxeng
Dr. Juan R. Meléndez

Dr. José M. Rodríguez Quiñones
Mr. Israel Plansá

Mr. Richard M. Witter