

MINUTES OF MEETING
of
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

President's Residence
Monday, January 29, 1973

Pursuant to a Call by the Chairman of the Board of Trustees dated January 23, 1973, a Special Meeting (thirtieth meeting) of the Board of Trustees of Youngstown State University convened at 7:30 p.m. on Monday, January 29, 1973, at the residence of the President, 1010 Colonial Drive, Youngstown, Ohio.

Attached to the minutes of this meeting is a copy of the Call made by the Chairman of the Board and proof of mailing of the Notice of the Meeting to all Trustees on January 23, 1973, by registered mail, as required by the by-laws of the Board.

Seven Trustees were present throughout the meeting, to wit: John M. Newman, who presided as Chairman, William J. Brown, Dr. Bertie B. Burrowes, Carl L. Dennison, Albert J. Shipka, Clarence J. Strouss and Robert E. Williams. Two Trustees, Mrs. Ann Isroff and Raymond J. Wean were absent.

Other persons present were Dr. Albert L. Pugsley, President, and Hugh W. Manchester, Secretary to the Board.

Action concerning the minutes of the meeting of Trustees held on January 20, 1973 was duly deferred.

The Chairman presented and read the President's letter of January 22, 1973, addressed to him and the Board of Trustees, in which he confirmed in writing his decision to resign the Presidency of Youngstown State University, with active duty to conclude on September 30, 1973. Such letter of resignation is attached to these minutes.

Mr. Brown moved for adoption the following resolution:

RESOLVED that the resignation of Dr. Albert YR 1973-20
L. Pugsley, as President of Youngstown State
University, with active duty to conclude on

September 30, 1973 be accepted with the regret of the Trustees and their appreciation for his services to the University.

The motion was seconded by Mr. Williams and was followed by a discussion in which Dr. Pugsley stated that because of his age, the great pressures connected with the Presidency, and the condition of his health, he had concluded that the time for his retirement had arrived.

The motion was carried by the affirmative vote of all seven Trustees present, and the resolution declared duly adopted by the Chairman.

The Chairman then stated that the selection of a successor to Dr. Pugsley as President was of great importance. He presented and read a letter from Mrs. Isroff to the Board, dated January 23, 1973, concerning the resignation of Dr. Pugsley and the selection of a successor which she had written before leaving the country, and requested that it be attached as a part of the minutes of the meeting. Dr. Pugsley left the meeting at the suggestion of the Chairman after stating that he wished to take no part in the selection of his successor.

There followed a long discussion concerning the many vacancies in Presidencies of Colleges and Universities throughout the country, the problems which arise when committees are created to search for candidates for such office, and the availability of persons capable of conducting such office within the present organization of the University. The Trustees discussed some of the problems which will confront the University, as well as the background and qualifications of some University personnel who would be capable of handling the problems, and the benefits to the Union if someone familiar with the Union should be selected. It was pointed out that Dr. Pugsley would be entitled to one month's vacation, and that if that were taken during September, a successor's responsibilities as President would commence on September 1, 1973, at the beginning of a school year.

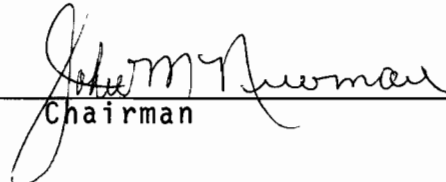
Mr. Strouss moved for adoption the following resolution:

RESOLVED that the Presidency of the University YR 1973-21 be offered to Dr. John J. Coffelt, to be effective September 1, 1973, upon the retirement of Dr. Albert L. Pugsley as President, with a base salary of \$40,000.00 per year and other fringe benefits which have been heretofore extended to the President, and that he be required to reside in the President's house when same has been vacated by Dr. and Mrs. Pugsley.

The motion was seconded by Dr. Burrowes, and after further discussion was carried by the affirmative vote of all seven Trustees present. The Chairman declared the resolution duly adopted.

The Chairman asked Dr. Pugsley to return to the meeting, and he made arrangements to have Dr. Coffelt, as well as Phillip A. Snyder, Director of University Relations, come to the meeting.

When Dr. Coffelt arrived he expressed his willingness to accept the Presidency, and after plans were made to announce the Board's actions on January 30, the meeting was duly adjourned at 11:00 p.m.


Chairman

Attest:


Secretary

YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

January 22, 1972

Attorney John M. Newman
Youngstown State University
Board of Trustees

Dear Attorney Newman:

It is with both regret and appreciation that I confirm in writing my decision to resign the Presidency of Youngstown State University with active duty to conclude on September 30, 1973.

My regret comes from leaving the University for which I have such an enduring and high regard, and for which I see a bright future. It has been a most stimulating and enjoyable seven years for Mrs. Pugsley and me in Youngstown.

My appreciation comes from the many kindnesses tendered to us by members of the University community during this period, for the firm and considerate support of the Board of Trustees, and for the loyalty of Youngstown citizens for their University. The time has come, however, for personal reasons of health for me to retire. You may be sure that YSU will always have a place of deep affection in our hearts.

Cordially,

A. L. Pugsley
A. L. Pugsley

ALP:mcw

MRS. LEONARD ISROFF
11 WILDFERN DRIVE
YOUNGSTOWN, OHIO 44505

January 23, 1973

To: The Board of Trustees of Youngstown
State University

Re: The Resignation of Dr. Pugsley

Gentlemen:

I am writing this letter within a few hours after hearing that Dr. Pugsley has submitted his resignation as President of Youngstown State University. Since Mr. Newman was aware of the fact that I was going to be out of the country for a week, he called to inform me of the impending resignation and to ask my opinion on this most important matter. I sincerely appreciate this courtesy.

In all honesty, I must say that I simply have not had enough time to give the matter the serious consideration that it warrants. I have many innate reservations about making a hasty decision---a decision that we, as the governing board of a public institution, may regret later because of the repercussions it may generate on many levels. I do feel that the ultimate selection should be made only by this board, but I question whether a conclusion should be reached in one evening.

Mr. Newman also confided in me that Dr. Coffelt would be interested in succeeding

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MRS. LEONARD ISROFF
11 WILDFERN DRIVE
YOUNGSTOWN, OHIO 44505

Dr. Pugsley. I want to make it very clear that my position is in no way a reflection of any opinion I may have in regard to Dr. Coffelt. On the contrary, I have recently had the opportunity to become better acquainted with Dr. Coffelt than with any other administrator in this university community through our work on the Kilcawley Center committee. I have gained a very favorable impression of Dr. Coffelt as a capable administrative vice-president, but I have not---at this moment---the information I feel I would need to make an intelligent determination of Dr. Coffelt as president. There are many questions that I should like to ask---questions that I would want to ask any candidate for this position---questions that I'm certain any candidate would welcome responding to.

At this very moment, I feel very frustrated that I cannot be with you gentlemen this evening. There are so many thoughts going through my mind that I wish I could convey to you, but many of them deal with intangibles that can best be expressed only by face-to-face communication.

I realize that many of my reservations can be attributed to the fact that I have served on this board for just a few months; on the other hand, I am sure you are aware that there is a strong probability that I will have to live with this decision for eight-and-a-half years.

—3—

MRS. LEONARD ISROFF
11 WILDFERN DRIVE
YOUNGSTOWN, OHIO 44505

All I can really do through this letter is to ask you to give thought to my request not to act too quickly. If you do not agree with me, I most certainly shall respect the decision of the majority and shall do all I can, within my ability, to serve Youngstown State University with intelligence and integrity.

Most sincerely,

Ann Isroff

Ann Isroff

YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

February 7, 1973

Trustees of
Youngstown State University

Gentlemen:

Enclosed herewith are copies of drafts of minutes of two meetings of the Board of Trustees, being the minutes of the regular meeting held January 20, 1973, and the special meeting held January 29, 1973.

Yours very truly,

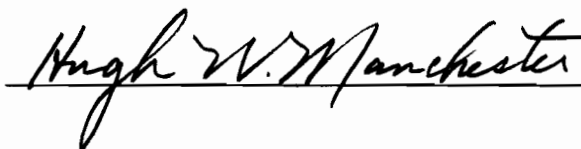


Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosures

These minutes mailed to the following on February 7, 1973

William J. Brown	Dr. Albert L. Pugsley, President
Dr. Bertie B. Burrowes	Dr. John J. Coffelt, Vice President for Administrative Affairs
Carl L. Dennison	Dr. Earl E. Edgar, Vice President for Academic Affairs
John M. Newman	Mr. Joseph S. Rook, Vice President for Financial Affairs
Mrs. Ann Isroff	Mr. Hershel Rickard, University State Examiner
Albert J. Shipka	
Clarence J. Strouss	
Robert E. Williams	
Raymond J. Wean, Jr.	



March 29, 1973

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that in accordance with action taken at the January 20, 1973 meeting, the next regular meeting of Trustees of Youngstown State University will be held on Saturday, April 14, 1973 at 1:30 p.m. at the Faculty Lounge in Kilcawley Center.

The agenda will be furnished by the President's office.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on March 29, 1972 to:

William J. Brown
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

Dr. Bertie B. Burrowes
529 North Avenue
Youngstown, Ohio 44502

Carl L. Dennison
Butler, Wick & Company
6th Floor, Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Mrs. Ann Isroff
11 Wildfern Drive
Youngstown, Ohio 44505

John M. Newman (Chairman)
1010 Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Albert J. Shipka
c/o United Steel Workers of America
Realty Building
47 Central Square
Youngstown, Ohio 44503

Clarence J. Strouss
Northwestern Mutual Life Ins. Co.
Dollar Bank Building
Youngstown, Ohio 44503

Robert E. Williams (Vice Chairman)
1359 Virginia Trail
Youngstown, Ohio 44505

Raymond J. Wean, Jr. Pres.
Wean United, Inc.
Three Gateway Center
401 Liberty Avenue
Pittsburgh, Pa. 15222

Dr. Albert L. Pugsley, President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Hugh W. Manchester

L. P. Gregory

3715

YOUNGSTOWN STATE UNIVERSITY

BOARD OF TRUSTEES MEETING

Kilcawley Center
Faculty Lounge 1:30 p.m.

Saturday, April 14, 1973

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of minutes for regular meeting held Saturday, January 20, 1973 and the special meeting held Monday, January 29, 1973.
- d) Recommendations of the President of the University
 - 1. Resolution for change in the assessing and collection of parking fines
- e) Report of the President of the University
 - 1. Progress report regarding Local 627, Service Employees International Union
 - 2. Report on MEDCO
 - 3. Budget development
 - 4. Kilcawley Center Board appointments and activities
 - 5. Report of the Academic Vice President: Extension by North Central Association of preliminary accreditation for program in Criminal Justice leading to the Master of Science Degree
 - 6. Report of the Administrative Vice President
 - a. Photo ID Card
 - b. Urban Renewal
 - c. Building Program
 - 7. Report of the Vice President for Financial Affairs
- f) Report of Committees of the Board
 - 1. Finance - Acquisition of Properties
 - 2. Building - Recommendation of Landscape Architect
- g) New Business
- h) Adjournment to be followed by an executive session to discuss the enclosed materials received from Mr. Powers

Time and Place of Next Regular Meeting: June 16, 1973 (Commencement)

**Recommendation for Change in the Assessing and Collection of
Parking Fines**

In 1967, the University trustees adopted a procedure for violation charges for parking offenses on University property. The fees were established on a sliding scale basis with the first ticket being a warning. The policy did not provide for a termination of the sliding scale and therefore we have encountered a great deal of administrative expense which is not generating income adequate to continue this policy. Therefore, in an effort to reduce administrative handling and overhead, provide a simpler means of payment for students and staff, and to discontinue a permanent file of parking violations, the following resolution is recommended:

BE IT RESOLVED that effective with the fall quarter, 1973 portion YR 1973- of the 'Schedule of Charges' amended, adopted by the Board of Trustees at their August 28, 1967 meeting, YR 1967-16, which now reads:

Fine per offense for parking without Registration, illegal parking or other violation.

First offense	No charge	Fourth offense	\$6.00
Second offense	\$2.00	Each succeeding offense	8.00
Third offense	4.00		

be changed and expanded to read as follows:

Fine per offense for parking without Registration, illegal parking or other vehicle violation so indicated in the current Youngstown State University Driving and Parking Regulations pamphlet.

\$2.00 per offense if paid within thirty days of the offense.

\$4.00 per offense if paid after thirty days of the offense.

At this time a statement will be sent to the violator.

Violations by students will be added to their University fee accounts.

The owner of the offending vehicle or the person to whom the offending vehicle is registered shall be primarily responsible for payment of fines. However, since the vehicles driven by most students are registered in other names, the University assumes that where applicable the student is the violator and responsible for payment of the fees.

The University shall use whatever means available to collect all parking fines not paid after thirty days of the offense.

The Youngstown State University security officer issuing the ticket has the authority to have the offending vehicle towed if:

1. There are three or more unpaid fines pending against that vehicle.
2. In the opinion of the officer the offending vehicle is blocking the free flow of traffic.
3. It is parked in such a way as to impair the efficient operation of emergency vehicles.
4. It is parked in a "tow-away" zone.

If a violator has reason to appeal the Violation Notification, he must do so by filing an application for appeal within seven days of the date of violation. If an appeal form is not filed within seven days of the date of violation, the violator accepts the violation as valid.

**Resolution Confirming Acquisition of Certain
Properties as Provided under YR 1970-24**

The following Resolution is proposed in order to meet the requirements set forth in YR 1970-24:

"NOW BE IT RESOLVED, that the acquisition of the properties as provided under YR 1970-24 be hereby confirmed and approved." YR 1973-

**STATE FUNDS
RENOVATIONS AND LAND PURCHASE
UNDER H.B. 988**

204-214 Grant Street, City Lot No. 970 pt., City of Youngstown,
Purchased from: James S. Franceschelli

1 Kennywood Court, City Lot No. 16068, City of Youngstown,
Purchased from: William J. & Helen Brosco, c/o George Turcola
Realty Company

288-290 Grant Street, City Lot No. 986, City of Youngstown,
Purchased from: Northern Investment Company, c/o Messrs.
Barth and Lipscher

254 West Scott Street, City Lot No. 9151 pt., City of Youngstown,
Purchased from: Saul Friedkin

250 West Scott Street, City Lot No. 9149 pt., and 9150 pt., City
of Youngstown, Purchased from: Llewellyn E. & Mattie Nelson

259 West Scott Street, City Lot No. 9138, City of Youngstown,
Purchased from: Lawrence Lawlor, Deceased, Atty. Robt. Murphy,
Executor

As a matter of information the following properties are pending approval by the Controlling Board, State of Ohio:

STATE FUNDS

241 Scott Street, City Lot No. 3758, City of Youngstown,
Owner: Mary Artis King

271 West Scott Street, City Lot No. 9141, City of Youngstown,
Owner: Myrtle L. Adams, c/o Ms. Ann Pottish, Goldberg Real
Estate

UNIVERSITY FUNDS

36 West Spring Street, City Lot No. 918 pt., City of Youngstown,
Owner: Helen E. Protheroe, c/o Atty. Leonard Olson

110 Wade Street, City Lot No. 9015, City of Youngstown,
Owner: Carrie Lee Barnes, c/o Atty Levy

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT


April 30, 1973

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held April 14, 1973

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

STATE OF OHIO)
) SS AFFIDAVIT
 COUNTY OF MAHONING)

HUGH W. MANCHESTER, being first duly sworn, deposes and says that he is Secretary to the Board of Trustees of Youngstown State University; that on the 10th day of May, 1973, he caused to be mailed to each of the Trustees of Youngstown State University, a true copy of the Notice and Call for a Special Meeting dated May 10, 1973, and signed by John M. Newman, Chairman of the Board of Trustees of Youngstown State University, a copy of which Notice is hereto attached; that proper United States postage in the amount of \$1.18 was affixed to each envelope in which such Notices were enclosed; that such envelopes were addressed to each of the following at the following addresses, by Registered Mail numbered as set opposite such names and addresses, and that the Registered Mail receipts of the addressees are hereto attached; and attached hereto is Xerox copy of the receipt of the Post Office on Form POD 3877 for such envelopes.

William J. Brown The Youngstown Vindicator Vindicator Square Youngstown, Ohio 44503	0111819
Dr. Bertie B. Burrowes 529 North Avenue Youngstown, Ohio 44502	0111820
Carl L. Dennison Butler, Wick & Company 6th Floor, Union Natl. Bank Bldg. Youngstown, Ohio 44503	0111821
Mrs. Ann Isroff 11 Wildfern Drive Youngstown, Ohio 44505	0111822
John N. Newman 1010 Union Natl. Bank Bldg. Youngstown, Ohio 44503	0111823
Albert J. Shipka c/o United Steel Workers of America Realty Building 47 Central Square Youngstown, Ohio 44503	0111824

Mr. Clarence J. Strouss 0111825
 Northwestern Mutual Life Ins.Co.
 Dollar Bank Building
 Youngstown, Ohio 44503

Mr. Robert E. Williams 0111826
 1359 Virginia Trail
 Youngstown, Ohio 44505

Raymond J. Wean, Jr. Pres.
 Wean United, Inc.
 Three Gateway Center
 401 Liberty Avenue
 Pittsburgh, Pa. 15222 0111827

ALSO TO: Dr. Albert L. Pugsley, Pres.
 Youngstown State University
 410 Wick Avenue
 Youngstown, Ohio 44503 0111828

Hugh W. Manchester

Sworn to before me and subscribed in my presence this
15th day of May, 1973.

Marian M. Mcorhouse
 Notary Public

MARIAN M. MCORHOUSE, Notary Public
 My Commission Expires July 17, 1973



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

May 10, 1973

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that I am calling a special meeting of the Trustees of Youngstown State University to be held on Monday, May 21, 1973 at 10:00 a.m. at the Faculty Lounge in Kilcawley Center.

Such special meeting is being called for the purpose of considering and taking such action as may be considered proper with respect to a Collective Bargaining Agreement between the University and Youngstown State University Chapter of the Ohio Education Association for the nine month service faculty at the University.

I am also requesting that the Trustees meet in executive session at 8:30 a.m. on the same morning, Monday, May 21, 1973 in the Conference Room of the Executive Office Building of Youngstown State University.

Chairman of the Board of Trustees of
Youngstown State University

JMN MM

NAME AND ADDRESS OF SENDER

X50

Indicate type of mail:

REGISTERED REGISTERED C.O.D.
 CERTIFIED

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.
POSTMARK AND DATE OF RECEIPT

NUMBER OF ARTICLE	NAME OF ADDRESSEE, STREET, AND POST OFFICE ADDRESS	POSTAGE	FEE	R. R. FEE	REG. DEL. FEE	ACTUAL VALUE	SURCHARGE	REMARKS*
1	William G Brown	8	95	15		No Value		
2	No Vendicator Building Spangston O.							
3	Dr Bertie B Burman							
4	529 North Ave							
5	Carl L. Dameron							
6	6th Floor Union Bldg							
7	Mrs Ann Isroff							
8	11 Wildfern Drive							
9	John W. Newman							
10	4010 Union Bldg							
11	Albert J Shipka							
12	Realty Bldg U.S. 70 of A							
13	47 Central Square							
14	Clarence G. Stowers							
15	Dollar Bank Bldg.							
16	Northwestern Mill Ref Ins Co							
17	Robert F Williams							
18	1359 Virginia Ave							
19	Raymond G. Wear, Wear Limited Inc							
20	401 Liberty Ave							

TOTAL NO. OF PIECES LISTED BY SENDER

9

TOTAL NO. OF PIECES REC'D AT P.O.

9

POSTMASTER PER (Name of receiving employee)

*Show under "Remarks" class postage paid if other than first or if international

3727

NAME AND ADDRESS OF SENDER

450

Indicate type of mail:
 REGISTERED REGISTERED C.O.D.
 CERTIFIED

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.

POSTMARK AND DATE OF RECEIPT

NUMBER OF ARTICLE	NAME OF ADDRESSEE, STREET, AND POST OFFICE ADDRESS	POSTAGE	FEE	R. R. FEE	REG'D DEL. FEE	ACTUAL VALUE	SURCHARGE	REMARKS*
1	0111828 Albert L. Pugaley pres	8	95	15		No Decl		
2	Mo. State University							
3	410 Wick Ave Youngstown Ohio							
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TOTAL NO. OF PIECES LISTED BY SENDER

TOTAL NO. OF PIECES REC'D AT P. O.

POSTMASTER, PER (Name of receiving employee)

*Show under "Remarks" class postage paid if other than first or if international

3728

JOHN H. RANZ
HUGH W. MANCHESTER
RICHARD B. WILLS
PAUL J. FLEMING
JAMES E. BENNETT, JR.
JOHN WEED POWERS
FRANKLIN S. BENNETT
W. STEPHEN MELOY
ROBERT N. DINEEN
JACK C. HARRIS
GILBERT M. MANCHESTER
MICHAEL I. WALLING
WILLIAM T. BODOH
THEODORE M. KLUPINSKI
STEPHEN T. BOLTON

LAW OFFICES
MANCHESTER, BENNETT, POWERS & ULLMAN

ELEVENTH FLOOR
UNION NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503
TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER
1902-1951
JAMES E. BENNETT
1917-1964
FRANKLIN B. POWERS
1914-1960

MYRON E. ULLMAN
DON E. TUCKER
OF COUNSEL

April 14, 1973

Mrs. Marian Webster
Secretary to the President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio

Re: Minutes of Trustees of Youngstown State
University

Dear Mrs. Webster:

I am handing you herewith for insertion in the above record maintained in the President's office, the following documents:

1. Ribbon copy of Minutes of Regular Meeting held January 20, 1973 (10 pages), which were approved today, signed by the Chairman and attested. With such Minutes should be included:
 - (a) Proof of Mailing Notices by the Secretary dated January 3, (which was delivered with my letter of January 20 to you); proof of delivery of agenda; and copy of the agenda and all data furnished therewith on or about January 14; also
 - (b) Green Brochure re Library Building (herewith);
 - (c) Certified copy of Ohio Senate Resolution No. 241, adopted November 14, 1972 (herewith);
 - (d) Letter of Judge Martin P. Joyce dated January 8, 1973 to the Chairman, reporting vote by administrative employees (herewith);
 - (e) Letter of Anthony P. Sgambati II, Attorney for Local 627, Service Employees International Union, dated January 8, 1973 to me (herewith).

#2

2. Xerox copy of my letter (1 page) of February 7, 1973, to Trustees, enclosing drafts of Minutes of January 20 and January 29 Meetings.
3. Signed copy (1 page) of the Chairman's Call and Notice dated January 23, 1973, calling a Special Meeting for January 29, 1973.
4. Affidavit of Marian M. Moorhouse dated January 29, 1973 relative to mailing of the Chairman's Call and the Post Office data, and 10 Return Receipts evidencing sending of such Notices by Certified Mail on January 23, 1973, and the delivery of same to all Trustees and the President (5 sheets).
5. Ribbon copy of the Minutes of the Special Meeting of Trustees held January 29, 1973 (3 pages), which were approved today, signed and attested. Include with such Minutes the following:
 - (a) Original of letter of A. L. Pugsley dated January 22, 1973 to the Chairman and the Board (1 page herewith);
 - (b) Original of Ann Isroff's letter of January 23, 1973 to the Board re Dr. Pugsley's resignation (3 pages herewith).
6. Executed copy of my letter of February 7 to the Trustees enclosing drafts of Minutes of January 20 and January 29, with Certification re Mailing (1 page).
7. Executive sessions of Trustees at which no minutes were taken, have been held on October 25, 1972, December 6, 1972, and on February 6, 14, and 22, 1973. Mr. Newman and I believe that the official minutes should include copies of the Notices which were mailed by the Secretary, to show to anyone concerned that such informal Meetings did take place. Of course, no action was taken at such Meetings.

Accordingly I enclose, for insertion in the Minutes, at their proper chronological places, Xerox copies of the Secretary's following letters:

#3

Date of Letter - for executive session on

October 18, 1972	October 25, 1972
November 30, 1972	December 6, 1972
February 1, 1973	February 6, 1973
February 9, 1973	February 14, 1973
February 20, 1973	February 22, 1973

8. Executed copy of my Notice to Trustees dated March 29, 1973 re the meeting of April 14, and memo re mailing (1 page).

I believe the last paper given you for insertion in the Minutes was a copy of the Notice to Trustees dated January 3, for the January 20 Meeting, which was included with my letter to you dated January 20, 1973.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees

HWM MM
Enclosures