

# THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

Telephone-609-924-4400

THE DIRECTOR

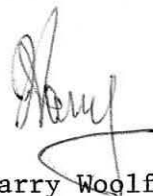
April 5, 1978

## Memorandum to the Members of the Board of Trustees

As you are already aware, the annual meeting of the Corporation and the regular meeting of the Board of Trustees of the Institute for Advanced Study will be held on Friday, April 28 and Saturday, April 29, 1978.

The Friday afternoon schedule will include the meetings of the Budget and Finance Committees at 3:00 p.m., to be followed by a meeting of the Executive Committee with the Faculty Liaison Committee of the Institute at 4:30 p.m. The meeting of the Corporation and the regular meeting of the Board will begin at 10:30 a.m. on Saturday. Please note that due to the Spring Dance to be held in the Dining Room on Friday evening, the Friday and Saturday meetings will be held in the Seminar Room on the second floor of West Building.

A complete schedule of events, agendas, and a questionnaire are enclosed. I would appreciate it if you would return the questionnaire at your earliest convenience.



Harry Woolf

Messrs. Petersen, Byrom, Dilworth, Doob, Drell, Forrestal, Hansmann, Houghton, Opel, Segal, Simon, Solow, Straus, Taplin; Mrs. Whitehead

Messrs. Garrison, Hochschild, A. Houghton, Lewis, Linder, Rosenwald, Schur

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THE DIRECTOR

March 22, 1978

To: The Members of the Board of Trustees

From: Geraldine F. Kaylor *GFK*

Subject: Possible Schedule Change for the Board of  
Trustees Meeting - April 28, 29, 1978

We are now trying to arrange the schedule of the Board of Trustees meeting so that the Budget and Finance portions of the meeting could be held on Friday afternoon, April 28, 1978.

A final decision will be made when Dr. Woolf returns to the office on April 3, and a complete schedule and agenda will be sent to you at that time. In the meantime, we would appreciate if you would note on your calendar the possibility of a meeting at the Institute from 3:00 to 5:00 p.m. on Friday, April 28.

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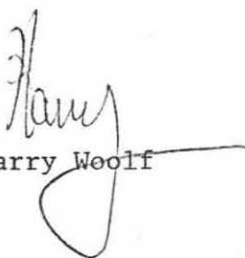
March 20, 1978

To the Members of the Board of Trustees

This is to remind you that the spring meeting of the Board of Trustees will take place on Friday and Saturday, April 28 and 29, 1978. The schedule of events for the entire Institute family will begin on Friday evening at 9:00 p.m. with a Spring Dance to which you and your spouse are most cordially invited. (A more formal invitation will be sent to you in the near future.) Pat and I hope you will join us for dinner as usual at 7:00 p.m. at Olden Farm.

The Board meeting will take place on Saturday, April 29, beginning with the Finance Committee meeting at 10:30 a.m.

An agenda and other materials will be forwarded shortly.

  
Harry Woolf

THE INSTITUTE FOR ADVANCED STUDY

Schedule of Events

Board of Trustees

Friday, April 28 and Saturday, April 29

Friday, April 28

3:00 p.m.	Budget and Finance Committee Meetings	West Building Seminar Room
4:30 p.m.	Faculty Liaison Committee/Executive Committee Meeting	2nd Floor
7:00 p.m.	Cocktails and Dinner (Black Tie optional)	Olden Farm
9:00 p.m.	Spring Dance (Black Tie optional)	Cafeteria Dining Room

Saturday, April 29

9:00 a.m.	Meeting of the Corporation Regular Meeting of the Board	West Building Seminar Room 2nd Floor
12:30 p.m.	Lunch	Board Room
1:30 p.m.	Resumption of Board Meeting (If necessary)	West Building Seminar Room

THE INSTITUTE FOR ADVANCED STUDY

Annual Meeting of the Corporation and Regular Meeting of the Board of Trustees  
Saturday, April 29

AGENDA

I. Meeting of the Corporation

1. Minutes of the previous meeting
2. Report of the Nominating Committee
3. Other Business

II. Meeting of the Board

1. Minutes of the previous meeting
2. Election of Officers (Nominating Committee)
3. Committee Reports
  - (i) Finance Committee
  - (ii) Budget Committee
4. Director's Report
5. Chairman's Report
6. Other Business

THE INSTITUTE FOR ADVANCED STUDY  
Annual Meeting of the Corporation  
Saturday, April 29

AGENDA

- I. Minutes of the previous meeting
- II. Report of the Nominating Committee
- III. Other Business

THE INSTITUTE FOR ADVANCED STUDY

Regular Meeting of the Board of Trustees  
Saturday, April 29

- I. Minutes of the previous meeting
- II. Election of Officers (Nominating Committee)
- III. Committee Reports
  - 1. Finance Committee
  - 2. Budget Committee
- IV. Director's Report
- V. Chairman's Report
- VI. Other Business

THE INSTITUTE FOR ADVANCED STUDY

Meeting of the Finance Committee  
Friday, April 28

- I. Approval of the minutes of the meeting of January 14, 1978
- II. Portfolio changes since the last meeting
- III. Portfolio Performance
- IV. Review of the Portfolio
- V. Other Business



Letter sent to spouses attending Board Meeting  
(handwritten on IAS notes)

Dear \_\_\_\_\_

I was pleased to hear that you will be joining \_\_\_\_\_  
at the Board meeting on April 28-29. Can you join me for lunch  
on Saturday, April 29 at 12:30 p.m. at Olden Farm.

Cordially,

Pat

R.S.V.P.  
Mrs. Kaylor  
609-924-4400 ext. 203

Sent to:

Bunny Dilworth - *NO*  
Doris Hansmann - *yes*  
Beth Straus - *yes*  
Peggy Taplin - *no*  
Jack Whitehead  
Liz Petersen - *no*  
Maisie Houghton - *NO*