

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

OFFICE OF THE GENERAL MANAGER

September 14, 1977

To Messrs. Bowyer, Jenkins and Simpson

Enclosed for your attention is the agenda of the next Finance Committee meeting. The meeting will take place at 9:00 a.m. on Saturday, October 8, 1977 in the Board Room of the Institute for Advanced Study. I look forward to seeing you then.

With best regards, I am

Sincerely yours,



Minot C. Morgan, Jr.
General Manager

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

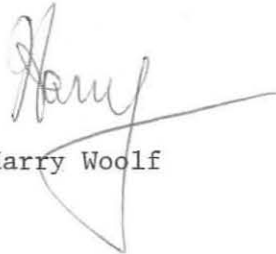
THE DIRECTOR

August 22, 1977

To the Members of the Board of Trustees

This is to remind you that the fall meeting of the Board of Trustees will take place on Saturday, October 8, 1977. There will be a meeting of the Finance Committee at 9:00 a.m. and the Regular Meeting of the Board will begin at 10:00 a.m. From 5:00 until 7:00 p.m. you and your spouses are cordially invited to attend the Members' Reception.

An agenda and other materials will be forwarded shortly.

A handwritten signature in cursive script, appearing to read "Harry", with a long horizontal line extending to the right and a large loop at the bottom.

Harry Woolf

THE INSTITUTE FOR ADVANCED STUDY

Regular Meeting of the Board of Trustees
Saturday, October 8, 1977

AGENDA

- I. Minutes of the previous meeting
- II. Report of the Finance Committee
- III. Director's Report
Luncheon
- IV. Presentation by Professor Freeman J. Dyson,
School of Natural Sciences
- V. Other Business

THE INSTITUTE FOR ADVANCED STUDY

Meeting of the Finance Committee
Saturday, October 8, 1977
9:00 a.m.

AGENDA

- I. Approval of the Minutes of the meeting of June 30, 1977
- II. Report by Mr. Hamilton of Wertheim and Company on the performance of the portfolio
- III. Discussion with representatives of Haskins and Sells regarding the 1976-77 audit
- IV. Report on Equity Funding
- V. "Guidelines"
- VI. Hochschild Trust
- VII. General portfolio review

THE INSTITUTE FOR ADVANCED STUDY

SCHEDULE OF EVENTS

Board of Trustees

Friday, October 7 and Saturday, October 8, 1977

FRIDAY, OCTOBER 7

7:00 p.m.	Cocktails and Dinner (informal)	Olden Farm
-----------	---------------------------------	------------

SATURDAY, OCTOBER 8

9:00 a.m.	Finance Committee Meeting	Board Room
10:30 a.m.	Board Meeting	Board Room
12:30 p.m.	Lunch	Dining Room
1:30 p.m.	Resumption of Board Meeting	Board Room
5:00 p.m.	Members Reception	Cafeteria

* * * *

QUESTIONNAIRE

Friday, October 7, 1977

Dinner

1. I plan (am unable) to attend the dinner for the Trustees at 7:00 p.m.
2. I shall (shall not) be accompanied by my spouse.

Saturday, October 8, 1977

3. I plan (am unable) to attend the Board of Trustees meeting at 10:30 a.m.
(Finance Committee meeting to begin at 9:00 a.m.)
4. I plan (am unable) to attend the Members Reception from 5:00 to 7:00 p.m.
5. I shall (shall not) be accompanied by my spouse.

General Arrangements

6. Please reserve an apartment for me in the housing project for

Friday night _____
Saturday night _____

7. I shall (shall not) need transportation to Princeton on _____ (date)
from:

- a. Airport _____ Flight number _____ Time of arrival _____
- b. Train station _____ Time of arrival _____
- c. Other _____

8. I shall (shall not) need return transportation on _____.

- a. Airport _____ Flight number _____ Time of departure _____
- b. Train station _____ Time of departure _____
- c. Other _____

Name _____

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY

OFFICE OF THE GENERAL MANAGER

October 4, 1977

MEMORANDUM

TO: Dr. Harry Woolf
FROM: M. C. Morgan, Jr.
SUBJECT: Post-Closing Budget

Dear Dr. Woolf:

I. New Format: Pursuant to the request of the Board of Trustees at the spring meeting, I am now presenting the Post-Closing Budget, and all future budgets, in the new format showing six columns, three for the current year and three for the coming year.

II. Changes: (a) In column 1, appropriation request, the change here is minimal and down about \$50,000. (b) Column 2 and 3, the picture from outside funds has improved since the spring meeting. (c) Column 6, there is very little change from the predicted expense against funds from outside sources. They have improved because the Social Sciences N.S.F. Contract came in in time for us to use in this fiscal year.

III. Endowed Funds: Included in column 1 are now the following restricted endowed funds: (a) School of Mathematics - Account 1201 IBM Professorship, John von Neumann Chair, currently held by Professor Harish-Chandra. Account 1258B Veblen Fund, this is new and the earnings will be about \$29,000. (b) School of Natural Sciences - Account 1364, Sivian Fund, approximate income \$28,000. (c) School of Historical Studies - Account 1464B, Herodotus Fund, approximate income \$30,000. Account 1464B - Goldman Fund, approximate income \$10,000. (d) School of Social Sciences - the entire school.

IV. Trustees Expense and Professional Fees include the following: (a) Audit, (b) Fee to the Fidelity Bank, and (c) A portion of the deferred compensation and insurance for the Director, and also the Director's and Officers Liability Insurance.

Respectfully submitted,

M. C. Morgan, Jr.
Minot C. Morgan, Jr.
General Manager
(Dictated but not read)

MCM/op

September 22, 1977

Mr. Donald C. Jenkins
40 Wall Street
New York, New York 10005

Dear Don:

As you probably know, Ralph Hansmann will be out of the country on October 8, and therefore unable to attend the Board of Trustees meeting. Under the circumstances, I wonder whether it would be possible for you to attend the Board meeting in his absence to make the report for the Finance Committee.

With warm regards, I am

Sincerely yours,

Harry Woolf

INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

RALPH E. HANSMANN
TREASURER

September 13, 1977

TREASURER'S OFFICE
40 WALL STREET
NEW YORK, NEW YORK 10005
WHITEHALL 4-6127

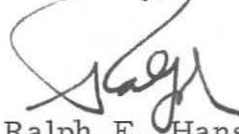
Dear Harry,

This is just a note to let you know that I will be abroad on Saturday, October 8th, and, therefore, will be unable to attend the Institute's Finance Committee and Board meetings scheduled for that day. Jamie Houghton is also unavailable. However, I am sure that he will agree with me that Donald Jenkins, Bob Simpson, Gordon Bowyer and also Mike Morgan and Sabina Modzelewski of your staff will be able to carry on and answer any questions which members of the Committee might have.

You might consider inviting Donald Jenkins, the Assistant Treasurer, to attend the Board meeting in our absence to make the report for the Finance Committee.

Best and regards.

Sincerely,



Ralph E. Hansmann

Mr. Harry Woolf
Director
Institute for Advanced Study
Princeton, New Jersey 08540

REH:BMG

cc: James R. Houghton

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

Telephone-609-924-4400

THE DIRECTOR

September 21, 1977

To All Members of the Board of Trustees:

Various materials which have been prepared for the forthcoming meeting of the Board of Trustees have been sent to you under separate cover.

As part of my Director's Report, I will be presenting for preliminary discussion a proposed Development Program for the Institute. The proposal is enclosed in order that you may have an opportunity to familiarize yourself with it before the meeting.

I would greatly appreciate it if those of you who are unable to attend the meeting could let me have your reactions before October 8 so that I can convey your comments and suggestions to the Board. Any additional thoughts you might have on this or other matters affecting the Institute will, of course, be welcome.

Cordially yours,



Harry Woolf

THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

Telephone-609-924-4400

THE DIRECTOR

September 15, 1977

Memorandum to the Board of Trustees:

Ladies and Gentlemen:

As you know, the regular meeting of the Board of Trustees of the Institute for Advanced Study will be held on Saturday, October 8, 1977. The Board activities will begin on Friday evening, October 7 with a dinner at Olden Farm. The meeting of the Finance Committee of the Board will begin at 9:00 a.m. on Saturday and will be followed by the regular Board meeting at 10:30 a.m. You are also cordially invited to attend the Members Reception on Saturday evening from 5:00 to 7:00 p.m.

A complete schedule of events, questionnaire and agendas for both the Finance Committee and Board Meeting are enclosed. I would appreciate it if you would return the questionnaire at your earliest convenience.

Sincerely yours,



Geraldine F. Kaylor
Secretary to the Director