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BIOGRAPHY: LINDA LEE BAKER

Mrs. Baker is a native of Washington, D. C., and has lived most of her life in the Washington Metropolitan area. She attended Walt Whitman High School in Bethesda, Maryland, where she was an honors student and participant in the National Honor Society, Mu Alpha Theta, the Student Government Association, and Keyettes. She completed a four-year liberal arts education at Smith College in Northampton, Massachusetts, and received a Bachelor of Arts degree in music in 1971. She was a Dean's List student in 1968, 1970, and 1971 and was a member of the Smith College Gold Key.

Her father is Ernest F. Hom, retired Chief Administrative Law Judge of the U. S. Department of the Interior. Her father's career as an attorney in government and Mrs. Baker's upbringing amidst the political environment of Washington served to encourage her interest in government work. Among the summer jobs she held during her college years were clerical and statistical positions with the Social Security Administration, the U. S. Employment Service, the Department of Agriculture, the Bureau of National Affairs, Inc., and the National Aeronautics and Space Administration. In October 1971 she began clerical work in the personnel office of the Department of State. After several months, she became a Protocol Specialist in the Office of the Chief of Protocol, a position she has held for the past two and a half years.

Most of Mrs. Baker's extracurricular activities have centered around her main interest: music and the performing arts. Her mother's occupation of piano teacher and accompanist and the attendant involvement in different aspects of the cultural arts undoubtedly influenced Mrs. Baker's similar interest and participation. She performed as a member of a Chinese folk-dancing troupe in 1966-67 in various Washington functions. She studied the piano for several years and was pianist for church youth fellowship services, accompanist for choruses and instrumentalists in high school concerts and auditions, and in 1967 participating soloist with the National Symphony Orchestra in the "Music for Young America" concert series. Membership and officer positions in choral and other musical groups included church youth (president) and chancel choirs; high school girls' choir, concert choir, and madrigals; "Modern Music Masters" (the national music honor society) (chapter secretary-treasurer); and college choirs (secretary), glee club (secretary), and Chamber Singers (secretary). She was also a member of the Smith-Princeton Chamber Chorus which toured South America in the summer of 1971.

In June 1973, she married George Barnard Baker of South Milwaukee, Wisconsin, a 1971 graduate of Wesleyan University, a former Revenue Officer for the Internal Revenue Service, and presently a first-year law student at the Boston University School of Law.



THE WHITE HOUSE

WASHINGTON

September 15, 1975

MEMORANDUM FOR THE FIRST LADY

FROM: MARIA DOWNS

The visit I have chosen to work my proposed State Dinner around is the upcoming visit of Her Majesty, the Queen and His Royal Highness, the Duke of Edinburgh. The Bicentennial and many formal themes were considered, but I decided to combine two very unique lifestyles of both countries -- the British Hunt and the American Rodeo.

Rather than try to cover my motivations in one covering memo, I have done a separate forward wherever necessary.

Thank you again for giving me the honor of being considered for your Social Secretary.



C
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FORWARD TO PROPOSED GUEST LIST

Every State Dinner is important but because of the historic significance of this one, I tend to limit my recommendations greatly in areas which generally would offer some flexibility.

The following are a few examples:

Congressional listing is purely by Leadership. No other consideration taken and this is in agreement with our Congressional Liaison office.

Political recommendations kept to a very bare minimum.

State Department and White House staff limited greatly compared to representation at other dinners.

Media listing is composed in many instances of the elected representatives of the industry rather than the individual, for example the publisher who is the elected head of the American Newspaper Publisher's Association, etc.

Celebrities were suggested because of their recognition in American Western type entertainment with the exception of the British stars.

The proposed guest list is greater in number than I would generally offer. This was done specifically to give you a greater choice for this particular dinner. I hope I am not overburdening you with needless detail as I tend to feel it is better to give more than less.

My thinking on cutbacks may not be to your liking. I would have to have your guidance on this.



THE WHITE HOUSE

WASHINGTON

Proposed Guest List

for

The White House State Dinner

for

Her Majesty, the Queen of England



The President and Mrs. Ford
Mr. and Mrs. Michael Ford
Miss Susan Ford
Mr. John Ford
Mr. Steven Ford

Official British Party

Her Majesty, the Queen
His Royal Highness
 the Duke of Edinburgh
His Royal Highness
 the Prince of Wales
Her Royal Highness
 Princess Anne
 and Captain Phillips
His Royal Highness
 Prince Edward
His Royal Highness
 Prince Andrew

His Excellency
 Sir Peter Ramsbotham
 British Ambassador and Lady Ramsbotham

Names of additional members of delegation to be provided
by State Department (approximately 6).



Supreme Court

The Chief Justice
and Mrs. Warren Burger



Department of State

The Honorable Henry A. Kissinger
Secretary of State and Mrs. Kissinger

The Honorable Robert S. Ingersoll
Deputy Secretary of State and Mrs. Ingersoll

The Honorable Henry Catto
Chief of Protocol and Mrs. Catto

Ambassador to the United Kingdom
and Mrs. Elliot Lee Richardson



Cabinet Level Officials

The Honorable Nelson Rockefeller
Vice President of the United States
and Mrs. Rockefeller

The Honorable William E. Simon
Secretary of the Treasury
and Mrs. Simon

The Honorable James R. Schlesinger
Secretary of Defense
and Mrs. Schlesinger

The Honorable David Matthews
Secretary of Health, Education, and Welfare
and Mrs. Matthews

The Honorable Carla Hills
Secretary of Housing and Urban Development
and Mr. Hills



Government Officials

General George S. Brown
Chairman of the Joint Chiefs of Staff
and Mrs. Brown

Dr. Arthur F. Burns
Chairman of the Federal Reserve System
and Mrs. Burns

The Honorable John O. Marsh, Jr.
Counsellor to the President
and Mrs. Marsh

The Honorable Donald Rumsfeld
Assistant to the President
and Mrs. Rumsfeld

Lieutenant General Brent Scowcroft
Deputy Assistant to the President for
National Security Affairs
and Mrs. Scowcroft

The Honorable John W. Warner
Administrator
American Revolution Bicentennial Administration

The Honorable Marjorie Lynch
Deputy Administrator
American Revolution Bicentennial Administration
Marjorie is British.



The Congress

Senator and Mrs. Mike Mansfield (D-Mont.)
Senator and Mrs. Hugh Scott (R-Penna.)
Senator and Mrs. Robert Byrd (D-W. Va.)
Senator and Mrs. John Tower (R-Texas)
Senator and Mrs. Ted Stevens (R-Alaska)
Senator and Mrs. Carl Curtis (R-Nebraska)
Senator and Mrs. John J. Sparkman (D-Ala.)
Senator and Mrs. Clifford Case (R-N.J.)

Representative and Mrs. Carl Albert (D-Okla.)
Representative and Mrs. Thomas (Tip) O'Neill (D-Mass.)
Representative and Mrs. John McFall (D-Calif.)
Representative and Mrs. Phillip Burton (D-Calif.)
Representative and Mrs. John Rhodes (R-Ariz.)
Representative and Mrs. Robert Michel (R-Ill.)
Representative and Mrs. John Anderson (R-Ill.)
Representative and Mrs. Barber Conable, Jr. (R-N.Y.)
Representative and Mrs. Sam Devine (R-Ohio)
Representative and Mrs. Jack Edwards (R-Ala.)
Representative and Mrs. Lou Frey (R-Fla.)
Representative and Mrs. Guy Vander Jagt (R-Mich.)
Representative and Mrs. James Quillen (R-Tenn.)



Media

Mr. and Mrs. Harold Anderson
President
American Newspaper Publishers Association
Publisher, Omaha World Herald

Mr. and Mrs. Warren Phillips
President
American Society of Newspaper Editors
Editorial Director, Dow Newspapers
Wall Street Journal

Mr. and Mrs. Wilson Wearn
Chairman
National Association of Broadcasters
President, Multimedia Broadcasting

Mr. and Mrs. Walter Grunfeld
President
National Newspaper Association (weeklies and dailies)
Chairman, Independent Publishing Company

Mr. and Mrs. Wayne Miller
Chairman
Magazine Publishers Association
President, Meredith Corporation Publishing Group

Mr. and Mrs. William H. Broom
President
National Press Club

Miss Peggy Simpson
President-elect
Washington Press Club

Mr. and Mrs. Douglas Cornell (Helen Thomas)
President
White House Correspondents

Mr. and Mrs. John W. (Pat) Heffernan
Bureau Chief
Reuters International
Mr. Britain of D.C. press corps



Media - page two

Mr. and Mrs. Paul Lewis
London Financial Times

Mr. and Mrs. Henry O. Brandow
London Sunday Times

Mr. and Mrs. John Midgley
The Economist (London)

Mr. and Mrs. Stephen Guy Barber
London Daily Telegraph

Mr. and Mrs. Angus Mc Dermid
British Broadcasting Corporation

Mr. and Mrs. Howard K. Smith
ABC
Mrs. Smith is British



Others

Mr. and Mrs. George Meany
President
AFL-CIO

Mayor and Mrs. Walter Washington
Mayor of Washington, D.C.

The Honorable Walter H. Annenberg
and Mrs. Annenberg

The Honorable David K. Bruce
and Mrs. Bruce

The Honorable Averill Harriman
and Mrs. Harriman

The Honorable William Fulbright
and Mrs. Fulbright

Mr. and Mrs. Robert McNamara
President
World Bank

Mr. and Mrs. Tom Lea
American Authority on
Western Art and Literature

Mr. and Mrs. Andrew Wyeth

Sir Lawrence Olivier
and Lady Olivier

Mr. and Mrs. Bob Hope

Mr. and Mrs. John Wayne

Mr. and Mrs. Robert Redford

Mr. and Mrs. Paul Newman



Others (Continued)

Mr. and Mrs. Henry Fonda

Mr. and Mrs. Clint Eastwood

Lord Michael Killanin
and Lady Killanin
President, International Olympic Committee

Alice Roosevelt Longworth

Mr. and Mrs. Clifton E. Daniel

Miss Caroline Kennedy

Mr. John F. Kennedy, Jr.

Mr. and Mrs. Charles Robb

Mr. and Mrs. David Eisenhower

Mr. and Mrs. Jeremiah Milbank, Jr.
Chairman, Republican National Finance Committee
and friend of the Royal Family

Governor and Mrs. Arch Moore
Chairman, National Governors Association

Mrs. Penny Tweedy
International horsewoman and horsebreeder
Owner of Secretariat

Mr. and Mrs. Jack Nicklaus
Champion golfer

Rodeo performers and entertainer



Business

This listing has been compiled with the thought in mind that business played such an outstanding role in the development of our country in the past 200 years. Those representing business at this dinner should be the giants of Industry -- Fortune's 500 list was used as an authority with special consideration to corporations having business interests in Britain. A cross-section of business types was another consideration. Previous attendance at a White House Dinner wasn't a factor.

Mr. and Mrs. Henry Ford
Ford Motor Company

Mr. and Mrs. Richard Gerstenburg
General Motors Corporation

Mr. and Mrs. J. K. Jamieson
Exxon Corporation

Mr. and Mrs. Harry Bridges
Shell Oil Company

Mr. and Mrs. Reginald Jones
General Electric

Mr. and Mrs. Frank T. Carey
International Business Machine

Mr. and Mrs. E. J. Gerrity
International Telephone and Telegraph Corporation

Mr. and Mrs. Edgar B. Speer
United States Steel

Mr. and Mrs. I. S. Shapiro
E. I. duPont de Nemours



Business (Continued)

Mr. and Mrs. Brooks McCormick
International Harvester

Mr. and Mrs. Robert W. Sarnoff
RCA

Mr. and Mrs. Thornton A. Wilson
Boeing Company

Mr. and Mrs. David Rockefeller
Chase Manhattan Bank

Mr. and Mrs. Elmore C. Patterson
Morgan Guarantee Trust Company



Guest List - After Dinner Entertainment

Generally the entertainment guest list I would propose would include a good number of Congressional A. A. 's, political people, State Department staff, White House staff and Department and Agency officials. Again because of the significance of this dinner I feel that you could invite people to the entertainment portion that would usually be considered for dinner guest invitations. With your permission I would like to categorize this listing rather than personalize it. Should you wish an individual listing, I would be happy to provide it.

Congressional Members

Presidents of National Organizations (partial listing)

American Legion

American Medical Association

League of Women Voters

National Association of Manufacturers

American Bar Association

Homebuilders

B'nai Brith

Farm Bureau

Veterans of Foreign Wars

Party Leaders

Appropriate Under Secretaries and Assistant Secretaries

Appropriate Agency Heads

Senior White House Staff

Area Media People



M E N U



FORWARD TO PROPOSED MENUS

The last official British visit was the Prime Minister in January of this year. To avoid duplication, I checked the menu. As you may recall, you served Supreme of Royal Squab.

I tend to favor the game menu not only for its economy but also because it lends itself to the theme of the dinner.

The other thought I had as to the dinner selection was to do an all American type dinner such as charcoal broiled steaks...baked beans...cole slaw etc., but decided against it for fear of being criticized for being too informal.



THE WHITE HOUSE
WASHINGTON

Mrs. Ford:

The Burgundy I would choose to
serve would be Pinot Noir
Beaulieu.

The Champagne would be Charles
Krug, Blanc de Blanc.



THE WHITE HOUSE
WASHINGTON

Dinner

Turtle Soup with Sherry

Guinea Hens with Juniper Berries

Red Burgundy

Grilled Orange Slices

Wild Rice

Parsnip Croquettes

Watercress Salad

Champagne, Demi Sec

Manon



THE WHITE HOUSE
WASHINGTON

Mrs. Ford:

The Bordeaux I would choose to
serve would be Cabernet Sauvignon
Robert Mondavi Reserve.

The Champagne would be Charles
Krug, Blanc de Blanc.



THE WHITE HOUSE

WASHINGTON

Dinner

Prosciutto and Melon

Chestnut Soup

Roast Saddle of Lamb

Red
Bordeauy

Brussels Sprouts and Peas in Mint Sauce

Endive with Red-Wine Dressing

Champagne, Demi Sec

Cherry Alaska



DECOR



Decor

The theme I would recommend for the State Dinner honoring the Queen would be the British Hunt and the American Rodeo --- two unique and very identified ways of life in both countries.

The theme could be well carried out using round tables with the following items serving as a basis for the decorations.

Hunt and Rodeo Decorations

Velvet hunt hat
Stirrup cup
Porcelain fox
Hunting boot
Fox horn
Porcelain of hunter taking a jump
Cowboy hat
Spanish rodeo stirrup
Bucking bronc
Silver saddle horn
Remington bronzes

However, I do not recommend the round tables for this dinner but rather the very formal U shape table. If you were to choose the formal table I would like to make the following suggestions.

Either a gold overlay (mesh might be considered) or ribboning of red, cerise and pink. The ribboning could serve as a base for the Hunt and Rodeo objects used for decorations along with American wild flowers. The wild flowers are chosen for several reasons... they are in keeping with the outdoor feeling of the Hunt and Rodeo as well as being true Americana and they would compliment the Lyndon Johnson china if that were your choice. The gold flatware and President's House crystal could be used.

I had hoped to meet with Rex Scouten before submitting this proposal to you. Unfortunately, Rex is away on holiday so I have proceeded without the benefit of his guidance. Not having access to the White House china, flatware, crystal and linens I am making these recommendations for the purpose of covering all aspects of the dinner and with limited knowledge. I feel this is one of the most important areas and there well may be more preferable choices.



Decor - page two

If you were to choose a U shaped table rather than an E table there would be additional opportunity to further display our theme. In the center area of the dining room there could be a round table, again done in pinks and reds (to pick up the Hunt colors and add more warmth to the room) A handsome display could be built around a beautiful silver rodeo saddle. The only hinderance to this idea would be if this display would block good exposure by the television cameras.

If our "in House" Remingtons or Russells were not appropriate because of size, etc. there is an extremely good collection at the Amin-Carter Museum of Western Arts in Ft. Worth, Texas which would be made available to us. There is also the possibility of additional pieces coming from this museum. I have been advised by State Department that there are no true American porcelains (of the caliber we would require) so we would have to use British. In this instance you might want to consider this since we are using a dual theme.



ENTERTAINMENT



After Dinner Entertainment

In contrast to the very formal dinner I would like to suggest very informal entertainment as a follow up. I would like to suggest that we have a rodeo on the South Lawn. The following four exhibits could be performed by the world champion of each event.

Bronco busting
Bull riding
Calf roping
Steer wrestling

The current over-all rodeo world champion is a Canadian named Wayne Vold who is also a top recording star in the Country Western field. Other entertainers I would like to suggest to perform after the exhibits would be Loretta Lynn (1974 top Country Western singer.) Loretta and her husband are in the rodeo business and she takes a very active part. Roy Acuff or Roy Clark would be along the Grand Ole Opry type entertainers while a Charlie Pride or Charlie Rich would be more Country Western. This entertainment might take longer than the usual twenty minutes allotted but certainly could be kept under thirty minutes.

The evening could be capped by participating in another form of Americana ... Square Dancing. A professional caller would of course be necessary. Refreshments could be served outdoors. I would recommend that the indoor dancing and refreshments which are customary be held in addition. By utilizing the outdoor space as well as the Mansion it might enable you to invite more people to the entertainment if you so desire.

Attached you will find a story from the Christian Science Monitor, September 15, 1975 on a very interesting bull riding champion.



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sports

9-15-73

Change of pace

She's an old cowhand...

By Phil Elderkin

Los Angeles

If your idea of what a cowgirl should look like is anything like mine, you envision a young lady wearing faded blue jeans, a calico shirt, scuffed boots, and wearing a hat that would look better on Gabby Hayes

Well, if you happen to agree with me, we're both wrong.

Bonnie Jean McPherson, who is a former Girls' Rodeo Association bull

winner Bobby Unser one year in grueling Peak Hill Climb automobile race.

McPherson is tired of people asking her at rodeos: "What are you doing here?"

Yet she knows those same people will be watching her the next time she competes in an event and probably wondering where a 120-pound woman ever got so much courage.

"Girls' rodeo rules are a lot softer than those the men compete under," Bonnie explained. "It's easier on us, and no animal is ever going to get hurt or tired from carrying so little weight on its back.

"After I graduated from Colorado State University, I taught for a while," she continued. "And I enjoyed it. But after a while I wanted to try something different. That's the way it is with me.

"But I also promised myself that I



THE WHITE HOUSE
WASHINGTON

Dearest Betty

We all agree
you have made a
superb choice. Go
ahead full throttle.

Love
Dad

THE WHITE HOUSE
WASHINGTON

Nancy -

This is the proposal
Mrs Ford Requested -

Would you please
pass it on for
me -

Thank you,
Maia



Carolyn

Mrs. Laddie F. Hutar
912 Huber Lane, Glenview, Illinois 60025

August 30, 1975

Mrs. Gerald R. Ford
The White House
Washington, D. C.

Dear Mrs. Ford;

It is a pleasure to write on behalf of Mrs. Maria Downs and to recommend her for the position of Social Secretary or another appropriate position on your staff,

Our friendship and working relationship date back to 1964-65 when Mrs. Downs was a member of my staff during my tenure as Assistant Chairman of the Republican National Committee. From personal experience, I know she has great administrative capabilities which embrace a wide variety of responsibilities. Always a self-starter, she combines a creative flair with the ability to get projects moving and completed. She can delegate responsibility and motivate others to work with her--inspired by her dedication and ability.

Whether it is a small reception or a dinner for several thousand, Mrs. Downs manages beautifully. In addition, she has organized and implemented a number of successful national conferences and regional meetings while at the Republican National Committee. Another valuable asset is her experience in working with the press during her White House and Republican National Committee assignments,

A person of integrity and character, she possesses excellent political judgment. She is a very loyal person, and she is a warm and charming woman,

It would be a great privilege for her to serve as a member of your staff, and I know she would serve you well.

I am looking forward to hearing the President speak at our National Federation of Republican Women's Convention on Saturday, September 13 and hope that you will be in attendance with him.

With warmest best wishes and with deep appreciation for the selfless and dedicated service you are giving the nation.

Sincerely,

Pat Hutar



AIRMAIL



Mrs. Gerald R. Ford
The White House
Washington, D. C.



BIOGRAPHICAL DATA
MARIA DOWNS

HOME ADDRESS

1500 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, D.C. 20005
(202) 223-0733

BUSINESS ADDRESS

THE WHITE HOUSE
WASHINGTON, D.C. 20500
(202) 456-2800

EMPLOYMENT HISTORY

February, 1975 to present

The White House --- Office of Bicentennial Liaison
Counsellor to the President, John O. Marsh, Jr.

Serves as a liaison to the American Revolution Bicentennial Administration (ARBA) the agency charged with the responsibility of the Bicentennial, the ARBA Board of Directors, the ARBA Advisory Council and over fifty State Bicentennial Commissions. Responsible for coordinating all facets of the Federal Agency Bicentennial Task Force including recommendation and development of policy positions. Involved in evaluation and recommendation of Presidential participation in Bicentennial events and preparation of the Presidential briefings.

January, 1973 to January, 1975

The White House --- Special Assistant to the Counsellor to the President,
Anne Armstrong

Served as senior aide to the Counsellor responsible for a staff of 25, including the planning of initial office space and hiring of personnel.

Coordinated all media relations for the Counsellor -- handled all press inquiries either by phone, mail or direct interview. Initiated and implemented long range press plans, including composition of letters, mailings, op-ed pieces and speaking engagements to publicize various areas of the Counsellor's responsibilities.

Accompanied the Counsellor on speaking engagements and set up press conferences, radio and television appearances and editorial boards across the United States and overseas.

Planned, coordinated and oversaw all social functions as well as all meetings, conferences and seminars.



Served as liaison for Congressional and political matters. Worked closely with members of the Republican National Committee and the RNC staff. Assisted in organizing the Republican Women's Federal Forum.

April, 1971 to January, 1973

Republican National Committee --- Special Assistant to Co-Chairman,
Anne Armstrong

Organized and directed national leadership and regional conferences for the Republican National Committee with attendance ranging as high as 4,000 delegates. Responsible for initial concept, mailings, location of meetings, securing speakers, and setting up workshops, receptions, luncheons, banquets and individual social functions. Directed press and office staff.

Planned and implemented women's activities at Republican National Convention for the Co-Chairman --- including worship service, press reception, issues seminar and First Ladies Brunch which was attended by approximately 1,000 women. Plans for the brunch included working with a professional producer and J. Walter Thompson representatives to present a pageant depicting the history of the women's movement. Intertwined with the history was a showing of the First Ladies Inaugural Ball gowns. In addition arranged all the Co-Chairman personal social functions at the convention.

Coordinated all elements of a 3,000 mile month long cross country campaign bus tour including securing and decorating bus, insurance, scheduling of V.I.P's, working with advance field staff and handling press coverage.

July, 1970 to April, 1971

Women's National Press Club -- Executive Director

Position taken for tenure of Presidency of Louise Hutchinson, Chicago Tribune. Club is now known as Washington Press Club.

Directed all aspects of club including business meetings, membership requests and social functions which included two major banquets -- the Editors Dinner and the Congressional Dinner.

May, 1969 to July, 1970

At home.

August, 1964 to May, 1969

Republican National Committee

Director of Women's Programs -- Planned, implemented and directed regional and national women's conferences. Assisted in developing voter turn out programs, press plans and various publications. Responsible for all women's activities at Republican National Convention including major luncheon



which featured Larry Spivak and a Meet the Press panel designed for this event. Arranged all social events for Vice Chairman of RNC including brunch and dinner parties.

Staff Assistant - Political Division -- Liaison with candidates and state Party officials. Assisted in designing over-all voter programs and profiles.

Receptionist - Secretary -- Office of Presidential candidate, Barry Goldwater

January, 1964 to August, 1964

Draft Goldwater for President Committee -- Republican National Convention
San Francisco, California

Assisted in all aspects of draft committee work and then in candidates office at the Republican National Convention.

Prior to 1964

Lived in Chicago, Illinois and worked as a professional model registered with the Model's Bureau and the Patricia Steven's Agency.

References upon request.



ARMSTRONG RANCH
ARMSTRONG
TEXAS
78338

August 22, 1975

Mrs. Ford
The White House
1600 Pennsylvania Ave.
Washington, D. C.

Dear Betty:

Thank you for your lovely letter.
Do hope you got some deserved peace
and rest in Vail.

I am writing to recommend Maria
Downs for the position of your Social
Secretary, or another appropriate
position on your staff.

Maria is currently working in the
EOB for Ted Marrs. Her office phone
is (202) 456-2800. She is sending
over an updated biography to your
office this week.

During all my years in Washington,
Maria was my "Right Arm" as my Chief
Personal Assistant, first for two years
while I was Co-Chairman of the Repub-
lican National Committee, and then for
almost two years at the White House
while I served as Counsellor.



ARMSTRONG RANCH
ARMSTRONG
TEXAS
78338

Page 2

Obviously, I think she is tops. I cannot say enough good things about her ability, character, and loyalty. She is a self-starter of great ingenuity, tenacity, and energy. She also has that rare combination of creative ideas and meticulous follow through. She is self-effacing, never seeking the credit or limelight for herself. Her background of organizational work, planning of successful events of all sizes and variety, politics, and experience with the press, make her unusually valuable.

Busy as you are, I hope you will interview Maria, because I think she is a very special person, the kind that you deserve and that would serve you with all her heart.

I won't go into further detail, but would be delighted to answer any questions you might have. Her references include Bryce Harlow, Dean Burch, and Bill Baroody.

Best always,

Anne Armstrong
Anne Armstrong

AA/dh



AIR



"REMEMBER"

POW - M

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USAirmail

Mrs. Ford
The White House
1600 Pennsylvania Ave.
Washington, D. C.



THE WHITE HOUSE

WASHINGTON

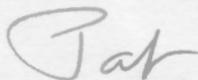
August 29, 1975

Dear Carolyn:

I would like to recommend to you Maria Downs for the position of Social Secretary.

She is really first class in everyway and one of the most efficient persons it has ever been my pleasure to know. I have worked with her for the past 15 months here and have come to rely on her knowledge, experience and good taste. She is extremely well qualified for this position and I regard it as a privilege to recommend her qualifications to you.

Sincerely,



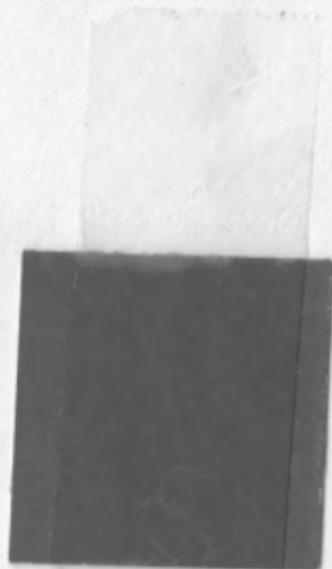
Patricia S. Lindh
Special Assistant to the President

Ms. Carolyn Porembka
Secretary to Mrs. Ford
The White House



THE WHITE HOUSE

Ms. Carolyn Porembka
The White House





Susan Anne Porter

--

Appointments Secretary

Prior to joining the White House staff in 1971 as Assistant Director of Correspondence for the First Lady, Miss Porter served as Assistant Director of Admissions for 5 years at Mount Holyoke College, South Hadley, Massachusetts. Her duties included: extensive interviewing; travel; speaking to alumnae groups, secondary school counselors, prospective students; work on college publications; coordination of research projects with administration, faculty, and students; Academic Advisor for sophomores. Miss Porter also held extensive responsibility for the actual selection of students for admission.

Susan was graduated in 1963 from Earlham College, Richmond, Indiana, majoring in English. She was president of the women's student government, Association of Women Students and a member of the Earlham College Senate and the Senate Executive Committee. She was the recipient of a Quaker Recognition Scholarship for four years. She remains active in alumni affairs as a member of the Alumni Council. She also represented Earlham College at the inauguration of Bryn Mawr's new president.

Upon graduation from college, Miss Porter joined the staff of Congressman Richard L. Roudebush (R-Indiana). She then served as Assistant Dean for 2 years at George School, Bucks County, Pennsylvania.



Susan Anne Porter

Susan holds a masters degree in English from Indiana State University and is listed in Outstanding Young Women of America. She was born in Cincinnati, Ohio, on September 20, 1941, and is the daughter of Mr. and Mrs. E. J. Porter of Terre Haute, Indiana.

Hobbies: travel, reading, horseback riding, swimming, hiking and photography.



cf

THE WHITE HOUSE

WASHINGTON

Monday, February 2, 1976

TO: MRS. FORD'S STAFF

FROM: SHEILA RABB WEIDENFELD

Kaye Pullen joins Mrs. Ford's staff today to help in the areas of speechwriting, some messages and research. She will be temporarily located with Charlene and Nancy, if you have a chance to stop in and say hello.

I've attached her biography for your interest.



For immediate release

THE WHITE HOUSE
Office of the Press Secretary to Mrs. Ford

Kaye Pullen, 31, joined the White House staff in November, 1974 as a speechwriter for President Ford.

She came to Washington, D.C. from Memphis, Tenn., where she had been a reporter for the NBC and ABC stations, an editorial writer for The Commercial Appeal and a film producer for a local advertising agency.

Ms. Pullen was graduated magna cum laude from Memphis State University in 1966 (majors: journalism and Spanish). She received a master of arts degree in 1968 from the University of Minnesota, where she was a Ford Foundation Fellow, majoring in legal journalism and constitutional history.

Following her graduation, Ms. Pullen worked as a reporter for WHBQ (ABC) and joined WMC (NBC) in 1969, where she was a reporter for three years. She became an editorial writer for the Commercial Appeal, the morning daily newspaper, in 1972 and joined Walker and Associates, an advertising agency, in 1973. She came to Washington as a speechwriter for the Republican Congressional Committee in April, 1974.

She has also taught creative and news writing courses at Memphis State University and worked as a reporter for the Associated Press in Nashville and Minneapolis during the summers of 1966 and 1967.

Ms. Pullen lives in Washington, D.C. She is the daughter of Dr. and Mrs. Charles K. Pullen of Nashville and has a 13-year-old brother, Mark.

#

GS 12-7

\$ 23,262 as of April 27, 1975



THE WHITE HOUSE

WASHINGTON

March 26, 1975

FOR: MRS. NANCY RUWE

FROM: JAMES R. ROGERS *JRR*

SUBJECT: Employment Summary for William T. Gemmell
and Janice M. Ingersoll

WILLIAM T. GEMMELL

Mr. Gemmell has served in the Social Entertainments Office since October 1962 except for a five month period in 1965. He initially came to the White House on military assignment while serving in the U. S. Army in October 1962 and continued until January 1965. After a five month absence, he was appointed to the White House rolls in June 1965, and later in October 1965 he was appointed by C. I. A., but continued his work in the Social Entertainments Office on detail. Mr. Gemmell was reappointed to the White House rolls in July 1967. He was promoted to Assistant Chief, Social Entertainments Office, as a GS-12, in October 1968 and continues to serve in that position and grade.

JANICE M. INGERSOLL 13

Miss Ingersoll initially came to the White House for a military assignment from November 1957 through February 1958 in the Social Entertainments Office while serving in the U. S. Navy. She returned in October 1958, was discharged from the Navy in January 1959, and was immediately appointed on the White House rolls. She has served continuously in the Social Entertainments Office and was promoted to her current position and grade, Assistant in the Social Office, GS-11 on May 1964.

12

Both Assistant Chief - Sandy Fox recommend



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FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
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JWB

HOUSE OF REPRESENTATIVES
WASHINGTON, D. C. 20515

JOHN Y. MCCOLLISTER
NEBRASKA

August 12, 1974

Dear Mr. President:

I write to bring to your attention the outstanding qualifications of Patti Matson, Mrs. Nixon's assistant press secretary, who formerly was my press and administrative aide.

You will best know Patti as the originator of my high school "phone in" program, in which you participated once. However, her value to your administration is very solidly based on a wide range of skills and abilities.

First is her political judgement. She has an unerring sense of the real world and an appreciation for "straight talk."

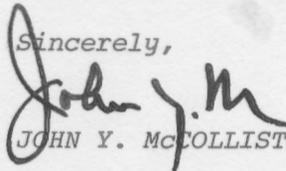
Second, she is a great administrator and manager. For almost a year she was my acting administrative assistant. She is able to set goals and cause people to strive to accomplish those goals.

Third, she has, of course, "Bill" experience.

Patti worked directly with Julie Eisenhower writing speeches, doing advance work, covering press.

Mr. President, Patti Matson will serve your administration well. I would respectfully suggest that a review of her resume and a personal interview would quickly confirm my high opinion of her abilities.

Sincerely,


JOHN Y. MCCOLLISTER

The Honorable Gerald R. Ford
The President
The White House
Washington, D. C.



PATRICIA JO MATSON

Personal Data

Address: 511 7th Street SE
Washington, D.C.

Phone: Home - 544-5614
Office - 456-2193

Date of Birth: 9/3/45 Marital Status: single Health: excellent

Work Experience

Assistant Press Secretary
to Mrs. Nixon

5/73 -- present

Primary duties include speechwriting for Julie Eisenhower and coordination of her special projects, and working with the press to answer inquiries and requests on the First Family and their activities. The job includes responsibility for advance work for the First Family appearances in the Washington, D.C. area and some out-of-town trips (i.e., Russia, June 1974); preparation for background information and remarks for Mrs. Nixon, speeches for Tricia Cox; research and miscellaneous writing (articles, biographies, etc.); involvement in scheduling.

Administrative Aide to
Rep. John Y. McCollister (R-Nebr.)

3/71 -- 5/74

Duties a combination of press and administrative in the Member's Washington office. Responsibility for all press operations, including releases, statements, weekly column, etc.; involvement in the Member's staff, political, and legislative decisions; coordination of all public relations projects, including creation, writing and production of all publications; responsibility for all advertising, from basic decisions on theme to creation and production of written materials and radio and television spots; photography; research and preparation for speeches; coordination of staff and campaign projects.

Editor, company newspaper
Northwestern Bell Telephone Co.

Responsibility for production of three editions of eight-page newspaper every two weeks. Supervision of staff of six in three-state area; responsibility for all copy and editorial decisions, layout, assignments, photography, production. Before promotion to editor of NWB News, served as staff assistant, then publications assistant, on company magazine. Both jobs on magazine included interviewing, writing, photography, layout and supervision of artwork.



MATSON

-2-

Associate Communications Director
The Omaha National Bank

3/66 - 7/67

Writing and photography for company magazine; production of weekly inter-company newsletter, financial newsheet and other special reports; press releases, media work.

Reporter-photographer
University of Nebraska at Omaha

9/63 - 3/66

Part-time college job in University Office of Information. Included writing news releases, radio spots, features and news stories for use by Omaha news media. Photography and darkroom work included.

School Publications Office
University of Nebraska at Omaha

9/63 - 6/66

Senior editor of yearbook, society editor of University newspaper. Supervised reporting staff, had responsibility for editorial decisions, assignments, layout, writing, editing.

EDUCATION

University of Nebraska at Omaha
B.S. in Journalism with distinction

Scholastic: 3.6 accumulated grade average on 4.0 scale. 3.9 in major field. Regents scholarship. Deans List. Phi Kappa Phi honorary.

Extracurricular: Waakiya (Mortar Board), vice president; Student Council, four years, secretary; Press Club, vice president; cheerleader; Angel Flight, secretary; Chi Omega sorority, rush chairman, pledge trainer; Honors: Homecoming Queen, 1965; Omaha City Panhellenic "Girl of the Year." "Outstanding Sophomore Girl" award and scholarship.



ELIZABETH M. O'NEILL

324 No. Pitt Street
Alexandria, Virginia 22314

(O) 456-2890
(H) 548-5375

Staff Assistant to the President
Office of the Press Secretary
The White House

August 1974 - Present

Responsible for Presidential correspondence with newspaper, television and radio executives, Press Office correspondence on routine informational inquiries, Presidential appreciation notes to the media for favorable editorial comment, Administration replies to editorials, public mail requesting assistance or information and coordination of White House mailings to the media. Handle media invitations to the President and Press Secretary to attend various functions as well as interview requests. Review editorials for positions on Administration policies. Supervise staff of three assistants.

Staff Assistant to the President
Office of Communications
The White House

March 1972 - August 1974

Assisted the Director of Communications. In this capacity, handled women's press, coordination between the White House, governmental departments and agencies and the media. Arranged press briefings, seminars, receptions, interviews, editorial board backgrounders, radio and television placement and scheduling and placement of op-eds and articles by Administration officials. Assisted with press arrangements for top White House staff, Cabinet Members which involved some travel to assist with media activities. Assisted with press operation at '72 Republican Convention. Interviewed applicants for government public affairs positions and served as office manager for staff of 30 in the Communications Office.

Confidential Assistant
Office of the Postmaster General
Washington, D.C.

March 1970 - March 1972

Reported directly to the Assistant Postmaster General for Communications and Public Affairs during the transition from the Post Office Department to the U.S. Postal Service. Arranged interviews and press conferences for the Postmaster General. Coordination with the White House. Performed assignments concerning various aspects of the public information program.



Researched programs and prepared replies to sensitive and confidential correspondence. Assisted with advertising and marketing of Postal Service product line. Served as office manager for staff of 90.

Executive Secretary to the
Assistant to the President and
Director of Government Relations
Ethyl Corporation
1155 15th Street, N.W.
Washington, D.C.

July 1966 - March 1970

Managed the Washington governmental relations office. Maintained liaison with congressional staffs, governmental agencies and various interest groups. Direct communication with the Chairman of the Board and the President of Ethyl, regarding legislation, policy, etc. Arranged dinners, receptions and meetings in Washington. Travelled to corporate headquarters and largest plant in Louisiana.

Secretary to the Press Secretary
Office of Senator John J. Sparkman
United States Senate
Washington, D.C.

June 1964 - July 1966

Performed routine duties required in congressional office. Wrote press releases, edited weekly newsletters, arranged radio and TV interviews for the Senator. Answered media and legislative correspondence and worked in the state office in Alabama during adjournment which involved working directly with constituents and assisting with their problems.

Secretary
Frank M. Taylor Advertising
701 South 37th Street
Birmingham, Alabama

Summers, 1962 & 1963

Worked for the President, Frank Taylor. Attended meetings with clients and participated in planning advertising campaigns. Worked with radio and TV stations and the print media, obtained talent, props, etc. for filming of commercials. Handled billing of clients and wrote copy. Assisted with production of "The Bear Bryant Show" shown on Sundays following football games.



Secretary and Grader 1960 - 1964
to Dr. Wilson Ashby
School of Commerce and Business Administration
University of Alabama

Every semester in college, part-time job as secretary and grader. Taught Dr. Ashby's classes in the summer.

Secretary Summers
Southeastern Metals Company 1959, 1960, 1961
Birmingham, Alabama

Secretarial work (shorthand, typing) for the President and one of his assistants.

Date of Birth: March 16, 1942

Education: University of Alabama
Tuscaloosa, Alabama
B.S. Degree - Business Education '64

College

Activities:

Outstanding Senior in Business Education
Phi Chi Theta (Commerce Honorary)
Kappa Delta Epsilon (Education Honorary)
Phi Mu Social Sorority, Treasurer
Southern Education Association, Secretary
National Collegiate Association of Secretaries, President
Representative to School of Commerce Student Council

Other:

1972 - Listed in Outstanding Young Women in America.
Public speaking before college students.
Member, Senate Press Secretaries and Republican
Women's Federal Forum

Married - No children
Husband: Hugh L. O'Neill
Office of the Secretary, HUD

Present Salary: \$22,258 per annum

