

**The original documents are located in Box 45, folder “Staff Meeting Minutes” of the Betty Ford: White House Papers at the Gerald R. Ford Presidential Library.**

### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

MEMORANDUM


THE WHITE HOUSE  
WASHINGTON

September 6, 1974

MEMORANDUM FOR:

NANCY HOWE  
MARBA PERROTT  
SUSAN PORTER  
HELEN SMITH  
LUCY WINCHESTER

FROM:

RIC SARDO 

On Monday, September 9, at 3:00 PM the weekly staff meeting will be held in the family quarters. You should be prepared to discuss events for the week-ahead as well as any problems or questions pertaining to events during the September time-frame.

You should also be prepared to direct questions regarding problems in your respective functional areas which require the First Lady's guidance or decision.

You are requested to focus in on problems of major significance or importance in order to keep the meeting as short as possible.

cc: Mrs. Ford



MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

September 10, 1974

STAFF MEETING MINUTES (SEPTEMBER 9; 3:00 PM; Mansion)

*OK*  
*Ric*

ATTENDEES:

Mrs. Ford  
Nancy Howe  
Marba Perrott  
Carolyn Porembka  
Susan Porter  
Sally Quenneville  
Ric Sardo  
Rex Scouten  
Helen Smith  
Lucy Winchester

Colonel Sardo began by reviewing the First Lady's appointments for this week. Sally Quenneville will be responsible for the First Lady's personal time schedule and all appointments with staff members will be coordinated through her.

On September 10 at 11:30, Mrs. Ford is scheduled to meet with David Hume Kennerly to have an official photograph taken.

Wednesday, September 11, Mrs. Ford will be presented with a painting from Eva Miles at 11:30. At 3:00 she will tour the Morman Temple with the Marriotts. Patti Matson will be doing the advance. Helen Smith suggested a photo opportunity outside of the temple and a small press pool to accompany the First Lady on the tour.

The Rabin State Dinner is scheduled for 8:00 PM on September 12 and Lucy Winchester reported that the menu has been approved. Fruit plates will be available upon request. There will be a receiving line before the dinner and another after to greet the after dinner guests. A small press pool has been arranged to cover the dinner. Due to already set arrangements, the coverage of music critics was rejected.



STAFF MEETING

PAGE TWO

The First Lady is scheduled for an interview with Sally Quinn at 11:00 on September 13. (Helen Smith will join them in the Mansion.) An interview with Claudia Nevins, Research Assistant to Mr. Ter Horst, is scheduled for 2:00.

Stan Scott will accompany the First Lady on Saturday, September 14, to a 12:30 meeting of the National Council of Negro Women's Luncheon in D.C.

At 11:00 on Monday, September 16, the First Lady will meet with Ambassador Catto at the Blair House to review gifts. A staff meeting is tentatively scheduled for 4:00.


Mrs. Billy Zeoli will meet with the First Lady at 11:00 on Tuesday, September 17. At 3:00 she will attend a reception in the White House for the General Federal Women's Club. Music will be provided.

The 11:00 ribbon-cutting ceremony to open the Greek Festival is being held pending a decision by the NSC.

On September 23, the First Lady has a dinner commitment with Mrs. Hope McCormick at her home in Chicago.

The LBJ Grove Dedication is scheduled for 12:00 on September 27. Rex Scouten will check into the people involved as the First Lady expressed an interest in entertaining Lady Bird Johnson at the White House. Lucy Winchester will work on the arrangements.

Rex Scouten presented a Bicentennial Project being proposed by the White House Historical Association. It is a two-hour film on the White House and its changes over the years. Grants are being sought through the National Endowment for the Arts and final proposals will be made about October 1. The decision is expected in November with a projected completion date in the fall of 1976.





September 10, 1974

Suggestions were proposed on a Halloween project for Susan Ford. Lucy Winchester suggested a collection for UNICEF followed by a presentation at the United Nations. Another proposal considered was an educational tour for underprivileged children in the area. There could be a series of these tours throughout the year. No decision was reached.

Marba Perrott presented proposed message cards for special occasions, such as birthdays and anniversaries, cards, etc. She also solicited ideas on White House momentos. A pen and bookmark were discussed. A coloring book was mentioned as a special memento to children that write to the FirstFamily.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 16, 1974

MEMORANDUM FOR THE FILE

FROM: RIC SARDO

SUBJECT: STAFF MEETING MINUTES

ATTENDEES: MRS. FORD  
NANCY HOWE  
MARBA PERROTT  
SALLY QUENNEVILLE  
SUSAN PORTER  
RIC SARDO  
REX SCOUTEN  
HELEN SMITH  
LUCY WINCHESTER

Mrs. Ford called the meeting to order. Discussion of First Lady's schedule was discussed in general of any changes, additions, etc.

September 17 The General Federation Women's Clubs reception has been moved to 2:00 PM due to a **dinner** the President will be having in the State Dining Room with Members of Congress. Refreshments for the women will be served in the lobby at 2:00 and approx. 3:00 the tour will begin. The Blue Room will be available for gatherings.

" 18 The President and Mrs. Ford will depart D.C. approximately 10:00 AM for NYC. Nancy Howe will accompany Mrs. Ford on this trip.

Mrs. Aiken's tea, originally scheduled for this date, has been cancelled.

The Fords will make a drop-by appearance at the Washington Press Club in honor of Mr. Ron Sarro who will be the new President. The drop-by will be approximately 7:15 PM. Helen Smith suggested that Mrs. Wauhillau LaHay be invited to spend a night in the White House before retiring October 1 for her last publication.



September 19 A staff picnic has been planned between the hours of 11:30-2:00 PM. The President is expected to make a brief appearance early and close to the end of the picnic. Lucy Winchester will coordinate with the President's advance in order to enable Mrs. Ford's appearance to coincide with the President's.

The interview by Vogue will be held in the Yellow Room. Horst P. Horst will do the interview.

" 20 The Greek festival will be advanced by Bill Henkle's office. This event will not be announced until the date draws nearer.

Jane Howard's interview will last 30 minutes.

" 21 Clear

" 22 Clear with a possible drop-by at 6:00 PM to Cong. Rhodes' buffet.

" 23  
24 Mrs. Ford might accompany the President to the World Energy Conference in Detroit. This office will coordinate with Bill Henkle on this trip.  
Patty Matson will do the press advance for Chicago.

27 It was decided to cancel the Salvation/Army luncheon due to the LBJ Grove dedication scheduled for 12:00 NOON. Susan Porter will check on obtaining a substitute to read message for Mrs. Ford.  
Mrs. Ford will be entertaining Mrs. Johnson and her family at 4:00 in the White House.

Mrs. Ford is tentatively planning to attend Economic Summit reception in evening.



- October 3 It was decided not to have entertainment for the Congressional retirees and spouses (140 people). There will be a receiving line for this event.
- " 5 It was suggested and approved that Meyer Davis be obtained for entertainment for the Diplomatic reception.
- " 19  
20 Rex Scouten informed the staff of a garden tour of South Grounds. Usually 6-7,000 people attend this event. The suggestion of Mrs. Ford mingling was left ~~for~~ her decision.

Mrs. Ford will discuss the October calendar with the President regarding the events he wishes her to attend.

#### GENERAL DISCUSSION

Rex Scouten and Lucy Winchester suggested the first family use domestic wines causing a savings of approx. \$250 per state dinner. Mrs. Ford adopted this suggestion.

The procedure for receiving, registering, and discarding gifts was discussed. Rex Scouten and Ric Sardo will check the law involving gifts to the First Family.




THE WHITE HOUSE

WASHINGTON

September 23, 1974

MEMORANDUM FOR THE FILE.

FROM: RIC SARDO 

SUBJECT: STAFF MEETING MINUTES

ATTENDEES: MRS. FORD  
NANCY HOWE  
MARBA PERROTT  
SUSAN PORTER  
SALLY QUENNEVILLE  
RIC SARDO  
REX SCOUTEN  
HELEN SMITH  
MIKE FARRELL  
LUCY WINCHESTER

The meeting was called to order by Mrs. Ford. First Lady's schedule for next two weeks was discussed in general.

September 30--Mrs. Wauhilla LaHay will be a guest in the White House

Rex Scouten is pursuing the gift arrangement.

Domestic wines will be served at the Leone dinner.

The Mime group has accepted appearing for the Italian dinner.

Mike Farrell discussed Mrs. Ford's participation in the White House Garden Tour, October 19, 20 (2-5:00 PM). It was suggested Mrs. Ford greet prior to the general public's tour a group she was especially interested in (possibly the Veterans and her Church group).



April 29, 1975

MEMORANDUM FOR THE FILE

SUBJECT: STAFF MEETING MINUTES

ATTENDEES: MRS. FORD  
NANCY RUWE  
MARBA PERROTT  
NANCY CHIRDON  
CAROLYN POREMBKA  
REX SCOUTEN  
MIKE FARRELL  
SHEILA WEIDENFELD  
SUSAN PORTER

The meeting was called to order by Mrs. Ford. She announced that we will continue to have a weekly staff meeting on a regular basis. In the event that she is out of town, her staff should continue to get together to discuss her forthcoming activities.

Susan Porter mentioned that on May 6, from 10:00 a.m. until 12:00 a.m., the four Government commissions on the Status of Women will be meeting together for the first time in their histories. Mrs. Ford indicated her interest and will keep the event in mind should her schedule allow her some form of participation.

Mrs. Ford agreed that there should be entertainment for the May 5th Senate Wives' Luncheon. Nancy Ruwe is checking on a colonial Smithsonian group to carry out the theme. Rex Scouten recommended the Jeffersonian Concert Group as another possibility. The menu came from Williamsburg and the Jefferson cups at each table will be a gift to the ladies. To avoid conflict which may arise from the seating arrangement, Mrs. Ford recommended that they select a card which would match one of the various service plates and thus determine which table they would be seated at. This would eliminate the necessity for place cards and a hostess at each table. Everyone would also have an equal chance to be seated at the First Lady's table. It would also emphasize the unique collection of china from each previous administration chosen to carry out the theme of this event.

Mrs. Ford indicated her continuing interest in scheduling a dinner for the Supreme Court Justices'. Nancy Ruwe mentioned that Phil Buchen was being consulted in that regard. Factors that are being



taken into consideration at this time are their pending cases as well as Justice Douglas' recuperation. However, Nancy Ruwe did indicate that she was including a Supreme Court Justice at each State Dinner.

Mrs. Ford was very enthusiastic to see that the American Blind Bowling Association Tournament was touring the White House on May 23 and 24. Mike Farrell indicated that it has been ten years since they have been given a special tour and this seems to be the better approach and gives them a fuller and deeper appreciation of the White House. The original group included 2500 people but that has now dropped to 1800 people. If the number continues to decrease, they will be able to conduct the entire tour on the 24th.

The Christmas tree decoration for this coming year were discussed, and Mrs. Ford expressed her desire to pursue her original idea of using ornaments made by the citizens of our country. Sheila Weidenfeld contacted Nancy Hanks previously and received a good reaction. This will be followed up when Miss Hanks returns to Washington next week. Sheila mentioned that each state already has a crafts council that could be the overall judge of which ornaments will decorate the White House tree. Another possibility is active participation by the Governor's wives. And perhaps the ornaments not selected could adorn the Christmas trees in their State Mansions. However, the rules, details and regulations will have to be coordinated by Nancy Hanks and the Fine Arts Commission. Nancy Ruwe mentioned that House and Garden magazine had contacted her regarding a special December issue in which they wish to feature the Ford's Christmas tree at the White House this year. Because of their early Fall deadline on the article, it does not seem feasible at this time.

Mrs. Ford suggested that the President's participation at the Patriot's Day Ceremonies on April 19 be re-played in the White House theatre for those staff members interested in seeing it. The overall consensus of those who had seen it was that it was a very monumental event which prompted her suggestion that it be shared with the staff.

In answer to Mrs. Ford's query regarding a portable dance floor that could be used on the White House lawn, Rex Scouted indicated that they did have a small one and it would be no great problem to construct a larger one.

Mike Farrell indicated that the Visitor's Office has never seen so many requests for special tours--and so many really worthy groups expressing an interest.

The Summer in the Parks program was discussed briefly and will be kept in mind for the future possibility of tying it in with some special event.

Mike Farrell mentioned that the President's senior staff members will be submitting recommendations to him shortly regarding the First Family's use of the Presidential Yacht this summer.

Page 3

Mrs. Ford indicated that she plans to take action shortly on the hiring of an additional person for the Social Office to handle their mail. She also gave her approval for Rex Scouten to send a cake to the USO which has been done by the White House since the Truman Administration.





MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 22, 1976

MEMORANDUM FOR THE RECORD

SUBJECT: *Scheduling Meeting of First Lady's Staff*

PARTICIPANTS: *Susan Porter  
Maria Downs  
Liz O'Neil  
Sheila Weidenfeld  
Patti Matson  
Kaye Pullen  
Carolyn Porembka*

*The purpose of the meeting was to keep everyone on the First Lady's staff abreast of what each of the individual offices are doing. There has not been a staff meeting of this nature since Maria Downs joined the First Lady's staff, and it is important that we not only work together but also make use of the opportunity to pool thoughts and ideas.*

*Sheila expressed the opinion that Mrs. Ford's long-range image was good but felt that none of her events since December really did much to reflect the First Lady as an individual. In other words she had not been involved in anything that would make a good human interest story. For example, the First Lady's "60 Minutes" letter was a vehicle for a good human interest story -- there was no interview but a special story because this was not something the White House was pushing on the people via the media. Each of the offices must be cognizant of numerous opportunities which can be used to reflect Mrs. Ford's individuality, her interest in people, etc. Another letter was the one the First Lady wrote congratulating those in charge of the recent fencing operation. The reaction and feedback to these things are important to share also. These people then wanted the First Lady to come down to visit them. This type of thank you letter should be circulated to other offices. The feedback from these letters is important and perhaps can be used for further mileage by another office. It is therefore important that each of the staff members look out for interesting things that the First Lady can get involved in that aren't set up like teas and events are. They should in a sense be generated by her. Her staff can do the background work and it would not take the First Lady's time to capitalize on these things.*



Sheila feels also that White House functions can be used to reflect an interest in people. Sheila would like to know the details to get an approach. On the after dinner guest list she would like to know only the names of people who have sex appeal. Perhaps some after-dinner guest lists should include 2-3 people whom the President or Mrs. Ford has read about in the newspaper and invited them to dinner. This could be played up press wise and would make a nice human interest story. We should avoid thinking of each of our areas of responsibility as sole jurisdiction.

Maria suggested that on Mrs. Ford's upcoming trips that there are numerous Bicentennial things that she can get involved in and that tie in with the community, the people, and their pet project. Susan is looking for ideas for Texas -- the whole state. The First Lady should spend at least a couple of days there and probably concentrate on media centers. Another possibility for her consideration would be to maybe do a celebrity-type thing in California after Texas has its primary on May 1. Austin, Houston and Dallas are the main media centers, but maybe she can go to a small community outside of large areas where there is always so much enthusiasm.

Sheila indicated to Liz to keep in mind any incredibly cute letters that come from an area the First Lady may be visiting. This can be played off on by Mrs. Ford. We can build ourselves up in that area by pool resources. We should examine newspapers a week or two before that area for ideas. While building crowds at airports etc. perhaps we can have people there that have written a cute letter and single them out which shows that these letters are being read. Maybe even a phone call would be appropriate.

The policy on sending messages was to consider only those National Organizations but now we should send messages to small garden groups, etc.

Kaye mentioned an invitation sent to Susan from Tennessee to dedicate a mall and participate in a national conference before the primary. Susan indicated there are many primaries between now and June so it is vital that the First Lady hits those that are most important. She thinks Texas is even more important than California. May's schedule is a very busy month with many in-house events. Possibly Texas may be the last major trip Mrs. Ford may be making before June. The most efficient use of time would be to have Mrs. Ford add the celebrity thing in California at the end of Texas since she is 2/3 of the way there. If she is in Texas 2 days there really is not that much time for more than 4-5 events maximum. Texas has to be a political trip. Anything from 2-4 weeks before a primary always has to be political even if the events are not. Kaye indicated to keep in mind that Texas is very conservative and its the South's Baptist Headquarters of the world. Sheila indicated Mrs. Ford had done well in previous areas which were even more conservative. Kaye pointed out that the Baptist preachers talk about these things from the pulpit on Sunday.



Maria indicated that the Kentucky Derby is a good thing for exposure if they have been invited and it comes before the primary. An invitation could be arranged. Or maybe this would be a good thing for Susan to do.

In addition to Liz looking for letters that tie in with future trips, Patti will get briefing papers from the West Wing. Susan mentioned manpower problems when getting into advancing. She has not drawn any good invitations from the Texas area. (Last week Susan's invitation log passed 8000 invitations which is over 600 a month but she doesn't want that figure to go out.) Rather than going through the normal channel of going to the PFC for contacts she asked Maria for names. Maria has two contacts for Susan. Sheila stated it is important that we check out events through contacts so that something like the Jacksonville thing won't happen again. Maybe even before an invitation is accepted we can know the people involved and get some kind of reaction.

Kaye suggested that the First Lady do something about the first class of women who are going into academies (Army, Navy, AF) because this represents what she has been talking about. Perhaps meet some of these girls or talk to them. It would not plow new ground but would reinforce what she stands for. They will be starting this summer. Sheila suggested that maybe just a letter sent out to them would be a nice expression and serve the same purpose.

In scheduling, Sheila thought it would be good to keep in mind the First Lady bringing in people to be briefed on a specific area such as she did with the New York Stockbrokers. Not only would she learn something from it it would be interesting. Susan indicated though that we have to shift our focus to political things. Kay thought it may be nice to invite senior citizens in from the various centers she has visited and further express her interest in their problems.

Sheila suggested to Maria that it would be interesting to maybe invite Julie Childs for the French Dinner. She also passed on the information that the Cronkites had never been invited to a state dinner and Mrs. Ford wanted them invited to the French dinner.

Susan indicated that the House-Senate Dinner has not changed on March 31. The President will drop-by the reciprocal reception as well as this reception. She also reported that Mrs. Ford will be involved in the Gridiron dinner.

Mrs. Ford is seriously considering the New York trip on April 8. There is also something Susan needs her reaction on for an event in New Jersey.



On April 8 Mrs. Ford is being presented an award in New York for Inspirational Leadership. She won hands down -- more votes than any category has received ever. This ceremony will be a live 90 minute TV show. Other participants include Betty Furness, Beverly Sills, Bonnie Angelo, Ella Grasso, etc. Barbara Walters is the moderator. There will be film clips on each of the winners. Valeria Harper (Rhoda) may be presenting the award to Mrs. Ford. This will be held at the Ed Sullivan Center.

Maria mentioned the background she had sent up on Gene Littler. Mrs. Ford will give him a courage award Friday (This is an American Cancer Society annual award to people who have had cancer and overcome it). While Maria talked to her friends it was very obvious how very well he was thought of in the golf world and that perhaps Mrs. Ford would want to do something more than a photo opportunity. There will be a total of 11 people including his children present at the ceremony. It would have been nice if we could have included a handful or all of the previous recipients of this award since time span says so much about this disease. It probably would not be a good idea to have Flip Wilson who is honorary chairman because as a celebrity he will upstage Gene Littler, the honoree, who the focus is on.

Because it is Spring, Patti suggested Susan keep in mind having more events outside because it gets more coverage and Susan has been keeping that in mind. Susan Porter is going to get all the past recipes Mrs. Ford has submitted for the Congressional Club Cookbook. For the concert Saturday evening there will be photo opportunity of Mrs. Ford and Helen Reddy since that is what they want played up. Susan and Jack have weekend plans and cannot attend. Helen Reddy is donating the proceeds from the 10:30 performance to ERAmerica.

At this point the President does not want to go to the Azalea Festival. This is a NATO thing and each year a different country is honored -- This year is the U.S. because of the Bicentennial. It will draw 25,000 people and former Presidents have previously participated with daughters.

Liz O'Neil reported that Mrs. Ford is still getting letters from so many people because of going through cancer surgery and also what she is doing for women's rights. She has decided to personally read more of the mail that comes in. So far she has gotten just 2 letters on the Good Housekeeping article.



Flowers / Gifts - 2 yr hel / 1  
 2007 Nov 10 10 10 10 10  
 2008 10 10 10 10 10 10

27 ~~1000~~ - being flowers  
 1 - Cancer Society  
 " "

Gift to gift unit Standard  
 100

9 2001 - set card  
 one box a box  
 " " " "

2 1000 Re: Bad  
 " " " "

Martha let ofc of protocol  
 ofc know Re dignitaries  
 1000 1000

2 2001 1000  
 " " "



Garden M 2001 of Gov  
 1000 1000  
 6 2001 1000  
 " 1000 1000  
 " Veterans on mostly

Lucy ~~ml~~  
~~del~~ - 1  
on

Lucy 20  
2 1 4  
"

Mike - Gardentous  
v. ~~you~~

Sat. Rev. Pol  
" " " " " "  
v. " " " " " "  
Patt. M. - 0 1 0

~~Gardener~~

2 5 1 0  
2 2 1  
1 2 0 1 0  
5 2 1 0 1 0  
2 7 0 1 0  
#



~~unreadable~~

Helen - Mark - Lee - Susan P. Marba

2

Lee  
Susan  
Mark  
Helen

Bill Roberts  
Helen  
Susan  
Lee  
Mark

South  
10:00  
Use Heroes

Col. Sando  
M. W. H.  
1975

Cancer Society  
cc. v. j  
2 - 8 - 10

Helen  
Susan P.  
Dr. Lukash  
etc.

Mrs. Hatfield  
John Rhodes  
Clarence Brown

Bob Shumacker

M. W. H.  
Susan  
Helen

Susan  
Helen  
Mark



Should operator  
put Bill Whyte  
to Mrs. Ford





6/4/6  
CSP v d3  
660  
660  
660  
660  
660  
660



Slide  
628-7730  
In-moon X281

6 p m b  
600 v bue  
# 24 r 26 #  
3 2 2-4  
1000  
2nd 2 Dec  
- 1900  
1,357,000  
130,000

3000  
y  
may 2  
# 24 r 26 #  
3 2 2-4  
1000  
9  
9 m  
2  
2

Kanshatom  
Clem  
via

wanted  
swatches  
wales  
texting

Warehouse bowlers  
late may

of seal  
2 1/2  
2 1/2



1975

30 ---  
---  
---

2 ---  
v d' g' d' r  
c n " di  
g " 0

o e v f -  
1 " c e t j  
n o d z  
g o a y  
h n w d  
m o

m o w p  
g n g d  
b o a y  
d o t u e  
f r i h t o  
± DCs #2

mile 70

- g v a w e y d d e  
t e r - 9  
g o

" g n "  
4000 f d d o  
± 1500 w d

2 u o p  
p " " J. S #  
m c t

at e  
d l 1300 " g o  
o o / - o m e r a k b o r s t

- DC m o r o o B o l l e r  
c o r h e o w i e n t o

Handwritten notes on the left side of the top row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the top row, including a horizontal line with a circle and several scribbles.

Handwritten notes on the left side of the second row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the second row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the third row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the third row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the fourth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the fourth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the fifth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the fifth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the sixth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the sixth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the seventh row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the seventh row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the eighth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the eighth row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the left side of the bottom row, including a horizontal line with a circle and the number "22nd".

Handwritten notes on the right side of the bottom row, including a horizontal line with a circle and the number "22nd".



yo d i o  
- 20 B -  
2 " 20 L  
1 " ER A  
y o - 9 x 9  
v o l d o  
meddle o  
y oval  
2 - 2 o  
g d l v 2  
r " " o  
Holtas o  
2 - 10 d  
2 = " o  
o 100 o  
c o o  
" "

1 9 o 30  
d 14 6 m  
o 3 9 " !  
o o o  
Dr. Takla,  
o 6 ms. 2 1/2  
o 9 2 v m o  
no o  
e v dip. tes  
no - 2 o  
o 3 o  
c v amy o  
2 v o  
v v l v  
o ms. 2  
f o o  
6:30  
7:15  
GENERAL FORD LIBRARY

umbrella  
raising morale

2¢ s. p. mark  
h 110 1

o - 2 - o  
3 6 0

h 110 1

100 100  
100 100

1 10 100  
2 10 100

o - 6 3 10  
10 100

o - 1 2

10 100

morale u

10 100

10 100

10 100

o. h u w

antique 1.

1 10 100

10 100

1 3 menu

10 100

2 2 100

10 100

10 100

compute 10 100

10 100

10 100

10 100

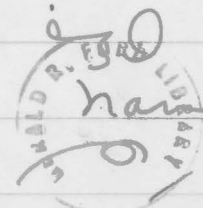
100 via 10

10 100

10 100

10 100

Commerative medal



Call Barbara -  
Pakistan

Net 5000 h



Barbara Steisland - Wisconsin

Lisa Minelli

21

u r d. o

u r c

v " M u o

2 " 120

- L y y

" u r -

" " u r

Blue u o

2 u r

P 2 " 5 East

o y o u r

u o y

d e e u r y o u r u r

u o

u o } # A

u r

2 u r 1960

u r

" u r 1960

u r

Florence

Nancy Hanks  
arts children-retarded

1960-45 1/2

u r

# y - u r u r

3 Kathy 2531  
Lithographs  
y u photos  
e art Brown

u r



Staff Mtg. 7-27

S Billy & Marilyn  
Mike - private  
Wed. night - dinner

Shana Rigsby

9 2 9 2  
4 6 P  
12 M  
1 " " " " " " " "

Pearl Bailey - dr  
Jordanian  
King H

Staff 7:40  
1 2 2 4 13  
" 9 13  
" 13 13

GOVS

7 10 1/2  
2 25  
Nancy - 300  
state Dept  
Gov K

7 11 0 39 - Dr  
7 9 2 1  
7 0 Tennessee  
Ernie Ford  
" Super Americana "

GOV'S  
7UP / state  
" / 2 tab  
" " " " " " " "  
" " " " " " " "  
GOV'S " for entertainment  
" " " " " " " "  
" " " " " " " "  
" " " " " " " "  
East



(I say to you)  
Children - Capers

1

orange sheet -

B. only  
1. Re  
200.50

substantive  
of coal  
300 40.  
M. "C" 40  
7 - 8 13  
conclude

24 20 1/2  
10, 2, 10 1/2  
7 4  
"emphasize"  
20 40  
20 10

9 1 0 1 1  
20 20 20  
20 20 20  
20 20 20

20 20 20  
20 20 20  
20 20 20  
20 20 20

20 20 20  
20 20 20  
20 20 20

20 20 20  
20 20 20  
40 50 20  
mixing

20 20 20  
20 20 20  
20 20 20  
20 20 20  
20 20 20  
20 20 20  
20 20 20  
20 20 20

WH 2 ✓✓  
2/19

6.6 11 -  
accessing info  
people of 10  
5/21 21 12  
ords of tenad  
Casserole 0.6  
0.6 0.6

The fur  
" " " "

energy  
for 0.6 Broody  
" " " "  
input  
" " " "  
1 0.6 1.2  
60 Cost & Pres time  
is 0 Receipt  
for 1000 for  
same Cost as

dinner for 100 0

21 0 21  
1 0 17  
1 0 17  
30 0 17  
7:30 0  
11:30-12:00 0

0.6 0.6  
2 15:30  
13 0.6 1 TV  
1 0 17 0

0.6 1 17  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1  
0.6 0.6 1

LIBRARY  
FUNK LIBRARY

Birmingham

Barbara Walter, 16 Jan

Sally Quinn 13 Sept

March & Dime Child 11 Dec.

#11

(L. G. — Phil  
Barbara & wife  
27 E. 20th)



leaking  
Family circle

Jack is  
mile wed.  
natl @ 630

got shower head

P 2 3/4 rods

30-40% gwater

17th

20 → 20

2 3/4 ERA

1 2 1 2 1 2

P 6 2 1 2

P 9 6 2 1

3

2 3 1 2

2 1 3 4

2-0 1 2

1 2 1 2 1 2  
2 1 3 4  
2 1 3 4

2 1 3 4

Commission on NW

dead

1 2 1 2  
2 1 3 4

2 1 3 4

"got in 2"

P 13 6 2 1

2 1 3 4

2 1 3 4

2 1 3 4

"1-2"

2 1 3 4

2 1 3 4

or 2 "5"

1 2 1 2

ERA



10 Dec 74 Chinese Archeological  
Exhibition

17 Jan 75  
Susan F doing Needlepoint  
Solonium

10 Dec 74 / Pres & First Lady  
by Xmas tree  
Pres review w/ [ ]

17 Dec,

11 Dec Dip Children King  
Party

M. Crozay - 655-7300  
a

BEAVER  
FOOD LIBRARY

Staff Mtg. 11-11

150 Volunteers

D.C. Red Cross - Segg & 2

*[Handwritten scribbles]*

Re: P. 12 is a copy of  
a list

20th 5-0-11

6) 2 (21  
"

*[Handwritten scribbles]*  
Carter Brown  
SWH) 62  
C. H. 4 do  
8-10



Carol 2 singer } 17th  
Ball for Press & for Congress - Ball white }  
the



72  
cg white tie  
N. or w

1 v. 10

Mrs. W. 30  
informal Carol  
singing

houses  
- 7:00 -  
Ret 5.

10-1:00 Ball  
Mike Carney 17?  
Bill Timmons - ok.

Dec. 18th  
Cameras  
1020-50  
returned



88 Staff Party

Sandy Fox - Neideker

Stouben glass

Mrs. Aiken  
cg - photo

down

~~on~~  
~~out~~  
~~to~~

Bert Backert

9

as set star =  
1/2 even  
mon. 509 coz  
guests coffee  
juice

2-3 TV f

ny  
f  
ball





AID

1 f r b  
+ 99

W.H. in

3 series or bunches

9 families

Monday

frivolous

11 Mrs. R

excellence in

11 Mrs. R

achievement Nobel

11 Mrs. R

prize winners  
athletic field

11 Mrs. R

Speaker Congress

11 Mrs. R

have eliminated

11 Mrs. R  
top justice

Dovermas

11 Mrs. R  
Supreme Court

11 Mrs. R

11 Mrs. R

14 Mrs. R  
Great

11 Mrs. R

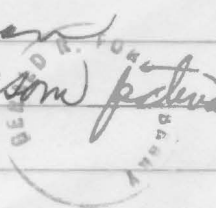
20 Mrs. R  
stars

11 Mrs. R  
Super

20 Mrs. R  
astair

apple blossom patent

11 Mrs. R



1) Crafts - 4

2) ...

3) ...

4) East

5) ...

"Multimillionaire"

Bicentennial

6) ...

NH ...

7) ...

8) ...

9) ...

10) ...

11) ...

12) ...

13) ...

14) whyth

15) ...

16) ...

Americana

17) ...

18) ...

19) ...

20) ...

21) ...

22) ...

23) ...

American

24) ...

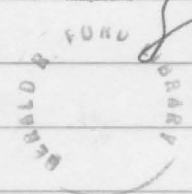
25) ...

26) ...

2  
only  
portrait in  
silver frame -  
no more exchange  
of gifts  
DIO

menus can be  
recycled  
menus of  
economize - borrowed

focusing on American  
art - Crystal -  
Silver porcelain  
for centerpieces  
Indian baskets  
pattern  
America  
5 10



1  
the pre  
L O  
China  
do on a continuing  
basis  
hostess  
DIO

Billy Baldwin  
Kamer  
Crystal  
Chiang  
linner

sharing  
2  
women's lib  
solid women  
are  
open to the  
DIO

work

Family purchasing 2  
" 9/8/80

portrayal of women  
media 2/20  
" 3/20

2 2/20  
5 3/20  
2 3/20

9 3/20

" 2/20  
" 2/20

2 2/20

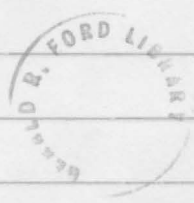
2 2/20

WA 2/20  
" 2/20

2 2/20

2 2/20  
2 2/20

2 2/20  
2 2/20



C. P.

" couple short

92 98

my 102

00B

1.1

394

26

R 1007

11

102

102

20

4 10

1000

1000

1000

1000

1000

1000

1000

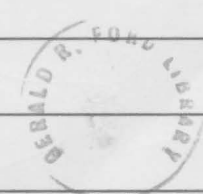
1000

1000

1000

25 to 60

5.25



Trudeau -

Red Km.

Ladies Home Journal  
modeling clothes

by u o o o o  
v  
v  
w p e r  
f r o c y.

accessory / m

1 c / o  
e / i  
o 20 d. s  
o / a n y  
r w / y  
e o 2 / 2 o n  
e - d e g r e e  
e r / j o y  
e r o l i f e -  
year in y o b r y  
v u p w  
o K o c h e f e l l e r o

Mrs W O J J

~ e r / d e o

~ o - s o

/ / r " ( )

general release o

w - e x c l u s i o n e

~~Miss~~

Fields -

o ( oval y

o - r a i l o

"

Larry Brown L

o o

o r n a n c y L

Press Club

party on 19

20 u 12th

7-9 y u ( o o

"

o 19th c 275th

o m i t e l d r u n k s

press

275th  
press



dress - informal @  
"short cocktail - long  
informal skirts" @

prob. 12 / 18r 97

bodies -  
2400 @ (5000)  
- v line @

politically @

list  
"cup 2" @

2. 122  
- v line @

100 p  
- v line @

WH - v line @

2  
- v line @

<sup>jumped</sup>  
- v line @

30-30 brunch  
tour -  
Yellow oval km.  
East @

WH of 65 @  
"Cordelight tour" @

Pete Sedha  
bought it

Hot apple pie  
30-30 brunch

8.00 @  
art Brown on Rt.

Return to art (art Brown)

51 people  
So. High School  
Alma matru song

27 6:00

3 round tables

4 groups of 12  
upstairs for brunch

230 volunteers

4 round tables

Buffet - flowers

tax 2  
2 1/2 1/2 1/2

9 1/2 WHOP  
recycled paper  
1 menus

1 hr 15 min  
r

menu cards of these

Program -  
How long -  
r r c  
1 1/2

cut sugar in 1/20

fruits - e.g. 1/2  
2 1/2

1/2 1/2





W. F. C  
Mrs. Wigner  
Blue Room

M. O. E. O. R. S.  
y. i. v. i.  
O. v. g. g. g. m.

B. 9 }  
B. 3 } Z  
}  
} etc.

th f @

Present  
foaster

alphabetically

Mr. Bosher  
gift-

Mr. Jennings  
9 Mrs.  
7nd

Wigner

add

( June  
" Mich.  
Victor )



# Tentative Basis

open -  
 Fri. 1st Nov. Symphony - Mrs. Berger  
 1:15 - 11:30 Kennedy Ctr  
 kick off Fri. afternoon

## Social Schedule Nov - Dec

(1) Embassy Ave, Polowen  
 2 30 0 / 2 30 0

THIS group of 100  
 60 Embassy

Half dinner - 2 Pool

Twilight tours - two 2 2, public

g n, senior soc  
 meet. ason for Retired People



43,573 marks g - e u  
 names & hours

180 volunteers

Sheila H. Will Coordinate  
 East wing input on press coverage of  
 State Dinner

Strolling String

120 all-round tables

21 " 10 " 10 "



Champagne  
F 11:00

"L" "G"  
F

2 1530  
Lithograph  
5:00

Dec. 14-16  
Martinique  
W/mrs. H. Stang

119,000 for Oct

~~10th~~ Dec. tree arrival  
6:00  
back Sun. night  
" " 1:00

two Kreische  
10:30

wed 9 6:00

W A  
A C " C  
A 4 1 1  
A C roses  
d A - A R  
W  
g  
O " C  
2 0 0

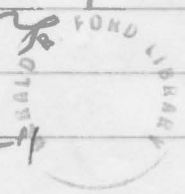
10 6  
" " 2  
" " "

15 E  
" " "

13th  
" 10:45

4th Trudens  
slag - blue km.

Hennessy  
Emitted Dec. 5



Nov. 8 7 0

Krausky 10 0

1400

19p 30-30  
11:00

state dining room

(P) 1707

u - - 7/0

Army Navy Seneca  
d - - 0 0

D Kennerly - / 0  
so. An C

27 7 0 0

47,000

u base

0 €150 base

9 37 DC

2 2 0 0

f m  
l. re. must find

(Get Old Schedule)  
(look for picture)

amer. Cancer Socy 0

P. h } P. 2

v mail 0

m w - r. d

2 " v a v

(0 0 0)

m w, l

. v . 0

Cy t y. H

r Tamer 0

2 0 0 0

v - - 3 - a

( 0 0 0 0

AO

~~A / A /~~

Marba - C

r legal angle

Dec. 2 2 0 0

v p } 2 use

BRAND LIBRARY

"Wauhillia La Hay"

c - 8 W M - 00

6-8 03

6 P 1 Dec.

Susan -

d 2 - 2 - c r / "  
c " 6 11 1200

Convalesced 6-8 030

r. 2 1 2. 7 - 1 1 20

64 - 1 1 20

7 3 3 0 2 1

c " 1 1 1 1

Ray Card 1 6 11 1 1 20

W 1 - 2 1 1 pool

Tabulation of phone calls -

ack 2 1 1 1

operators shuttle to

operation office -

9 1 1 1 1 1 1 1

