



Hunt Institute for Botanical Documentation
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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

File

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

June 4, 1981

Mr. Monte Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras, C.A.

Dear Monte:

I recently received from you another Advice of Change in Payroll (#476) and meant to let you know that Austin Ashley is now the Treasurer and should be executing these advices in the future. Also he should, of course, be getting the monthly statements and any other financial information. I include, of course, the Federal tax payments, so that the duplicates and new forms (enclosed herewith) go through his office and not mine.

I will be winding down here on June 30, and since the new officers are now elected, you should be sending all matters pertaining to the Treasurer to Austin Ashley, and anything of a secretarial nature to Wayne Reitz. For your further information their addresses are as follows:

Dr. J. Wayne Reitz
Post Office Box 14425
Gainesville, Florida 32604

Austin S. Ashley
Bingham, Dana & Gould
100 Federal Street
Boston, Mass. 02110

In closing, I would like to simply add that it has been a great pleasure working with you over the years, and thank you again for all of your assistance and cooperation.

Sincerely,

JWW:b
encs

John W. Weeks

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

May 12, 1981

Dr. Simon Malo, Director
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras C.A.

Dear Simon:

I trust you have now recovered from our recent stormy meeting in Washington. Despite everything, it seemed to me we accomplished something, and I trust that peace will now be the order of the day.

On May 6 I cabled Monte that I had deposited \$24,050, corresponding to ASHA Grant 233, voucher #1. Today I received a call from the ASHA office in Washington advising that \$11,000 corresponding to Oudens' work must be returned, since they had no record of a contract having been made with Oudens' firm. I told De Sousa that I had no means of returning any money, since all monetary transactions were handled from Honduras, and suggested that he get Oudens to work up a contract and coordinate this with you and Monte. He told me he would do this, so I am hoping that it will get straightened out in due course, and you won't have to return any money, since it was hard enough to get it in the first place.

Lastly, would you be good enough to pass along to Monte the enclosed copy of his letter of April 20 to the IRS, the Federal tax payment receipt and new forms.

Best regards.

Sincerely,

JWW:b
encs

John W. Weeks

AID reported on 5/12 (Mr. deSouza)
that the [#]11,000 requested in 233
voucher #1 corresponding to Oudens'
work must be returned since there is
no contract. deSouza had contacted
Oudens to see if he'd prepare a contract.
Meanwhile, I told deSouza that all
transactions must be made thru Dixon's
office.



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

MAY 5 1981

April 27, 1981

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
595 Concord Avenue
Belmont, Massachusetts 02178

Dear Mr. Weeks:

Due to all local government offices being closed from April 10 through April 20, your letter of April 3, on 1980 contributions finally arrived today.

Mr. Weeks, following your instructions, I kept the books open as long as possible, but in early February closed with the cash receipts shown on the statement of account from the First National Bank of Boston, as of December 31, 1980, so as not to further delay the annual audit.

With the exception of the Endowment Fund, all other funds on the books have been audited; hence, I hesitate to change any figures at this late date. However, as may be seen from the attached statement, the late gifts are shown as 1980 contributions.

For tax purposes, and at the request of certain donors in the past, I have issued a To Whom It May Concern or a "Constancia" certifying that EAP has indeed received a contribution from the listed donor.

I deeply regret any inconvenience caused.

Sincerely yours,

McDixon
Monte C. Dixon
Comptroller

cc: Dr. Simon E. Malo

ESCUELA AGRICOLA PANAMERICANA

DETAIL OF CONTRIBUTIONS - PERIOD ENDING APRIL 30, 1981

<u>CURRENT FUNDS:</u>	<u>US Cy. PERIOD</u>	<u>CURRENT FUNDS:</u>	<u>US Cy. PERIOD</u>
<u>UNRESTRICTED (USA)</u>	<u>19,518</u>	<u>UNRESTRICTED (LATIN AMERICA)</u>	<u>107,744</u>
<u>CORPORATIONS & CORPORATE FOUNDATIONS:</u>	<u>14,000</u>	<u>CORPORATIONS & CORPORATE FOUNDATIONS:</u>	<u>91,880</u>
Diamond Shamrock Corporation	5,000	Arrocera Centroamericana	400
Grace Foundation, Inc.	2,500	Banco del Pacifico - Ecuador	10,000
Henry Luce Foundation	2,000	Banco de Occidente, S. A.	500
Monsanto Fund (F.Y. 1980)	4,500	Banco Central de Honduras	18,000
		Embajada de Alemania	62,500
		U.S. Tobacco Company	480
<u>INDIVIDUALS & PRIVATE FOUNDATIONS:</u>	<u>5,518</u>	<u>INDIVIDUALS & PRIVATE FOUNDATIONS:</u>	<u>15,864</u>
Atlee, Jr., Charles	50	Andrews, Keith L.	14,864
Claflin, Mrs. W. H.	1,000	Reichman, Walter	800
Donnelley, Gaylord (F.Y. 1980)	300	Saenz-Aguero, Grace de	200
Gardner, Jr., George P. (F.Y. 1980)	1,068		
Gardner Charitable Trust (F.Y. 1980)	1,000		
Stillman, Charles L.	2,000		
Winthrop, Jr., Frederic (F.Y. 1980)	100		
		TOTAL UNRESTRICTED	<u>127,262</u>

NOTE: Because of a delay in mail service, some F.Y.-1980 contributions were not listed in the December report, but are now reported herein with the appropriate notation.

Rec'd 4/4/81



ESCUELA AGRICOLA PANAMERICANA

APARTADO 98
TEGUCIGALPA, HONDURAS

*

26 March 1981

Mr. John W. Weeks
595 Concord Avenue
Belmont, Massachusetts 02178

Dear John:

Monte Dixon has just relayed a message of your decision not to be re-elected Secretary-Treasurer of our Board. Let me take this opportunity to let you know how much I appreciate what you have done for our School through all these years. You have given more of your time than perhaps any other member of our Board. Your job as Secretary-Treasurer has been done so well that our Chairman is going to have a hell of a time finding a person to take your position.

As an alumnus of EAP and its present Director I congratulate you on a job well done, and I admire your dedication to our learning-by-doing concept. People like you have made what EAP is today: perhaps the best institution for agricultural learning in the tropical World.

Sincerely yours,

Simon E. Malo
Simon E. Malo
Director

SEM/aml

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

April 3, 1981

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras, C.A.

Dear Monte:

In reviewing the contributions for 1980 as I show them and as you have recorded them in your financial statements on page 6 for December 1980, I notice that you have not included the following:

Deposit of			
1/5/81	Gardner Charitable Trust	1000	
	Gaylord Donnelley	300	
	Monsanto Fund	<u>4500</u>	\$ 5800.
1/9/81	Frederic Winthrop, Jr.		100.
2/4/81	George P. Gardner, Jr.		1068.35

In addition, you show the Meek Foundation \$25. under Corporate Foundations, where this should be listed below as a Private Foundation.

Is there anything you can do at this late date to include the above contributions in your 1980 figures? If so, it would be helpful in case the individuals involved wished to prove to the IRS that they had made their gifts in 1980.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

April 2, 1981

Mr. Monte Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Just a note to let you know that I deposited on March 26, \$5000 representing an unrestricted contribution from Diamond Shamrock Corporation.

I also enclose the Employer's Quarterly Federal Tax Return.

I thank you for your letter of the 18th, with the enclosed check reimbursing me for expenses, and also yours of the 22nd of March, enclosing copies of material sent to Mr. Wright.

Also with regard to your letter of the 22nd, I thank you for your sentiment, and want you to know that it has been a great pleasure for me to have been able to work with you over the past twenty years on various and sundry Escuela matters. It seems hard to believe that so much water has gone over the dam in the past two decades. I hope to stay on the Board at least until the end of my present term, and therefore will hope to see you at the time of the November meeting in Zamorano.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

MAR 30 1981

March 18, 1981

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

As requested in your letter of March 9, I enclose herewith a check for \$469.43, in reimbursement for your expenses from November 18 to date (Office expense \$95.43), and your attendance at the Executive Committee Meeting in Miami, February 6 (Travel expenses \$374.00).

With reference to the CT Corporation System bill for \$87.00, a check was mailed to them on February 23; so, I assume their second notice (March 2) was mailed to us prior to receipt of our check.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc. Check # 5050

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

March 9, 1981

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras C. A.

Dear Monte:

Enclosed is a second notice of the bill from the
CT Corporation System for \$87. I forwarded the original bill
to you with my letter of February 2.

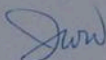
Also enclosed are the usual Federal Tax Forms.

My office expenses from November 18 to date - \$ 95.43

Executive Committee 2/6/81 in Miami - 374.00

\$ 469.43

Sincerely yours,



John W. Weeks
Secretary-Treasurer

JWW:b
encs

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

March 6, 1981

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras, C.A.

Dear Monte:

I am enclosing herewith the following material:

- (1) Advice of Change in Payroll #474
- (2) An executed copy of your letter of February 4 referring to the withdrawal from the retirement plan of Angel Ortega.
- (3) Tax payment forms

On February 26 I deposited \$3500, representing contributions from Mrs. W. H. Claflin - \$1,000 - and Grace Foundation, Inc. - \$2,500..

Would you please remind Dr. Malo that Mr. Wright in New York is anxiously awaiting the text of the Director's Report and the financials for the annual report for 1980.

Lastly, a word on my own situation. As you may or may not have heard, I will not be standing for re-election as the Secretary-Treasurer at the Annual Meeting on May 5. In this connection, I plan to be leaving the Museum on or about April 17. Since I do not know at this point who will be succeeding me, I suggest that any and all correspondence that you forward to me after, say, April 1 (assuming it takes a couple of weeks to deliver mail) be directed to my home address: 595 Concord Avenue, Belmont, Massachusetts 02178.

Sincerely yours,



John W. Weeks
Secretary-Treasurer

JWW:b
encs

CABLE March 6, 1981

Simon Malo
Tegucigalpa

ASHLEY ADVISES AUTHORIZING SMITH TO SIGN POWER OF ATTORNEY AT ANNUAL
MEETING MAY 5. WRIGHT NEEDS YOUR TEXT FOR ANNUAL REPORT.

WEEKS

February 5, 1981

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Just a note to let you know that I deposited on
February 4, \$1,118.35 representing the following gifts:

Charles B. Atlee, Jr. \$ 50.

George P. Gardner, Jr. 1,068.35

As I told you previously, the Gardner gift belongs to
1980, and is the last gift to be recorded for last year.

Enclosed is a receipted copy of your letter of January
23 to the IRS.

Sincerely yours,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

February 2, 1981

Dear Monte:

I enclose, herewith, the following material:

(1) The membership applications for the Retirement Plan.
Please return one signed copy for our records.

(2) Advice of Change in Payroll - #471 and #473.

(3) A Bill from the CT Corporation System for \$87.

Sincerely yours,

John W. Weeks

Mr. Monte C. Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras, C.A.

Encs

File

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

January 20, 1981

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Yesterday I deposited \$4,000, representing a contribution from the Henry Luce Foundation. In this connection I also enclose a copy of their letter to me, so that you all will be aware of their concerns and desires not to be listed, as brought out in paragraph 2.

I should point out here that all contributions reported to you through the January 5 deposit amounting to \$5800 are to be considered 1980 contributions. In addition to this, I am awaiting one more check - a gift from Mr. Gardner, made in 1980, which has not yet cleared, and I will report to you in due course.

Lastly, I also enclose a copy of Advice of Change in Payroll #472, which seems to have gotten buried.

Sincerely yours,



John W. Weeks
Secretary-Treasurer

JWW:b
encs



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

FEB 4 1981

January 24, 1981

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

I acknowledge with thanks your letter of January 12, in which you report on recent contributions, and also the extra copy of your letter of December 22, which was delayed but received three days after I talked to you by telephone. Seems like this letter was enclosed into an envelope addressed to Dr. Malo; and, since he and his secretary, Armando Medina, were both on vacation at the same time, the interim secretary did not open the Director's mail--hence the delay. At any rate, everything is now clear and it was nice having the opportunity to talk for a few minutes with you by telephone.

Best wishes for the New Year, and I hope the Executive Meeting in February will be a fruitful one.

Sincerely yours,

Monte C. Dixon
Comptroller

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

January 16, 1981

Mr. John R. Kimberly
Carmichael Farm
Route 1, Box 303
Queenstown, Maryland 21658

Dear Jack:

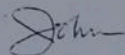
This letter concerns you as Chairman of the Nominating Committee of EAP.

I thought I should advise you now of my desire not to stand for re-election at the next annual meeting as Secretary-Treasurer. Two reasons prompt this decision: First I have just announced my resignation from the Museum of Science. I will be staying on presumably til the early Spring, but will not have secretarial help after that, and could not possibly do this job alone. Secondly, I will have completed twenty years as Secretary-Treasurer, and that is far too long for anyone to be so engaged.

The foregoing does not in any way mean that I have lost my interest in EAP, and if my presence is still wanted on the Board, I will certainly look forward to continuing in that capacity.

Best regards.

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b
cc: John Smith

January 12, 1981

Mr. Monte C. Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

It was nice to hear your voice on the telephone the other day, and I was amazed at how good the reception was.

To bring you up to date, I have made the following deposits:

On January 5 - Gardner Charitable Trust	\$ 1,000.
Gaylord Donnelley	300.
Monsanto Fund	<u>4,500.</u>
	TOTAL 5,800.
On January 9 - ASHA 198 Voucher 3 balance	8,780.65
Mr. and Mrs. Frederic Winthrop	<u>100.</u>
	\$ 8,880.65

As I told you on the phone, the original deposit for ASHA 198, voucher 3, amounting to \$60,577.35, was included in the December 22 deposit amounting to \$72,607.35. I am distressed that you appear not to have received word of this deposit, as I wrote you all the details on December 22. In case it got lost in the mail, I enclose a copy of that letter herewith.

Lastly, I enclose the usual tax forms for your information.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs

December 29, 1980

Mr. Monte C. Dixon
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras, C.A.

Dear Monte:

I have deposited today \$2,955.99, representing gifts
from Charles L. Stillman - \$2,000 - and myself \$955.99.

Enclosed is the quarterly federal tax return.

Sincerely yours,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

JWW

December 22, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras, C. A.

Dear Monte:

First, I wish to acknowledge, with thanks, the receipt of yours of December 11, with my check.

Today I made the following deposit:

Charles A. Meyer	\$ 1,000.
Mrs. Henry A. Wallace	2,000.
Mrs. W. L. Douglas	3,000.
Kimberly-Clark Fdn.	2,000.
Ralston Purina Trust	
Fund	4,000.
ASHA 198	60,577.35
William J or Catharine	
L Carter	30.
	\$ 72,607.35

Please note that the ASHA #198, voucher #3 payment was reduced from the requested \$69,358 to \$60,577.35 - in other words, they deducted \$8,780.65 for five pieces of equipment which were not included in the commodity list.

Seasons Greetings to you all.

Sincerely yours,

JWW:b

John W. Weeks
Secretary-Treasurer

File

December 22, 1980

Dr. Simon E. Malo
Escuela Agrícola Panamericana
Apartado 93
Tegucigala, Honduras, C.A.

Dear Simon:

In reviewing the meeting notes over the past year or so, I noticed that I only have a draft dated October 10, 1979 of your power of attorney. There are numerous dates and other parts of the document missing. I would appreciate your sending me a copy for my records of the completed document.

Seasons Greetings to you all.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

DEC 23 1980

December 11, 1980

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear Mr. Weeks:

As requested in your letter of November 25, I enclose herewith a check for \$1,186.48, covering your traveling and office expenses related to School business, as detailed therein.

Sincerely yours,

Monte C. Dixon
Comptroller

Enc. Check # 4947

File

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

December 10, 1980

Mr. Monte Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I have recently made the following deposits of unrestricted contributions:

- (1) On December 1 - from G. B. Wright - \$100
- (2) On December 2 - from Banco de Bogota \$ 4,500
- (3) On December 10 from Banco de la Republica - \$9,000

Sincerely,

John W. Weeks

Secretary-Treasurer

JWW:b

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

November 25, 1980

Mr. John G. Smith
Agropecuaria La Laguna S.A.
Apartado 432
Guatemala City, Guatemala

Dear John:

I am enclosing, herewith, a draft of the minutes of the recent meeting in Zamorano, and ask that you let me know as soon as possible whether there are any changes.

I see by a letter to you from Monte Dixon that you have just donated \$3,000 to EAP, and add my sincere thanks for this, as well as all of your other increased activities.

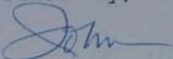
Before closing, I would like to add a few thoughts on Simon's stewardship at EAP. I refer specifically to the information received from Hugh on the flight home relative to Simon having discussed and apparently received an \$80,000 grant from AID/Honduras for the beginning of a fourth year program. I don't know whether Hugh or George, who was also listening to this, have offered their comments, but it does seem to me that Simon is definitely overstepping his authority in dealing with a very basic policy question which should, and must be, decided by the trustees. If this has indeed happened, it seems to me that Simon should be notified that it is unacceptable, and that any action should be deferred at least until it can be discussed by the Executive Committee at its next meeting.

Another potentially difficult problem with Simon may be his apparent desire to get too mixed up with politics, and I think we should caution him to try to maintain as neutral a position as is humanly possible, particularly in view of the frequency with which governments change in Honduras.

I will be interested to get your reaction to the above.

Best regards.

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b
enc

RECEIVED

DEC 3 1980

25 November 1980

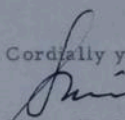
Mr. John G. Smith
Chairman, Board of Trustees
Escuela Agrícola Panamericana
Apartado 432
Guatemala, Guatemala

Dear John:

Thank you very much for your letter of November 19. The bonus for 1980 is very welcomed and appreciated. My gratitude goes to the Board and to you in particular for having put a high degree of trust in the manner in which I am administering the School. Without your constant personal support and interest in every aspects of the School operation I cannot see how I could survive much longer by myself. EAP is a very complicated operation which needs the attention, talent and support of a lot of people, particularly during these difficult political times. In many respects we are the target of the many real or imagined resentments against the U. S. and its democratic institutions.

I am sure that we can continue working successfully together if we maintain a frank and open relationship. You will find me loyal, sincere and easy to work with. As you may know by now *my* feelings for the good of the School transcend any personal selfish desire or ambition.

Cordially yours,


Simon E. Malo
Director

SEM/aml

cc: John W. Weeks ✓
Hugh Popenoe
Catherine Coolidge Lastavica

November 25, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

First, I wish to advise that on November 24 I deposited
\$1,000 - representing a contribution from Frederic
Rosengarten, Jr..

I also want to take this opportunity to submit a bill
covering the following:

(1) Executive Committee Trip to Miami Oct. 2-3, 1980

Airfare	\$ 250.83
Hotel	43.46
Meals, taxis, tolls	25.95
Total	<u>320.24</u>

(2) Trustees' Trip to Honduras Nov. 14-16, 1980

Airfare	\$ 663.62
Hotel, Miami	57.24
Meals, taxis, tolls	10.30
Total	<u>731.16</u>

(3) Office Expenses to November 17

135.08

TOTAL BILLED \$ 1,186.48

Lastly, I enclose the usual tax payment forms.

Sincerely yours

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA

APARTADO 93
TEGUCIGALPA, HONDURAS

★

RECEIVED

NOV 4 1980

21 October 1980

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear John:

I am sure you've received a cable explaining we mailed the 1981 request to ASHA/AID. Your copy if not mailed already and received will arrive soon.

Thank you for your letter acknowledging having received \$35,000 from United Brands and \$1,000 from Kimberly-Clark Foundation.

Looking forward to seeing you here in November.

Sincerely,

Simon E. Malo
Director

SEM/aml

October 16, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

On October 14 I deposited \$2,000,
representing an unrestricted contribution from Mr.
Kimberly. The previous deposit included \$1,000 from
the Kimberly-Clark Foundation and \$35,000 from United
Brands Foundation.

I enclose the usual tax deposit forms.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

McC

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

File

September 24, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

For the record, I cabled you on September 22 that
I deposited that day \$69,387.39 covering voucher #5 of ASHA #156.

Today I deposited \$5000 representing a contribution
from Shell Quimica de Venezuela, to cover the cost of one
student for a year at EAP

Sincerely,

John W. Weeks

Secretary-Treasurer

JWW:b
cc: S. Malo

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

File

September 19, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I enclose herewith the Employer's Quarterly
Federal Tax Return, and also advise you that on September
16 I made a deposit of \$500, representing an unrestricted
contribution from George E. Putnam, Jr.

Sincerely yours,

John W. Weeks
Secretary-Treasurer

JWW:b

cc: S. Malo

September 12, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I enclose Advices of Change in Payroll #469
and #470 - also a copy of your letter of the 3rd
referring to the withdrawal from the Retirement Plan
of Mario Obando and, lastly, the usual tax payment
form.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:
encs



ESCUELA AGRICOLA PANAMERICANA

APARTADO 03
TEGUCIGALPA, HONDURAS

★

9 September 1980

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

RECEIVED

SEP 18 1980

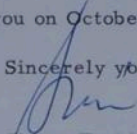
Dear John:

Thank you very much for your recent letter regarding the extension of the 50-year agreement. We were very lucky that we were able to obtain this law. A few days more and it would have been too late. The government changed within 3 days of the publication of the "decreto".

I hope you had not forgotten about the actuarial study of insurance for EAP. We would like to know about this matter sometime this year.

Looking forward to seeing you on October 3, I am

Sincerely yours,


Simon E. Malo
Director

SEM/aml

September 2, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

The enclosed is a copy of the new ASHA grant #233
I just received last week, along with other related material.
Also enclosed is a copy of Advice of Change in Pay-Roll #469.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs
cc: S. Malo

ESCUELA AGRICOLA PAN-AMERICANA, INC. *File*
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

August 15, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

First, I wish to acknowledge your letter of August 6 with the copies of the quarterly reports of grant expenditures for grants #156 and #198.

I also wish to acknowledge yours of August 15 referring to the claim #5 under ASHA #156 for \$69,387.39 - and these vouchers and reports have been sent off today to Washington.

I also enclose signed copies of Advice of Change in Payroll #462, #467 and #468. Also enclosed are the usual Federal Tax Forms.

Lastly, this is to let you know that I deposited \$5,000 this date representing an unrestricted contribution from the Warner-Lambert Foundation.

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b
Enclosures
cc: S. Malo



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

RECEIVED

AUG 21 1980

August 13, 1980

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

I acknowledge with thanks your letter of July 31,
and enclose herewith a check for \$546.16, in reimburse-
ment for School related expenses as detailed therein.

Sincerely,

Monte C. Dixon
Comptroller

Enc. - Check #3842

August 5, 1980

Dr. Simon E. Malo, Director
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

Thank you for your letter of July 24 with the attached decree #962.

You are certainly to be congratulated for having engineered this document, along with Roberto and Mario, and I hope you will pass along my sincere and enthusiastic congratulations to them, as well. I certainly agree that this decree, along with #795, puts us in a very good position to look ahead to the future.

In this connection, I look forward to hearing how Dr. Greenman is making out, and hope that he will be able to report to us at the Executive Committee meeting on October 3 which, incidentally, is to be held in Miami.

Best regards.

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

July 31, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

On June 27 I made a deposit of \$50, representing an unrestricted gift from Charles Atlee.

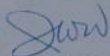
This will confirm my cable of the 22nd referring to the deposit of \$94,049.50 for ASHA 198, voucher 1.

Enclosed herewith is Advice of Change in Payroll #466, duly executed.

Lastly, I have the following expenses to report, for which I would appreciate your reimbursement:

Office expenses through July 22	\$	116.08
Executive Committee Miami trip		275.20
EAP Stationery		<u>154.88</u>
Total	\$	546.16

Sincerely,


John W. Weeks
Secretary-Treasurer

JWW:b
enclosure

June 13, 1980

Mr. Monte C. Dixon, Controller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Thank you for yours of the 4th, which arrived today, and for the enclosed check for \$893.24.

I am glad that the Ledex business is straightened out, and that you will hopefully take care of any future payments through your office.

Enclosed are the usual tax forms, and the Employer's Quarterly Federal Tax Return.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs

File
bc: S. Malo

June 6, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

On June 2 I deposited \$1,000, representing
an unrestricted contribution from Mrs. William H.
Claflin.

Enclosed are copies of the Federal Tax forms
and Advice of Change in Payroll #463.

I also want to acknowledge receipt of several
copies of Claim #1 of ASHA Grant 198. These were mailed to
AID yesterday.

Sincerely,

JWW
John W. Weeks
Secretary-Treasurer

JWW:b
encs



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

JUN 15 1980

June 4, 1980

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114, U.S.A.

Dear Mr. Weeks:

I acknowledge with thanks your three letters, dated May 14, 18, and 20, all in connection with telecommunications equipment ASHA #156, Voucher #4.

It was good that I received them all on the same day, as you will notice that the \$9,959 referred to in your May 14 letter, and also confirmed by ASHA in communication from them as well as a copy of Voucher #4 together with copy of expenditure report, turned out to be \$10,006.08 as stated in your letter of May 20.

For your records and mine as well, I have made corrections in pencil as shown on the enclosed documents. These corrections are important, as the correct information under "Total expenditures to date" is needed for preparation of claim #5.

Yesterday, I airmailed a check for \$5,061.55 to LEDEX INC., in payment of their latest invoice #04483, as requested in your letter of May 20.

Lastly, I enclose herewith a check for \$893.24, in reimbursement for office and traveling expenses, as requested.

Sincerely yours,

Monte C. Dixon
Comptroller

Enc.

File



ESCUELA AGRICOLA PANAMERICANA

XXXXXXXXXXXXXXX

Museum of * Science

Science Park - Boston, MA 02114

May 20, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I have deposited today \$10,006.08 corresponding to ASHA #156, voucher #4. In turn, I have secured a cashier's check for the same amount from the First National Bank payable to Ledex, Inc., which check I have forwarded on to Ledex in payment for their invoices #04324 and 04325. Enclosed is the bank's advice of debit to show the charge to the account, and copies of the Ledex invoices for your records.

In view of the complexity of this unusual billing, I am also enclosing Ledex's latest invoice #04483, totalling \$5061.55, and ask that you put this through the normal channels.

Lastly, I enclose Advice of Change in Payroll #461, duly signed.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs

cc: S. Malo

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

File

May 14, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

With regard to your note of April 30 to Simon on the question of voucher #4 of ASHA 156 for \$9,959 - this has not been paid as of the moment. I have talked last week with Lee Knutson at AID regarding the payment of voucher 4, which he told me was only held up due to a backlog of work and their inefficiency. I will let you know when this goes through. Meanwhile, we have another invoice from Ledex amounting to \$5,061.55. Presumably this will mean another voucher, and I will clear this directly with Knutson in Washington.

On the subject of expenses, could you reimburse me, at your convenience, for the following: office expenses through May 12 - \$151.64, Miami trip May 8 and 9 - \$741.60 - total \$893.24.

Sincerely,

JWW

John W. Weeks
Secretary-Treasurer

JWW:b
cc: S. Malo



ESCUELA AGRICOLA PANAMERICANA

APARTADO 68
TEGUCIGALPA, HONDURAS

*

RECEIVED

MAR 17 1980

March 10, 1980

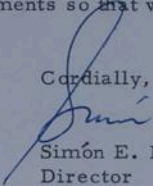
Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear John:

I have asked Monte Dixon to summarize our insurance aspects here at EAP. Attached you will find all the information and also some of his comments, most of which I concur with fully. Monte has much experience and his judgement is good on the subject of insurance. I agree with him particularly on his comments on increasing contributions for the R & D benefit plan and the group insurance with PALIC.

The salary increases for 1980 has caused a certain discontent in some areas. People expected more after 2 years. I have begun making a few adjustments so that we won't lose Key personnel.

Cordially,


Simón E. Malo
Director

SEM/aml

Attachments

cc: H. Popenoe

March 6, 1980

Mr. Monte C. Dixon
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I have made two recent deposits - on February 25th the Grace Foundation Inc., \$2500, and on February 29th the IMC Foundation \$5,000.

I enclose the receipt recently received from the IRS for your W2 Report dated January 28th.

Also enclosed is Advice of Change in Payroll #459.

Sincerely,

John W. Weeks

JWW:b
enc

February 13, 1980

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

First, with respect to contributions - I deposited on February 12, \$1,583.60. This included the 1979 contribution of Mr. Gardner, \$1,533.60, and the 1980 contribution of \$50 from Bunge Corporation.

I enclose a receipted copy of your letter to the IRS of January 28, and also the usual Federal Tax Payment forms.

I acknowledge receipt of your letter of January 31 with the six applications for membership in the Retirement Plan, and will take care of this matter as soon as possible. Also, thanks for sending along the Retirement Plan data for 1979.

Now that Mr. Gardner's gift is in you may consider the 1979 list of contributions complete.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA
~~XXXXXXXXXXXXXXXXXXXX~~

*
Museum of Science
Science Park
Boston, Massachusetts 02114

File

February 6, 1980

Mr. Monte C. Dixon
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Your letter of January 29 to George Putnam enclosed a list of donations for 1979. I have checked over this list and want to report the following:

- (1) The list does not include gifts from Gaylord Donnelley \$300, and from myself \$937.10 - both of which are 1979 gifts.
- (2) The Gardner Charitable Trust should be listed under Individuals and Private Foundations.
- (3) The anonymous gift is from Guatemala, and should be listed under Individuals, Latin America.
- (4) The gifts from Douglas, Shattuck and Wallace should be shown as Mrs. in each case.

Still on the subject of 1979 gifts, I still have not heard the value of the gift from Mr. Gardner. Therefore, the 1979 list should not be closed out yet.

I enclose herewith the following items - Advices of Change in Payroll #452, 456, 457 and 458 - duly signed. I also enclose the bill from CT Corporation System.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs
cc: G. Putnam, Jr.



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

Apartado 93

January 28, 1980

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114, U. S. A.

Dear Mr. Weeks:

I acknowledge with thanks your letter of January 18, reporting contributions to EAP, and note that there is one more gift pending from Mr. George Gardner.

I note that Ms. Grace Veliz, from Mr. Blewer's office, plans to visit the School in February, and this is just to say that I would be very pleased to meet and chat with her.

Enclosed is a check for \$10 payable to the Secretary of State, Dover, Delaware, in payment of the Annual Franchise Tax, as requested.

Lastly, I return herewith Advice No. 452 for your signature. Dr. Malo tells me that the \$21,000 shown on Advice 450 was actually the amount offered to Dr. Linden; but, Dr. Linden subsequently refused to accept the job for less than \$22,000. After consultation with Ing. Mario Nufio, Dr. Malo agreed to pay the additional \$1,000 rather than lose the professor.

Sincerely yours,

Monte C. Dixon
Comptroller

Enc.



ESCUELA AGRICOLA PANAMERICANA

APARTADO POSTAL 93
TEGUCIGALPA, HONDURAS

RECEIVED

JAN 29 1980

21 January 1980

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

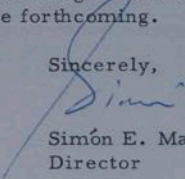
Dear John:

Thank you for your note and enclosures. J. Saravia left in the interim between graduation and new year's, that's why he was taken out of the reviewed list of personnel you received. I am informing M. Dixon of the Dec. 31, 1979 contribution = Gaylord Donnelly \$300 and Jan. 2: John W. Weeks = \$937.10.

I am looking forward to seeing you all in February 14. I need to discuss what is being done about the Union we have in our midst. This is a ticking bomb and is one of the most threatening developments we have had so far in the history of the School. Today I have an appointment with the Chief of State to see what we can do about it.

The IICA contribution of \$40,000.00 for 2 professors (Linden and Andrews) was already approved. We will have it on paper soon. This item was not included in the budget because at that time there was no assurance that it will be forthcoming.

Sincerely,


Simón E. Malo
Director

SEM/aml

xc: Dr. Hugh Popenoe

File

January 18, 1980

Mr. Monte C. Dixon, Business Manager
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I have the following deposits to report:

January 11 - Walter C. Klein	\$ 50.00
Marion B. Stroud	<u>100.00</u>
	\$ 150.00

These are 1979 gifts

The following are 1980 gifts:

Deposited on January 10	
Thomas D. Cabot	\$ 5,000.00
(restricted to endowment)	
Del Monte Banana Co.	<u>4,000.00</u>
	\$ 9,000.00

On January 14 - Henry Luce Fdn.	4,000.00
On January 18 - Alfonso Panjul	100.00

Still on the subject of contributions, I am waiting for one more gift from George Gardner which should be included in 1979, so don't close out last year yet.

The other day I received a call from John Blewer in New York advising me that his Vice President for Administration, a Miss Grace Veliz, is planning to make a trip to Central America the last half of February and would like to have a chance to chat with you in Zamorano. If I learn any further details I will let you know. Otherwise you will probably hear from her directly.

Mr. Monte C. Dixon

-2-

January 18, 1980

For the State of Delaware Annual Franchise Tax, due on March 1, I will need a check for \$10 payable to the Secretary of State, Dover, Delaware.

I enclose herewith Advices of Change in Payroll #453, 454 and 455, duly signed. #452 appears to be overstated by 2000 lemps for Prof. Linden, as I have noted.

Also enclosed are Federal Deposit Tax Forms.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs

January 8, 1989

Dr. Simon E. Malo, Director
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

This will acknowledge your note of December 31, along with the three copies of the salary sheet - Advice #450. I enclose two signed copies, as requested. I noted in comparing this final draft with the one submitted at the time of our meeting in Zamorano that under "Operations and Maintenance" the name J. Saravia, electrician, was not included at \$3300. Is this an oversight, or has he actually left the payroll? The other changes in the final draft I am assuming were, as you say, cleared with Hugh. They are the new maximums assigned to the two positions of Dean and Business Manager.

I also want to thank you for the two enclosures with your note of December 14, namely duties of the Dean, and the latest information on the Management Comments letter from Mendieta and Associates. In the latter case, ^{if they} we will have all of their recommendations cleaned up before the Board meets again this Spring.

Would you please advise Monte Dixon that I have made two further deposits for unrestricted contributions: (1) On December 31 - Gaylord Donnelley \$300. (2) On January 2 - \$937.10 from Yours Truly.*

Lastly, would you please see that Monte Dixon gets the enclosed Federal Tax forms.

Best regards.

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b
encs

* Also, he should know that there is still one more 1979 contribution to be recorded.

December 28, 1979

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Since last writing to you on this subject I have made the following deposits of unrestricted contributions during December to date:

12/17/79	Henry Luce III		\$ 200.
12/20/79	Mrs. W. L. Douglas	3,500.	
	Mrs. H. A. Wallace	<u>1,000.</u>	4,500.
12/21/79	Banco de la Republica Col.	8,000.	
	Banco de Bogota, Col.	<u>4,000.</u>	12,000.
12/26/79	International Harvester	3,600.	
	Charles L. Stillman	2,000.	
	Gardner Charitable Trust	1,000.	
	Andrew Heiskell	<u>100.</u>	6,700.
12/28/79	Elizabeth P. Moreton	25.	
	Charles A. Meyer	<u>1,000.</u>	<u>1,025.</u>
	TOTAL		\$ 24,425.

On the subject of 1979 contributions, I know of at least two more individual gifts that will be coming in next week and should be credited to this year. So, please don't close out 1979 until I let you know.

Mr. Monte C. Dixon

-2-

December 28, 1979

Enclosed is the Employer's Quarterly Federal Tax Return which should be returned to: Internal Revenue Service Center, Andover, MA 05501.

With best wishes to you all for 1980.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

Apartado 93

December 26, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Your letter of December 11 finally arrived today and, as requested, I enclose herewith a check for \$877.83 in reimbursement for your expenses as detailed therein.

Yes, it was nice to see you again, but indeed sorry that your very limited time did not permit us to discuss any School matters, as I had several items that I would liked to have had the opportunity to discuss with you.

I was particularly desirous in obtaining a clearer understanding of the responsibilities of the Comptroller to the Treasurer, and his limitations, due to the change from a "Modified unitary organization" to a strictly "Unitary type of administration."

Kind regards and best wishes for the Holidays.

Sincerely,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc. - Check #3675

December 11, 1979

Mr. Monte C. Dixon
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

The following is a summary of my expenses since my last billing, and I would appreciate a check to cover this at your convenience.

<u>Office Expenses</u> to December 1	\$ 223.23
--------------------------------------	-----------

Honduras Trip 11/29-12/2

Air Fare	586.70
Hotel Miami	46.40
Parking and Tolls	<u>21.50</u>
	\$ 654.60

TOTAL	\$ 877.83
-------	-----------

I enclose the usual tax payment forms from the bank.

It was nice to catch a glimpse of you last week, and I am only sorry we couldn't find the time to discuss some of your problems in a little more detail.

Best wishes for the Holidays.

Sincerely,

JWW:b
encs

John W. Weeks
Secretary-Treasurer



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

NOV 27 1979

November 20, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Yesterday, I received your letter of November 7, and discussed the Treasury Department Form 90-22.1., with Arthur Young & Company local representative, this morning, and both of us feel that the form is very confusing. So, rather than attempt to fill in the form myself, I offer below the information which I think you will need, and suggest that you obtain legal assistance in completing the form.

EAP's Identification number is 04-2104172.

Our account at Banco Atlantida, S. A., Tegucigalpa, Honduras, is in the name of Escuela Agrícola Panamericana, Inc., and the number is 109-127-2. The average monthly balance is between \$10,000 to \$50,000. However, in May 1978 the balance did exceed \$100,000 when we received that amount from the local government through the Ministry of Natural Resources.

The above refers to 9F, which you state in your letter that I should answer. In this connection, please note that in Block 5 and again in Block 6 the form states that: "Do not complete item 9 for these accounts."

I believe that you have "Signature authority" but not "Financial interest." This is not clear to me.

Lastly, I will prepare for you a summary of the insurance coverage maintained by EAP in English by the time you arrive for the next meeting; meanwhile, I enclose herewith some information in Spanish covering collective insurance with Pan-American Life Insurance Company. We also have automobile liability insurance with The Hanover Insurance Company, with property damage limited to second or third party, which I will also have something for you by the time you arrive.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

November 16, 1979

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I acknowledge, with thanks, your most recent letter of the 8th, and the attached information on the active membership group in the retirement plan. I have passed along this information to Mr. Carroll, and also your information as to the correct date of birth of Diego Maradiaga. Since everything now seems to have been cleared up, I enclose herewith a signed approval of his benefits.

On November 13 I deposited \$4000, corresponding to a contribution from the Monsanto Fund.

Sincerely yours,

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★

Apartado 93

RECEIVED

NOV 15 1979

November 8, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

With further reference to your letter of July 16, and my reply of October 30, in connection with the EAP actuarial valuation of the retirement plan prepared by Carroll Consulting Actuaries, I enclosed herewith for the next actuarial valuation an updated listing of information on the active membership group.

In answer to your letter of October 29, I confirm that Diego Maradiaga's date of birth, as evidenced by his birth certificate, is September 3, 1914. The information supplied by him at the time of applying for membership to the Plan is incorrect.

The attached listing is intended to correct several other errors including certain members who withdrew from the Plan and rejoined on a later date.

Your letter of July 16 was answered on October 30, as indicated in the above first paragraph. Trust you have received it by now; and again I apologize for not responding to it earlier.

Another letter was addressed to John Faulhaber, dated November 3, but I have noted that future correspondence to Paine Webber should go to Robert Brady, Special Accounts Section. Thanks,

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

November 7, 1979

Mr. Monte C. Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I acknowledge, with thanks, yours of October 30th, and the information contained with that letter, which I passed on to Bill Carroll.

Would you be good enough to prepare for me a summary of the insurance coverage maintained by EAP which should include the type of coverage, premiums, and limits. This subject has not been reviewed recently to my knowledge, and I would like to have the information if possible by the time of the next meeting.

Enclosed is the usual tax payment form.

Lastly, I am told by Arthur Young & Company that I must submit to the Treasury Department form 90-22.1. This should have been filed on June 30, but they just brought it to my attention. Since some of the questions, particularly 9F, would have to be answered by you, I send the form along and ask that you return it as soon as possible.

With thanks.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

NOV 7 1979

October 30, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

I acknowledge with thanks your letter of July 16,
with a copy of the EAP actuarial valuation of the re-
tirement plan prepared by Carroll Consulting Actuaries.

A listing of the retired members of the plan is
enclosed herewith as requested.

I apologize for not answering your letter earlier,
as I had intended to send this information along with
the full RDBPlan data, which is usually sent at the end
of each year.

A copy of your letter has been sent to Arthur Young
and Company auditors for their information.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc.

cc: Dr. Simon E. Malo

October 29, 1979

Mr. Monte Dixon, Comptroller
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

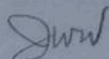
In answer to your letter of October 10 questioning the retirement benefit for Mr. Maradiaga, I put the question to Bill Carroll, and enclosed is his answer of October 25th. If, as a result of his paragraph 2, you have further questions, please let me know - otherwise it looks as if your calculations are correct. However, until I hear from you I will not sign the required approval.

In connection with the retirement plan, would you please respond to my letter of July 16. In case that letter went astray, I enclose a copy herewith.

I have the copy of your letter to John Faulhaber dated October 22, and just wanted to let you know that for further reference Faulhaber has left Paine Webber, and correspondence should be addressed to Robert Brady, Special Accounts Section.

I enclose a signed copy of your Advice of Change in Pay Roll #451.

Sincerely yours,



John W. Weeks
Secretary-Treasurer

JWW:b
encs



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

OCT 22 1979

October 10, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

On October 1, Diego Maradiaga who is a member of our Retirement Plan became eligible for retirement, having reached his normal retirement date, and his employment with the School has been terminated for which he received ten months severance pay totaling L.1,800 in accordance with the Labor laws of Honduras.

Attached hereto is a work sheet with detailed information and computations relative to the benefits for Mr. Maradiaga. If in order, will you kindly approve returning a copy to me for further handling.

In this connection, please note that I have used L. 600.00 as the minimum annual retirement benefit payable, since this amount is higher than the L. 479.33 resulting from the normal computations. This was clear in the original Plan. However, in the revised Plan, effective January 1, 1971, Page 10, Paragraph 15 (b) reads as follows: "that amount which, under actuarial tables adopted by the Committee, can be provided on the normal form of benefit by 110% of the member's aggregate contributions to the Plan, plus interest."

The above addition to the original paragraph is not clear, and I would appreciate your taken this into consideration when checking the attached computations, and some clarifying by example of how the actuarial tables adopted by the Committee works in this case, so that this may be used for future reference, and also to ensure that the employee received the maximum benefits to which he is entitled under the Plan in the circumstances.

Sincerely yours,

Monte C. Dixon
Comptroller

Attachment

September 17, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

This will acknowledge, with thanks, yours of September 7 and the enclosed check for \$25,000, which I have turned over to Paine Webber for deposit to our Endowment Fund Principal Cash Account.

Enlosed is the Quarterly Federal Tax Return.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure

September 10, 1979

Dr. Simon Malo, Director
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

First, I want to thank you for the copy of your August 16th letter to Hugh, and also yours of August 23rd to the Board members - both advising us of your success in getting decree #795. This is a really notable achievement which will certainly have positive repercussions, and I offer my congratulations to you and all the others who put it through.

Will you kindly see that Monte Dixon gets the enclosed copy of Advice of Change in Payroll #448, and also the tax forms from the bank.

I have been trying to make contact with Hugh in regard to the proposed Executive Committee meeting in October. However, he has been unavailable, and thus I will not know until next week where and when it will be held.

By now you should have received the United Brands gift of \$30,000, and I enclose a copy of their communication announcing it.

Lastly, I am also enclosing a copy for your records of amendment #1 to AID grant 156 and AID grant #198.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enclosures

September 17 1979

Mr. Robert Brady
Paine, Webber, Jackson & Curtis
Special Accounts Section
100 Federal Street
Boston, Massachusetts 02101

Dear Bob:

I enclose, herewith a check for \$25,000
which should be added to the Escuela Endowment
Fund Principal Cash Account.

With thanks.

Sincerely,

JWW:enc

John W. Weeks
Secretary-Treasurer



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

SEP 17 1979

September 7, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Enclosed herewith is a check for \$25,000 representing part of the interest earned on assets of the Endowment fund during the years 1975-1978, which I will appreciate your forwarding to Paine, Webber, Jackson & Curtis for deposit to the Endowment Fund Principal Cash account.

Mr. Eduardo Aragon arrived yesterday with the \$30,000 from United Brands Foundation. Dr. Hugh Popenoe, Mr. John Smith, and Ing. Mario Nufio were present for the ceremony.

I took the opportunity to ask Mr. Smith about the bonds in Guatemala, and he confirmed that he had them in a safe place, but because of his traveling he had not as yet negotiated them with the bank. He promised that as soon as re returned to Guatemala, he would look into the matter and keep us informed.

Sincerely yours,

MC Dixon
Monte C. Dixon
Comptroller

Enc. - Check #3610

August 23, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

First, I want to acknowledge your letters of August 6, and 16, enclosing the two checks for \$25,000 and \$60,673.37 respectively. These have both been sent to Paine Webber for credit to our Endowment Fund Principal Cash Account.

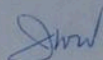
On August 20 I deposited \$3400, representing unrestricted gifts from Deere & Company - \$3,000, and George E. Putnam, Jr. - \$400.

On August 20 I signed and returned copies of amendment #1 to ASHA Grant #156, extending it to June 30, 1980 and reallocating the way the money can be spent. I also signed and returned copies of ASHA Grant #198 for \$200,000, extending to December 31, 1980. When conformed copies are returned to me, I will send them along to you for your records.

You inquired about the availability of the United Brands gift, and this is just to let you know that we are working on it.

Lastly, what news do you have of the sale of the Guatemalan securities we own?

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b

August 23, 1979

Mr. John Faulhaber
Special Accounts Section
Paine, Webber, Jackson & Curtis
100 Federal Street
Boston, Massachusetts 02101

Dear John:

I enclose, herewith, another check representing the net proceeds from the sale of the second half of some Honduras property.

Will you please see that this is deposited to our Endowment Fund Principal Cash Account.

Sincerely,

JWW

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

AUG 23 1979

August 16, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114, U. S. A.

Dear Mr. Weeks:

Enclosed herewith is a check for \$60,673.37, representing net proceeds from the sale of the second half of the Buenos Aires property, i e.: \$65,000.00 less miscellaneous sale expenses of \$4,326.63. Interest earned on the time deposit since February amounted to \$2,793.19 and has been recorded as Endowment Fund income.

Will you kindly forward the check to Paine, Webber, Jackson and Curtis for deposit to our Endowment Fund Principal Cash account.

Sincerely yours,

Monte C. Dixon
Comptroller

Enc.

cc: Dr. Simon E. Malo

August 13, 1979

Mr. John Faulhaber
Special Accounts Section
Paine Webber, Jackson & Curtis
100 Federal Street
Boston, Massachusetts 02101

Dear John:

I enclose, herewith, another check for \$25,000
to be transferred to the EAP Endowment Fund principal
cash account.

With thanks.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

AUG 13 1979

August 6, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114, U. S. A.

Dear Mr. Weeks:

Enclosed herewith is a check for \$25,000 representing our fourth and final installment on the \$100,000 transfer from the Endowment Fund during 1978.

Will you kindly forward the check to Paine, Webber, Jackson & Curtis for deposit to our Endowment Fund Principal Cash Account.

We shall now concentrate our efforts in payment of the liability to the RDBPlan as indicated in my letter of July 13; and, in this connection, I am curious to know if you had any good news concerning the annual donation from the United Brands Foundation, or any other significant contribution, which might be deposited to our account at the "First National" soon, and used for the above purpose.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

cc: Dr. Simon E. Malo

July 11, 1979

Mr. John Faulhaber
Special Accounts Section
Paine, Webber, Jackson & Curtis
100 Federal Street
Boston, Massachusetts 02101

Dear John:

Enclosed is another check for \$25,000. just
received from Honduras. This is to be added to the
EAP Endowment Fund.

With thanks.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

RECEIVED

JUL 11 1979

July 4, 1979

Mr. John W. Weeks,
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
BOSTON, Massachusetts 02114.

Dear Mr. Weeks:

Enclosed herewith is a check for \$ 25,000. representing
our third installment on the \$ 100,000. transfer from the
Endowment Fund during 1978.

Will you kindly forward the check to Paine, Webber,
Jackson & Curtis for deposit to our Endowment Fund Principal
Cash account.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon,
Comptroller

ENCL. Check 3568

cc: Dr. Simón B. Malo.

MCD/rac.-

June 21, 1979

Mr. John Paulhaber
Special Accounts Section
Paine, Webber, Jackson & Curtis
100 Federal Street
Boston, Massachusetts 02101

Dear John:

I am enclosing, herewith, a check for
\$25,000 just received from Honduras.

Will you kindly see that this is added to
the Endowment Fund.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure

Copy to Dixon



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

JUN 22 1979

June 13, 1979

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Enclosed herewith is a check for \$25,000 representing
our second installment on the \$100,000 transfer from the
Endowment Fund during 1978.

Will you kindly forward the check to Paine, Webber,
Jackson & Curtis for deposit to our Endowment Fund Principal
Cash account.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc. Check #3557 - 6/13/79

cc: Dr. Simon E. Malo



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS
★

RECEIVED

MAY 16 1979

10 May 1979

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear John:

Thank you for your letter regarding the funds returning to the endowment. The sale of the Buenos Aires property was \$125,000, of which you have received \$60,000 already. The remaining \$65,000 will be coming shortly. The \$25,000 you received on May 1, 1979 is the first installment of 4 for a total of \$100,000. This is the payment of the loan which EAP received from the endowment in 1978 and which we are determined to return in 1979. Thus, they are entirely 2 different things: 1. The proceeds of the sale of Buenos Aires and 2. the repayment of the loan.

I apologize for the confusion. When you mentioned \$60,000 during the meeting, I don't recall whether you associated it with the loan or the sale of Buenos Aires. I should take the blame for not thinking fast enough and explaining to the group the source of these funds. When I talked to Monte Dixon he immediately made me see that these are entirely 2 different operations.

Sincerely,

S. E. Malo
Director

SEM/aml

xc: Dr. Hugh Popenoe
Dr. Kitty Coolidge

File

May 3, 1979

Dr. Simon E. Malo
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

Following up our discussion at the meeting on Tuesday on the repayment of the proceeds of the sale of the Buenos Aires property to the Endowment Fund, I enclose herewith two letters dated February 7 and 12 from Monte Dixon.

As you will see, the first refers to the delivery of the \$60,000 check which has been deposited back in February, and the second to the remaining \$65,000. You will note in the letter of the 12th, in the third paragraph, Monte refers to discussing the matter with you prior to putting the \$65,000 in the Banco Atlantida. With all this as a background, I could only assume that he had been in contact with you and that you were agreeable to what was done.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b

cc: Dr. H. Popenoe



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

FEB 15 1979

February 12, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

On February 7, I sent you a check for \$60,000 in favor of Paine, Webber, Jackson, and Curtis, Corresponding to the proceeds from the sale of one half of the Buenos Aires property.

Jacobo Zelaya has just received a certified check for \$65,000 representing the sale of the second half of the property.

Since the above check is in Lempiras (L.130,000), and inasmuch as we do not have enough money at the First National Bank of Boston, and to purchase a check in dollars locally would involve our having to pay 1% bank commission, after discussing the matter with the Director, we have decided to place the money on a time deposit at the Banco Atlantida for six months at 8-1/2% interest; and later when funds are available at the "First National" we can make the transfer; meanwhile, we will earn L.5,525 for the six month period.

I trust that the above meets with your approval.

Sincerely yours,

Monte C. Dixon
Comptroller

cc: Dr. Simon E. Malo



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

*

Apartado 93

RECEIVED

FEB 20 1979

ST-101

February 7, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Enclosed herewith is a check for \$60,000 in favor of Paine, Webber, Jackson and Curtis, corresponding to sale of one half of the Buenos Aires property near San Pedro Sula. We are expecting to receive \$65,000 for the other half within a week or two.

Since this property is on the books at \$93,423, we should make a net profit of about \$30,000 for the Endowment fund on this sale, and in this connection, will you kindly handle this matter (depositing of the checks) for us.

Referring to your letter of January 24, to Dr. Malo, I enclose an advance copy of the Statement of Income and Expenditures; which, although not as yet audited, may be used for the new Annual Report.

Also enclosed is a statement of Revenues and expenditures with comparative totals for five years, including some notes on the statement, which I have prepared for the Director to take to the Executive Committee Meeting, February 15th. The amounts shown as net transfers from the Endowment fund for years 1974-1977 represents special withdrawals less accrued interest that remained in the Endowment fund. Since, I have not as yet received the final audited figures from United Brands, or Paine Webber, I have shown on both statements for 1978 the actual figures recorded on the books as of Dec. 31, 1978.

Sincerely yours,

MC Dixon
Monte C. Dixon
Comptroller

Enclosures

May 2, 1979

Mr. John Faulhaber
Paine Webber Jackson & Curtis
Special Accounts
P. O. Box 73
Boston, Massachusetts 02101

Dear John:

Enclosed is a check from EAP, which I would
appreciate your adding to the School's Endowment Fund.

Sincerely yours,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure

\$25,000



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

April 20, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Enclosed herewith is a check for \$25,000 representing our first installment on the \$100,000 transfer from the Endowment Fund during 1978.

Our tentative plans for repayment of the balance are as follows:

June 1979	\$25,000
September 1979	25,000
December 1979	25,000

Will you kindly forward the check to Paine, Webber, Jackson & Curtis for deposit to our Endowment Fund Principal Cash account.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc. Check # 3518 - 4/19/79

cc: Dr. Simon E. Malo

February 21, 1979

Mr. John Faulhaber
Paine Webber Jackson & Curtis
Special Accounts
P. O. Box 73
Boston, Massachusetts 02101

Dear John:

I am enclosing herewith a check for \$60,000 about which I spoke to you this morning. The money is to be added to our Endowment Fund.

Thanks for taking care of this.

Sincerely,



John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★

Apartado 93

August 17, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

I acknowledge with thanks your letter of August 9,
reporting the gift of \$15,000 from the Charles E. Merrill
Trust; and, I confirm that the Report Form will be filled
in and returned at the end of the year as requested.

Sincerely yours,

Monte C. Dixon
Comptroller



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

AUG 16 1979

August 9, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

I acknowledge with thanks your letter of July 30.

Regarding the contribution of \$14,908.20 from Mr. A. J. Chute, since I have already made the final payment on the 1978 Endowment withdrawal, I am recording this as an additional transfer to the Endowment Fund during the current year, which now totals \$114,908.20.

A check for \$115.76 has been mailed to Dr. Popenoe, re-funding him for the bill of expenses from the Cosmos Club, in connection with the Executive Committee Meeting.

The contribution of \$4,000 from Ralston Purina Trust will be recorded in August, and I confirm that the anonymous gift from Guatemala of 1000 Quetzales, which netted \$974.72 has been recorded and will be reflected in the list of contributions for the month of July 1979.

Sincerely yours,

MC Dixon
Monte C. Dixon
Comptroller

August 9, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

On August 3 I sent Dr. Malo a copy of a letter to the Charles E. Merrill Trust acknowledging their gift of \$15,000, which was deposited that date.

Subsequently I have received from the Administrator of the Trust, two copies of the Report Form, which must be returned at the end of the calendar year in duplicate to the Charles E. Merrill Trust, P. O. Box 488, Ithaca, New York, 14850 - attention David A. Thomas, Administrator.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosures

bc: Hugh popenoe

August 7, 1979

Dr. Simon E. Malo, Director
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

I received a phone call from AID Washington today and was advised that they have approved a \$200,000 grant which I will be signing sometime next week.

On the subject of fundraising, the names of companies assigned to me for this year are usually received directly in Honduras. In other words, they are names which apparently have been solicited on a local basis. I have been assigned Shell de Honduras, Agro/Comercial Sequovia, Church World Service and International Minerals and Chemicals Corporation. You already know that you will handle Agro/Comercial, and I would appreciate your letting me know whether I have anything to do on this end, with the others.

I thank you for your letter of July 20, and I was particularly interested in the information you gave about INCAE. I will be contacting Hugh on his return to Florida on or about the 16th, about getting you a copy of the statement concerning the Director's responsibilities, as well as the new organization chart, *when they are finalized.*

Lastly, I enclose some tax forms, which I would appreciate your giving to Monte Dixon.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Encs

July 30, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I want to acknowledge your letter of the 23rd and thank you for the information therein.

Regarding the contribution of \$14,908.20 from Mr. A. J. Chute, I have talked to Paine Webber, and I am informed that the proceeds from the sale of the stock were added to our Endowment. Unless you are strapped for cash, why don't you deduct this amount from the final payment on the 1978 Endowment withdrawal. Otherwise, let me know, and I will have the funds (\$14,908.20) deposited in our account. I am sorry for the mix-up.

I am enclosing a bill for expenses from Dr. Popenoe. Will you kindly see that he is refunded \$115.76.

Lastly, I have just received a check from the Ralston Purina Trust for \$4000, which I am depositing today.

Back on June 4, I deposited a check for 1000 Quetzales for collection at the First National Bank of Boston. This was an anonymous Guatemalan gift. Have you received credit in our account?

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosures



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

*
Apartado 93

RECEIVED

JUL 30 1979

July 23, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science = Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

In response to your letter of July 10, referring to two donations that were not included in the summary of contributions for the month of May, I wish to report as follows:

1. The Monsanto Fund - \$3,600 deposited March 21, and included in your letter of April 6, was carried as a 1978 receivable in December 1978, and thus recorded as a 1978 donation under the name Monsanto Chemical, as indicated in your letter dated December 29, 1978.
2. The contribution of \$100 from Stevan Dohanos, reported in your letter of June 11, has been recorded and will be included in the June figures.
3. While on the subject of contributions and deposits, I wish to advise that the contribution from Mr. A. J. Chute, amounting to \$14,908.20; which, according to your letter of April 25, should have been deposited on April 27, has not as yet been reported by The First National Bank of Boston on our statement of account. Will you kindly check with them at the bank and let me know at your convenience. Thanks.

Sincerely yours,

McDixon
Monte C. Dixon
Comptroller



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS
★

RECEIVED

JUL 27 1979

20 July 1979

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear John:

Thank you for the minutes of the recent Executive Committee meeting in Washington, D.C.

I have some comments and a request. First the request: a) I'd like to get, if possible, a copy of the draft statement about the Director's responsibilities, b) and a copy of the proposed draft of a new organizational chart for EAP personnel. I have not seen either and would like to inform myself of their contents.

I see that the Exc. Committee voted not to proceed with INCAE's study on organizational and administrative procedures of EAP. I'm very sorry that this decision was made since it would have been of great help to me. If I agreed to consider this study, sponsored by AID/Ministry of Natural Resources and at no cost to EAP at all, it was because I believed it would help me identify better the type of administrative personnel needed at the School, particularly the business aspects of our institution. In addition, I don't consider INCAE competitive with EAP, not even in the area of fund raising. The two institutions operate on two different levels and fields. INCAE receives professionals who have already completed a University degree with a BS or BA, offers a two-year, Harvard-style Master of Business Administration, and charges US\$4,150.00 a year according to their latest brochure. Their fund raising is aimed at industry and businesses where their graduates are employed.

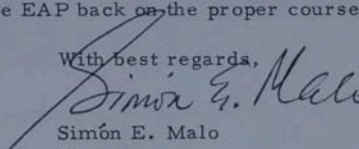
Mr. John W. Weeks
20 July 1979
Page No. 2

EAP accepts highschool graduates, has a curriculum somewhat higher than the Junior College level, and it takes one or two years for our graduates to obtain a BS in the States or the "Ingeniero Agronomo" degree in a Latin American university. If anything, the 2 institutions complement each other: our graduates are accepted in INCAE without having to finish their BS degree and go directly to the MBA. The merits of a Zamorano education are recognized by INCAE. We have among our alumni already over 30 graduates from INCAE with MBA's working in 6 countries.

I also have to say that the information at my disposal leads me to believe that INCAE maintains the necessary discretion in their consultative studies. Administrative and organizational reviews in some countries, such as coffee exporting firms in El Salvador and Guatemala, have yielded much technical benefit. These countries and firms compete for markets both in Central America and abroad, and so far there appears to be no breach of confidentiality.

I accept the decision of the Board, but frankly I feel somewhat hamstrung if I am not going to be permitted to do what I think is necessary, within reasonable limits, to put the EAP back on the proper course.

With best regards,



Simón E. Malo
Director

SEM/aml

xc: Executive Committee

July 16, 1979

Mr. Monte Dixon
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I am enclosing herewith a copy of the EAP actuarial valuation of the retirement plan prepared by Carroll Consulting Actuaries. You will note in the covering letter, paragraph 3, that there is reference to an annual report of the "inactive group." At your convenience, would you please forward to me a listing of the retired members of the plan, giving names, dates of birth, dates of retirement and amounts of their monthly pensions. With this information Mr. Carroll will be able to more accurately calculate the school's retired liability.

Lastly, I enclose the usual tax forms.

Sincerely,

John W. Weeks

Enclosures



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

JUL 23 1979

Julio 13, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

With reference to your letter of June 28, in connection with the 1979 AID Grant Request, the Auditor's Report, Bank accounts, and the proposed "International Status" for EAP, my comments are as follows:

- 1) Dr. Malo's letter of July 3, to Mr. David Santos, with copy to you, has the itemized request for grant-in-aid for fiscal year 1979.
- 2) The date October 1973 used by Author Young auditors in note 6 of their report, as the most recent actuarial evaluation of the Retirement Plan, must have been taken from Price Waterhouse 1977 audit report, Page 4, note 4, or from my RDB Plan file where this latest complete actuarial evaluation report including computer data is on file. I explained to the auditors that while the above report was the last complete detailed report I had on file, it was my understanding that actuarial evaluations were being made annually, and proof of this was the fact that EAP had resumed matching employees' contributions in 1978, which amounted to approximately \$10,000.00.
- 3) The liability to the plan of \$92,906, reported by the auditors on page 8, note 6, represents interest earned which have been commingled with assets of the Restricted Endowment Fund, during the years 1975 through 1978. Due to our cash-flow deficit during the above period, we were not able to pay any part of this liability. I had intended to give the above first priority during the current year, but because of having received specific instructions to repay the \$100,000 transfer from the Endowment Fund in 1978, the above has been placed as second priority. Although I was not aware, at the beginning of the year, that the \$100,000 transfer in 1978 was to be considered as a loan, I am pleased to report that because of our austerity program, and local gifts and grants, plus significant income from sales of school products, the balance of the \$100,000 1978 transfer will be cancelled by late August. The liability to the Plan of \$92,906 will of course be repaid as soon as surplus funds are available; and, hopefully, this can be accomplished through the overall efforts of the Fund Raising committees prior to the end of the current year.

July 13, 1979

4) Referring to the auditors' "Management letter," we are presently in the process of implementing most of their recommendations-- a few of which are very difficult due to lack of adequate facilities. For example: Ing. Candelario Rios, Head of Animal Science Department, tells me that it is practically impossible to make or take a physical inventory of the livestock at RAPACO, due to the very large uncleared area filled with overgrown undesirable bushes where the cattle are supposed to be located. This situation combined with miles of very bad fences, or no fencing at all, and the fact that some of the cattle are already like wild animals, the Head of Animal Science assures me that a physical inventory is going to be an extremely difficult task. We will try!

5) The Animal Science warehousing has not been satisfactory for a number of years; mainly, due to lack of adequate facilities for proper storage of animal feed and other items on the inventory. This situation can and will improve as soon as the new building for that department is completed. It is intended to use the old office and old concentrates plant for additional space to provide better storage of materials and improve warehousing supervision and inventory controls.

NO 6) It is my understanding that INCAE will be conducting a comprehensive study of the cost accounting system to eliminate activities not producing useful management information. Hopefully, this study will be conducted soon, and some good accomplished from it. You will recall that our present system came into being as a result of the "Greenman" study and the newly formed Department of Agricultural Management and Farm Economics, created mainly for that purpose. I will be anxious to see the recommendations resulting from the INCAE study.

7) I will be meeting with Author Young local representatives later this month to update them on action taken thus far, and every effort will be made to fully comply with all their recommendations during the current year.

8) All Bank accounts for EAP are maintained with the First National Bank of Boston, and Banco Atlantida. Signing authority and pertinent instructions for our account at the "First National" is attached. All checks on Banco Atlantida are first signed by the Zamorano Cashier, and countersigned by either the Director or myself.

9) Lastly, regarding "International Status" for EAP. This is well worth every effort put into it, and the draft proposal of the Law looks good on paper; but, as I told Dr. Malo, I am not at all optimistic of it being approved.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

cc: Sr. Simon E. Malo

July 12, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tebucigalpa, Honduras

Dear Monte:

I enclose, herewith, a copy of the first billing for \$883.20 from Mr. John King, who is assisting us with fund raising. Please remit directly to Mr. King, and also send a copy of the bill and your answer to Mr. George Putnam in New York.

Also enclosed is Advice of Change in Payroll #447.

In closing, I acknowledge yours of the 4th, with your check for \$25,000 to be added to Endowment.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosures



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

AUG - 1 1979

July 26, 1979

Mr. George E. Putnam
Citicorp International Group
399 Park Avenue 14th Fl. Tube 35
New York, New York 10022

Dear Mr. Putnam:

Enclosed herewith is a check for \$113.00 payable
to Citibank, N. A. to reimburse you for travel expenses
for the EAP Meeting in Washington, June 22, as requested
in your letter of July 10 to Mr. John Weeks.

Sincerely yours,

Monte C. Dixon
Comptroller

cc: Mr. John W. Weeks ✓

July 10, 1979

Mr. Monte Dixon, Business Manager
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

George Putnam was asking me today for the contributions received from Latin America, and I have sent him a copy of the contributions summary included in your financial statements for May, 1979 which just arrived last week. In looking at the summary, I noticed that two contributions were not included, even though I had written to you about each. The first is the Monsanto Fund - \$3600 deposited March 21, and included in my letter of April 6. The second was Stevan Dohanos - \$100 deposited April 23, and included in my letter of June 11. Please note these and include them in your June figures.

Lastly, I enclose the usual tax forms from the bank.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
encs

ESCUELA AGRICOLA PAN-AMERICANA, INC.
MUSEUM OF SCIENCE
SCIENCE PARK
BOSTON, MASSACHUSETTS 02114

June 28, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I cabled Dr. Malo yesterday that AID was anxious to know what our 1979 Grant Request would be. Please let me know as soon as possible what we plan to submit.

At the recent Executive Committee meeting there was some discussion about the audit, and in particular note 6 referring to retirement and disability plans. In the first paragraph of note 6, the auditors mentioned that the most recent actuarial evaluation was October 1973. I do not know where they got this information, as I am sure you are aware that such an evaluation was last made in 1978. On page 8, still in note 6 - second to last paragraph - they refer to the total liability to the plan of \$92,906. Would you please let me know what this involves and how soon we can repay it.

Also at the meeting there was some discussion about the auditors' "Management Letter," and it was agreed that Dr. Malo should be prepared to report at the next Executive Committee meeting on the School's compliance with these recommendations. Would you please let him know.

The Executive Committee also wished to know where all bank accounts for EAP were maintained, with the signing authority and any pertinent instructions for each account. Would you kindly let me know about this.

Lastly, I will try to contact Dr. Popenoe with respect to Dr. Malo's letter of June 19, attaching the draft of the Law Proposal regarding "International Status" for EAP. Mr. Ashley and I both feel this looks OK.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b

June 19, 1989

Dr. Simon E. Malo, Director
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

I acknowledge, with thanks, your two recent letters of May 23 and June 11.

With respect to the first, I have talked with Ashley, and understand that he plans to discuss the proposed power of attorney at the Executive Committee meeting in Washington.

As for your second letter, I already notified the Board at Hugh's request that there was a misunderstanding, and the date was changed to the first, and you should have received a copy of that communication. Therefore, there should be no further problem. I believe Hugh is, however, going to discuss it at the meeting in Washington.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b

P. S. At the time the last employee withdrew from the Retirement Plan you attached a note asking what our policy was. Enclosed is a copy of par. 14 of the plan referring to this.



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS
★

RECEIVED

JUN 18 1979

11 June 1979

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear John:

We have a problem with respect to the date of graduation. We have already announced that the date will be December 1, 1979 Saturday. I know that in the rush to adjourn our May 1 meeting in New York this was discussed. I assumed George Putnam's request to delay one week to accommodate him was left pending. It happens that before I receive your minutes I wrote to OAS Secretary Orfila and invite him to speak at graduation ceremonies. I don't know what to do now. When Hugh was here I mentioned this to him. I hate to have our students hanging around the School for a week waiting to graduate. They finish on Friday November 30th.

I would like to get your ideas. I apologize if I said something to mislead you but I distinctly remember saying that graduation should be December 1. I am sorry for the confusion.

Sincerely,

Simon E. Malo
Director

SEM/aml

C.C. H. Popenoe
C. Corbridge



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS
★

RECEIVED

JUN 4 1979

23 May 1979

Mr. John W. Weeks
Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston, Mass. 02114

Dear John:

Thank you for your recent note regarding power-of-attorney and powers of the Director. I have been so busy without any help here and the mounting problems of EAP that I have not been able to get to these subjects yet. I will be in touch with Jacobo Zelaya soon.

Regards,

S. E. Malo
Director

SEM/aml

I just talked to Jacobo and he tells me we already took care of this matter during January. Dixon has the document in his safe. He returns from vacation soon; will send a copy to A. Ashley for his journal indicating he should pass it on to you. Regards.

May 16, 1979

Dr. Simon E. Malo
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

This will acknowledge receipt of your letter of the 10th. This information conforms to my previous understanding of the payments made up to this letter, and I will await the receipt of the remaining \$65,000 from the sale of the property and the \$75,000 from the balance of the 1978 Endowment Fund alone.

Will you please see that Monte Dixon gets the enclosed Federal Tax form and the Advice of Change in Payroll #445.

Lastly, please don't forget to follow up on the question of your power-of-attorney and limitations to the powers of the Director, etc. Once this is in order, it should be forwarded to Austin Ashley for his review.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b

ESCUELA AGRICOLA PANAMERICANA

23 April 1979

RECEIVED

APR 30 1979

CONFIDENTIAL

Memo:

To: Monte Dixon

From: S. E. Malo *S. E. Malo*

Subject: Dr. Pablo E. Paz

As of May 1, 1979 I am raising the salary of Dr. Pablo E. Paz to the annual figure of US\$18,000.00. Please take note so that his May salary check will reflect this increase.

SEM/aml

cc: Mario Nufio
Hugh Popenoe
John Weeks ✓
Pablo E. Paz



PRESIDENTE

BANCO INTERAMERICANO DE DESARROLLO
WASHINGTON, D. C. 20577DIRECCION CABLEGRAFICA
INTAMBANC

RECEIVED

APR 20 1979

27 de marzo de 1979

Señor
Simón E. Malo
Director
Escuela Agrícola Panamericana
Tegucigalpa, Honduras

Estimado señor Director:

Le agradezco mucho su gentil carta de invitación del pasado 7 de marzo para visitar la Escuela Agrícola Panamericana. Lamento no poder hacerlo en la oportunidad de mi próxima visita a Honduras pues mi estada será esta vez muy breve.

Conozco muy bien el prestigio de la Escuela Agrícola Panamericana y me sería muy grato poder asistir a la ceremonia de graduación el 1° de diciembre próximo. Sin embargo, me es imposible determinar en estos momentos si lo recargado de mis tareas en esa época del año y los compromisos oficiales que de ella se derivan, me permitirán hacerlo, por lo que le ruego mantenerse en contacto con la Representación del Banco para oportunamente volver sobre este particular.

Aprovecho esta oportunidad para saludar a usted con mi mayor consideración.

Antonio Ortiz Mena

April 5, 1979.

I saw Dr. Ortiz Mena last night and he definitely told me he could not come to give the graduation speech in Dec. 1, 1979. Let us pursue the alternative of Mr. R.S. McNamara of the World Bank. Thank you, Malo

EXCEPT SO FAR AS OTHERWISE EXPRESSLY STATED, THIS DOCUMENTARY CREDIT IS SUBJECT TO THE "UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS" (1974) REVISION INTERNATIONAL CHAMBER OF COMMERCE (PUBLICATION 250)

CONFIRMING OUR CABLE OF THIS DATE

BANCO ATLANTIDA, S.A.
HONDURAS, CENTRO AMERICA



Issuing Office: **Tegucigalpa D.C.**

CABLE Address: **BANCATLAN**

IRREVOCABLE DOCUMENTARY CREDIT	Credit N° TG-10145	Date: September 21, 1978
Advising Bank CHASE BANK INTERNATIONAL 600 WILSHIRE BLVD. PO. BOX 92905 LOS ANGELES, CALIFORNIA 90009	by order of: ESCUELA AGRICOLA PANAMERICANA EL ZAMORANO DEPTO. DE FRANCISCO MORAZAN HONDURAS C.A.	
Beneficiary: GLOBAL TRADING OF AMERICA 439 S. LA CIENEGA BLVD. LOS ANGELES, CALIFORNIA 90048	Up to an Aggregate ~~approximate~~ amount: THIRTY THOUSAND ONE HUNDRED FIFTY USDOLLARS AND 00/100 Expiry Date at your office: March 21, 1979	

Gentlemen:

We hereby issue in your favour this documentary credit which is available by drafts at
 Sight for 100 % invoice value, draw on you or your correspondents,
at your option, and bearing the clause "drawn under Documentary Credit N° TG-10145 of Banco Atlántida
dated September 21, 1978" and accompanied by the following documents:

- Consular Invoices:
- 1 Commercial Invoice: Original and 3 copies **Original visado by Honduran Consul**
 - 1 Full set of clean on board bills of lading CONSIGNED to the order of Banco ATLANTIDA and 3 non negotiable copies **Original visado by Honduran Consul**
 - 1 Insurance policy or Certificate, to the order of Puerto Cortés, negotiable, and endorsed in blank covering Marine and War risks to Puerto Cortés including theft, pilferage and nondelivery, from warehouse to warehouse to El Zamorano Depto. de Francisco Morazán, Honduras CA.
- Packing List

The Documents must be sent to us by Air Mail with your advice of Payment or acceptance.

Price Quotation:

Please do not add your confirmation

CIF PUERTO CORTES

Shipments from: **Any port in USA**
to: **Puerto Cortés, Honduras CA**

Partial Shipments
Are not Allowed

Transshipments
Are not allowed

Covering : **2 DIESEL SELF PRIMING PUMPING UNITS**

MARKS: EAP EL ZAMORANO DEPTO. DE FRANCISCO MORAZAN HONDURAS CA VIA PUERTO CORTES

Special Conditions:

Note: Our Principal Mentions: Proforma Invoice No. AID/E-940 dated August 1, 1978

Reimbursement: The negotiating Bank is authorized to reimburse to the debit of our account with:

Yourselves for all your payments and commissions.

All drawings under this credit must be endorsed on the reverse of this credit.

We hereby engage with the drawers/and or bona fide holders that drafts drawn and negotiated in conformity with the terms of this credit will be duly honoured on presentation and that drafts accepted within the terms of this credit will be duly honoured at maturity.

BANCO ATLANTIDA

Authorized Signature

Authorized Signature

Advising Banks Notification

Place, date, name and signature of the Advising Bank

CINSA 1/77

April 6, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

On March 21 I deposited \$3600 representing an unrestricted contribution from the Monsanto Fund.

Today I received in the mail 1,000 shares of Castle & Cooke stock, worth approximately \$14,750, from Mr. A. J. Chute in La Cieba. As soon as this has been processed you might inform Dr. Malo of this second substantial gift from Mr. Chute.

I enclose the usual tax forms from the bank.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

FEB 14 1979

February 2, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114, U. S. A.

Dear Mr. Weeks:

I acknowledge your letter of January 22 reporting
the last 1978 contribution, and enclose herewith a check
for \$10.00 corresponding to the State of Delaware 1978
Annual Franchise Tax payable to the Secretary of State,
Delaware, as requested.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc. Check #3466

January 31, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I have deposited today two unrestricted contributions from the following: IBM - \$3,500 and Mrs. George C. Shattuck - \$50 for a total of \$3,550.

Enclosed is the annual bill from the CT Corporation System. Will you please take care of this directly.

With thanks.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

FEB 14 1979

January 31, 1979

Mr. C. Crompton Earle
Paine, Webber, Jackson & Curtis, Inc.
100 Federal Street
Boston, Massachusetts 02101

Dear Mr. Earle:

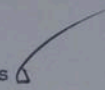
Enclosed herewith is a check for \$5,000, corresponding to a restricted donation made to the School, by Mr. Thomas D. Cabot.

Will you please arrange to have the amount credited to the Endowment Fund.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc. Check #3461

CC: Mr. John W. Weeks 

January 24, 1979

Dr. Simon Malo, Director
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Simon:

Just a note in connection with your letter to Hugh of the 14th to inquire whether we should wait for the up-to-date financial statement to be included in the new Annual Report. I feel this is extremely important, as it is the only statement that our donors usually see. Since many of these are, as you know, corporations, and since all annual reports without exception include the latest financial statement, I think it would be a great mistake to leave it out.

I also have received a copy of yours of the 11th to Hugh, and thank you for keeping me posted. I sincerely hope you are getting settled into your new job, and certainly wish you the very best of luck.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b

January 24, 1979

Mr. Monte Dixon
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

In reply to yours of the 9th, I now enclose duplicate copies of the eight applications for those who became eligible to join the retirement plan on January 1. Will you please see that they are signed and return one copy to me, as usual.

Today I deposited \$100, representing an unrestricted contribution from Alfonso Fanjul.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

January 22, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Just a short note to let you know that the last
1978 contribution - \$2,055.20 from Mr. George P. Gardner,
Jr. was deposited today.

I enclose, herewith, Advice of Change in Payroll
#440, duly signed.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

P. S. The State of Delaware 1978 Annual Franchise Tax Report
is due on or before March 1. Will you please send me a
check for \$10 payable to the Secretary of State, Delaware.



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

*

Apartado 93

January 9, 1979

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana
Museum of Science
Science Park
Boston - Massachusetts 02114

Dear Mr. Weeks:

Enclosed herewith are eight applications for membership in the Retirement and Death Benefit Plan for employees, who became eligible to join the Plan on January 1, 1979.

With reference to the application made by the Director, Dr. Malo has informed me that he is presently on one year leave of absence from the University of Florida, and does not know if it is legal to belong to both Retirement Plans. Please advise.

Will you please have the necessary certificates issued in favor of these employees.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

January 19, 1979

Mr. Monte C. Dixon
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Since reporting the last deposits on January 2 and 3, I have made three deposits - one on January 11, Banco de la Republica (Colombia) \$7,000 - January 16, Corporacion Financiera Colombiana \$3,600 and today, Thomas D. Cabot \$5,000 (restricted to endowment).

I also acknowledge yours of January 8, and in this connection forward to you signature cards for Dr. Malo to sign and return to me.

I acknowledge, as well, yours of the 9th, and will get to the eight applications as soon as possible. Meanwhile, please tell Dr. Malo that Dr. Popenoe advises it is possible for Malo to maintain his membership in the University of Florida plan if he is willing to pay both his contribution and the state's. Apparently the state will not pay anything into the plan while he is away on leave.

I enclose Advice of Change in Payroll #439, duly signed, and the usual Federal Tax Deposit forms.

Sincerely,

John W. Weeks
Secretary-Treasurer

P. W. The deposits reported above for January 11 and 16 are 1978 contributions. The one for Mr. Cabot is 1979. There will be one more 1978 contribution - a stock gift from Mr. Gardner which has not yet cleared. In connection with the gift from the Banco de la Republica, I enclose a copy of their letter from which will be noted that they have left the door open to solicit further for any difference between their gift and the actual cost. Please let Dr. Malo see this letter, as he should probably follow it up.

January 5, 1979

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Since my last letter of December 29 I have made the following deposits:

On January 2 Banco de Bogota	\$ 3,600
Gaylord Donnelley	300
Hugh Popenoe	1,000
Charles L. Stillman	1,000
Frederick Winthrop	100
John W. Weeks	<u>907.67</u>
	\$ 6,907.67

Deposit of January 3:

Mrs. Henry A Wallace	3,500.
Mrs. W. L. Douglas	3,500
The Meek Foundation	<u>50.</u>
	\$ 7,050.

Lastly, I enclose the usual tax forms.

Sincerely,

JWW:b
enc

John W. Weeks
Secretary-Treasurer

*P.S. These are all 1978 deposits
gifts*



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

Apartado 93

RECEIVED

JAN 8 - 1979

December 29, 1978

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

As requested in your letter of December 14, I enclose herewith a check for \$711.17, in reimbursement for your office and travel expenses in connection with School matters.

With reference to the last paragraph of your letter, in connection with the problem of repaying the endowment loan, my letter of December 13 (third paragraph) indicates that it is my intention to do all that I can to reduce costs, in an effort toward repayment of the endowment loan.

My statement to Dr. Malo that I felt it was going to be extremely difficult, if not impossible to repay the endowment loan in the immediate future, was based on my experience in recent years with previous directors. My present position is Comptroller -- not Budget Director. I authorize payments; the Director authorizes purchases. We don't always agree; but, the Comptroller, normally, would not wish to refuse payment of a purchase authorized by the Director. I keep a watchful eye over expenditures, but new projects, expansion programs, etc., etc. are approved by the Director--not the Comptroller. A classical example of this was the famous intermediate technology project, which fortunately was recently cancelled. However, I wish to reassure you that if Dr. Malo really wants to reduce costs, he can count on my help whenever and wherever needed.

Lastly, if I may, I would like to suggest that we both set a goal: We have an austerity expenditure budget for 1979 totaling \$1,500,000 based on estimated income approved by the Board of Trustees, which includes \$200,000 from gifts and grants. We here at the School will do everything possible to reduce expenditures by \$50,000 to \$100,000; and, if the Development Committee can increase gifts and grants by \$50,000 to \$100,000, we should have a combined total of \$100,000 to \$200,000 for the endowment fund by the end of the year 1979. The above is optimistic thinking, but It is worth a try!

Sincerely yours,

Monte C. Dixon

Monte C. Dixon
Comptroller

December 29, 1978

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

The following contributions have been made since my last letter of the 19th. (1) On December 20th - Gardner Chaitable Trust \$1,750 (2) On December 28 - Frederic Rosengarten, Jr. 1,000; Elizabeth P. Moreton \$25.00, total \$1,025. (3) On December 29 - Chase Manhattan International Foundation \$1,000.

There will undoubtedly be further contributions applicable to 1978. For example, I understand we will receive the following: Banco de la Republica Bogota \$7,200; Banco de Bogota \$3,600; Corp. Financiera Columbiana \$3,600; Monsanto Chemical \$3,600. Would you think these could be carried as a 1978 receivable? Maybe you could check the auditors on this. Also, did we receive \$4,200 from Standard Fruit in November?

Lastly, I enclose a tax information guide, just received.

Happy New Year to you all.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enc

December 19, 1978

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Since writing you last on the 14th, I have made two deposits - all unrestricted contributions:

(1)	On December 15 - Charles Meyer	\$1,000.
	Mrs. Henry Lyman	<u>25.</u>
		1,025.
(2)	On December 18	
	Dr. Catherine Coolidge	531.98
	Andrew Heiskell	100.
	Henry Luce III	100.
	Roy Larsen	<u>100.</u>
		\$ 831.98

I enclose the following: notice from the IRS on the Statement of Adjustment to our Account with zero balance, the Employer's Quarterly Tax Return and Advice of Change in Payroll #437 and 438.

I acknowledge, with thank, yours of December 13, and I was pleased to see that you referred to the same general subject I mentioned in the last paragraph of my letter of the 14th. I will take care of the Merrill Trust forms after the close of the year.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosures



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

★
Apartado 93

RECEIVED

DEC 19 1978

December 13, 1978

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

Sorry I did not get to see you on Sunday, December 3, before your departure, but Dr. Muller explained to me that the whole Board decided early in the morning to attend the Alumni Meeting in Tegucigalpa and, after a short meeting at Mr. Midence's residence, returned to the U. S. the same day.

Your letter of November 24, with the information on your flight schedule, arrived one week after you left.

I have pledged my full support to Dr. Malo's austerity program for 1979, and am confident that costs can be reduced with the cooperation from all concerned. Hopefully, in like manner, income can also be increased, so that the School may be favorably benefited from both sides of the coin.

Finally, I enclose herewith a copy of EAP Retirement and Death Benefit data for 1978. Also enclosed are original and two copies of a final report Form, which should be signed by you and forwarded to The Charles E. Merrill Trust at the end of the current year.

Best wishes for the Holiday Season.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc.

December 14, 1978

Mr. Monte C. Dixon, Business Manager
Escuela Agrícola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

I have the following office and ^{travel} telephone expenses for which I wish you would reimburse me at your convenience.

Office Expenses to December 7 \$ 224.86

Tegucigalpa Trip - December 1
 and 2 486.31
 \$ 711.17

Enclosed are the usual federal tax forms.

I was sorry not to have a chance to talk to you on Sunday before we left but, as you know, we all went into Tegucigalpa to finish the meeting and I never returned to Zamorano.

I was interested to receive a letter from Simon Malo telling about his conversation with you concerning the possibility of repaying the endowment loan. Apparently, from what he said, you feel this is going to be extremely difficult, if not impossible. This is most disappointing to me, as I had been led to believe that repayment would be possible, even though stretched over a considerable period. I do wish you would re-think this problem, as we must make a start towards repaying this money in 1979.

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
Enclosure



UNIVERSITY OF FLORIDA
INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES

AGRICULTURAL RESEARCH AND
EDUCATION CENTER, HOMESTEAD
18905 S.W. 280th STREET
TELEPHONE 306-2474624

HOMESTEAD, FLORIDA 33031

December 7, 1978

RECEIVED

DEC 11 1978

Mr. John W. Weeks
Museum of Science
Science Park
Boston, Massachusetts 02114

Dear John:

It was nice seeing you during the recent meeting of the Board in Zamorano.

I had an opportunity to talk to Monte Dixon about repayment of the funds recently loaned to the School. Frankly, he was of no help at all. He stated that we are in a very critical situation spending US \$100,000 a month and that at the moment he cannot see any repayment of these funds, if we don't get any additional funds as contributions or grants. I was dumbfounded and insisted that there must be a way to repay the loan; he told me that if there was he had not found out how to do it yet. We had a long session on recent expenditures and on ways to cut back costs. I am not satisfied at all, but I could not see on the surface any way to cut back without affecting the proper running of the School. Inflation has increased costs tremendously and I am everyday more convinced that tuition will have to be raised to \$1200.00 a year starting January, 1980, I cannot see how we can avoid it.

It is obvious that my main role as Director will be to do my best at fund raising. The financial situation is terribly critical at the moment. Your ideas will be welcomed.

Sincerely,

S. E. MALO
Professor (Horticulturist)

SEM/rg

cc: H. L. Popenoe
G. Putnam

November 24, 1938

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

First, I want to thank you for your letter of the 11th, with enclosures.

I don't believe I have reported two unrestricted contributions as follows: On October 31 John G. Smith \$1500 (to be listed as a contribution from Guatemala) and secondly a deposit of November 2 - George E. Putnam, Jr. - \$400. I enclose the usual tax forms for your information.

Lastly, with respect to the attendance next weekend for the meeting and graduation, will you please note that 15 trustees are signed up to come and Dor Coolidge will have her new husband - making a total at this time of 16 people. As far as I know I will be on the TAN flight arriving Tegucigalpa Friday, December 1 at 3:50 p.m. At this point I am not certain how many will be with me. Presently all the trustees coming from these parts will have to take that flight - this would be about 12 of the 16 (so adequate transportation should be at the airport to meet us).

Sincerely,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

p. S. John Smith reports that he will be arriving on SAHSA #951 at 9:30 a.m. on Friday the 1st and would like transportation. Thanks for taking care of all this and I look forward to catching up on everything financial with you next week. Sincerely



ESCUELA AGRICOLA PANAMERICANA
TEGUCIGALPA, HONDURAS

**
Apartado 93

RECEIVED

NOV 20 1978

RECEIVED

NOV 26 1978

November 11, 1978

Mr. John W. Weeks, Secretary-Treasurer
Escuela Agrícola Panamericana, Inc.
Museum of Science - Science Park
Boston, Massachusetts 02114

Dear Mr. Weeks:

I acknowledge with thanks your letter of October 30, in which you question the recording of a deposit made on March 13, corresponding to \$4,600 from International Minerals and Chemical Corporation.

Our records indicate that on March 31, the cashier issued a receipt in favor of IMC crediting the total amount to the recipient of the scholarship award, Roselito Pimentel Rodriguez. Subsequently, a journal entry was made charging the student account and crediting "donations" with \$3,000 and \$600 to "matriculation", leaving \$1,000 in the account of Student Pimentel to be used in accordance with the distribution shown in Mr. Courand's letter of January 26 (copy attached). In other words, only \$3,600 represented a contribution from IMC to EAP--the other \$1,000 was actually a gift from IMC to the student for his personal expenses. Our error was to record on the financial statements the \$3,000 as a contribution from Roselito Pimentel rather than from IMC. This has now been corrected, and will be correctly shown on the October statement. Sorry that I didn't catch this before your having to bring it to my attention.

Lastly, I enclose an advance copy of our budget for 1979 and other related matters just prepared for presentation at the December Meeting of the Board of Trustees. Also, at the suggestion of Dr. Muller, I enclose a list of faculty and staff salaries for your consideration and consultation with Dr. Malo and Dr. Popenoe.

If you wish to have any further information for the Meeting please let me know.

Sincerely yours,

Monte C. Dixon
Monte C. Dixon
Comptroller

Enc.

26 January 1978

Mr. John A. Stewart
Group Manager
Special Products
Agricultural Chemicals Division
International Minerals & Chemical Corporation
IMC Plaza
Libertyville, Illinois 60048

Dear Mr. Stewart:

I would like to take this opportunity to thank you for your letter dated December 19, 1977, in connection with a scholarship award granted by the IMC Foundation to Señor Roselito Pimentel Rodríguez from the Dominican Republic.

Señor Rodriguez arrived here safely, and commenced classes on January 9th, together with 259 other young men from 14 countries.

The annual cost per student at Escuela Agrícola Panamericana amounts to \$3,600 and covers the following:

- | | |
|---|---------|
| 1. Room, Board, Medical & Dental expenses | \$1,500 |
| 2. Tuition costs | 1,500 |
| 3. Matriculation fees | 600 |

A dollar check for \$3,600 should be issued in favor of Escuela Agrícola Panamericana and mailed to us at our letterhead address.

If additional cost to the student can be included you might consider the following, which could be sent directly to the student or included in a check to Escuela Agrícola Panamericana for further handling:

-2- Mr. John A. Stewart

1. Transportation cost (Equivalent to R.T. ticket)	\$ 488
2. Examination fee	2
3. Acceptance fee	10
4. Breakage deposit (Reimbursable if not used)	20
5. Pocket money (\$40.00 x 12)	<u>480</u>
Total additional cost	<u>\$1,000</u>

This generous contribution by the United Minerals & Chemical Corporation toward the training of the technically trained human element so vital to Latin American agricultural development is deeply appreciated by the Escuela Agricola Panamericana, and I hope that you and other executives of your Corporation will be able to visit us in the near future.

Sincerely,

Joseph S. Courand
Director

JSC/aml

cc: Mr. Monte C. Dixon - Controller
Prof. Julio Pineda R. - Dean

Original—Bianco
Duplicado—Rosado

68-A EAP (2-66)

E UELA AGRICOLA PANAMER ANA

Serán Válidos Solemente los Recibos Extendidos en esta fórmula

Copias Rosadas no son válidas como recibos

RECIBIMOS DE Int'l. Mineral & Chem. Corp. Marzo 31 1978
Nueve mil doscientos noventa y dos La cantidad de 9200.00
(Escribase la cantidad en letras)
CUENTA DE Donación para cubrir costos del retiro de
Rosario Ominato Rodríguez \$4600
DISTRIBUCION
Cuentas por pagar 9200.00
Comisión 0

ESCUELA AGRICOLA PANAMERICANA
Por 3
IN SUPPORT OF
JOURNAL No 49008
No será válido si contiene alteraciones o respaldos

208ks. 11-76 Seto

November 9, 1978

Mr. Monte C. Dixon, Business Manager
Escuela Agricola Panamericana Inc.
Apartado 93
Tegucigalpa, Honduras

Dear Monte:

Enclosed is a voucher for George E. Putnam, Jr.'s
travel expenses to the meeting, November 2 held here in
Boston.

Please pay Mr. Putnam directly. (Citibank, N.A.
399 Park Avenue, New York, N. Y. 10043 14th Floor Tube 35)
Thank you.

Sincerely yours,

John W. Weeks
Secretary-Treasurer

JWW:b
enc

*P.S. Confirm cable sent 11/7 advising
of \$5,000 deposit on 11/6*

Citibank, N.A.
399 Park Avenue
New York, N.Y.
10043

George E. Putnam, Jr.
Senior Vice President

CITIBANK+

November 6, 1978

RECEIVED

NOV 9 1978

Mr. J. W. Weeks
Museum of Science
Science Park
Boston, Massachusetts 02114

Dear John:

Many thanks for the great arrangements for the EAP meeting last Thursday. I thought it was a productive session.

Attached is a voucher from my travel expenses. Could you send me a check payable to Citibank for \$99.00 when you a minute.

All the best,

Sincerely,



George E. Putnam, Jr.