



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.

November 3, 1978

CABLE Albert Muller Tegucigalpa

OBTAINING \$50,000 from endowment probably available  
Monday. Will Advise. Weeks

October 30, 1978

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

Dear Monte:

In checking over the last monthly financial statement you sent up for August, I noted that there was no record shown for a deposit I made on March 13 corresponding to \$4600 from International Minerals and Chemical Corporation.\*

On October 23 I deposited \$2000, representing an unrestricted contribution from John R. Kimberly.

I enclose copy of a bill just received from Price Waterhouse, which is their final billing to EAP for the Boston portion of their work. I also enclose copy of Advice of Change in Payroll #436.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosure

*\* See my letter to you of 3/13/78*

October 18, 1978

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

Dear Monte:

Enclosed are the following:

- (1) Advice of Change in Payroll #435, duly signed.
- (2) Federal tax forms
- (3) First National Bank tax forms.

On the subject of the invoice from Storter Printing Company,  
this is apparently OK to pay.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosures

October 10, 1978

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

Dear Monte:

This is to let you know that I made a deposit yesterday representing a gift from the Pioneer Hi-Bred International Inc. of \$3,500.

Enclosed is Advice of Change in Payroll #434, duly signed. Also enclosed is an invoice from Storter Printing Company, Inc. Hold this until I advise you it is okay to pay.

Sincerely,



John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

## INVOICE

STORTER PRINTING COMPANY, INC. / P. O. Box 1409 / Gainesville, Florida 32602



Phone (904) 376-2658

Invoice No. 15308

Date 9-30-78

Job No. 83883 &amp; 83127

Your P.O. No.

Salesman

Mr. Hugh L. Popenoe  
2001 McCarty Hall Univ. of Fla.  
Gainesville, Fla. 32611

Quantity	Description	Price	Sales Tax	Total
1500	copias Escuela Agricola Pan Americana	1150.00	46.00	1196.00

TERMS NET CASH ON RECEIPT OF INVOICE.  
1% PER MONTH ON BALANCE AFTER 60 DAYS

September 11, 1978

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

Dear Monte:

I enclose herewith a signed copy of AID/ASHA  
Grant 156.

Also enclosed are Advice of Payroll #433, and the  
usual IRS quarterly tax return.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b

Enclosures

RECEIVED

SEP 13 1978

Septiembre 6 de 1978

Doctor  
Leonel Torres  
Subgerente  
Economía Internacional  
Banco de la República  
Oficina Principal  
Bogotá, Colombia

Estimado Doctor Torres:

El registrador de nuestro plantel, Sr. Amado Pelén, me ha enviado la copia de una carta que recibió de usted en la cual menciona la posibilidad de que el Banco de la República financie tres becas para colombianos que pudieran ingresar a la Escuela Agrícola Panamericana, de acuerdo con los sistemas de selección establecidos.

Con el fin de informarle sobre los requisitos y otros aspectos relacionados con la carrera de Agrónomo, me permito adjuntar un panfleto sobre el particular y un itinerario de los exámenes de admisión dictados por nuestro encargado de admisiones, el Prof. Antonio Molina.

Como usted podrá observar, el costo anual por alumno equivale a US\$ 3,900.00. A este monto habrá que agregar el pasaje por avión de ida y vuelta.

Nuestro cupo es de aproximadamente 90 estudiantes por años. Como el número de aspirantes sobrepasa a los 1200 candidatos provenientes de quince países latinoamericanos, la selección es bastante rigurosa. Debido al hecho de que el Prof. Molina ha examinado aspirantes colombianos en las ciudades de Cali, Manizales, y Medellín, estaríamos en condiciones de otorgar becas financiadas por el Banco de la República durante el próximo año lectivo que comienza la primera semana de Enero.

Doctor  
Leonel Torres  
Septiembre 6 de 1978  
Página No. 2

Agradeciendo el interés demostrado por parte del Banco de la República en apoyar a nuestra institución y esperando la oportunidad de concretar un acuerdo de beneficio mutuo más adelante, aprovecho la oportunidad de saludar a usted,

Muy atentamente,

*Joseph S. Courand*  
Joseph S. Courand  
Director

JSC/aml

bcc: Mr. John W. Weeks  
Dr. Hugh Popenoe  
Dr. Albert S. Muller  
Sr. Amado Pelén

Banco de la República  
Oficina Principal

SGEI-

10555

Bogotá, agosto 10 de 1978

SUBGERENTE

Doctor  
Amado Pelén  
Secretario Tesorero AGEAP Internacional  
Escuela Agrícola Panamericana  
Apartado 23, Tegucigalpa, D.C.  
Honduras, C.A.

Estimado doctor Pelén:

La Escuela Agrícola Panamericana goza de un merecido prestigio y tanto la seriedad en sus métodos de selección y enseñanza como el criterio pragmático que la guía, nos han sido puestos de presente por parte de autorizados funcionarios nacionales. Armando Samper, ex-director del IICA, al ser consultado por nosotros, ha manifestado su admiración y encomio sobre la labor que ustedes realizan.

El Banco de la República quisiera en consideración a lo anterior, contribuir a que el país aprovechara mejor las oportunidades que brinda la existencia de esa Escuela. Hemos pensado por ello en la posibilidad de finandar tres becas para colombianos que pudieran ingresar a sus cursos, de acuerdo con los sistemas de selección por ustedes establecidos y con criterios que nos gustaría definir en concordancia con los que ustedes emplean y con las miras de servicio nacional que nos guían.

El objeto de esta carta es el de establecer un primer contacto e invitar comentarios por parte de ustedes. Dada la importancia que damos hoy al desarrollo agrícola, estamos seguros de coincidir con ustedes en cuanto a metas.

Será un placer conocer su opinión sobre la posibilidad aquí mencionada y concretar más adelante el aprovechamiento por parte de Colombia del fecundo esfuerzo que ustedes realizan.

Muy atentamente,

Leonel Torres  
Subgerente  
Economía Internacional

P.D. Carta equivalente a ésta ha sido enviada al Sr. John Weeks  
Srio. Tesorero, E.A.P., Museum of Science, Boston Mass.

August 22, 1978

Señor Leonel Torres  
Subgerente  
Economía Internacional  
Banco de la Republica  
Bogota, Columbia

Estimado Senor Torres:

Quiero acusar a su carta del 10 de Agosto de 1978 en la que usted nos avisa de la posibilidad de financiar tres becas para Colombianas en la Escuela Agricola Panamericana.

Agradecemos mucho su interes en La Escuela y me parece que debemos discutir a esa posibilidad. Pues he mandado una copia de su carta al Doctor Hugh L. Popenoe, Presidente de la Junta de Directores de la Escuela, para que el le contesta directamente. Una vez mas quiero expresar a nuestra agradecimiento para su carta.

Muy atentamente,

John W. Weeks  
Secretary-Treasurer

Copy to HLP

RECEIVED

AUG 17 1978

*Banco de la República**Oficina Principal*

SGEI-

10556

*Bogotá*, agosto 10 de 1978

SUBGERENTE

Señor  
 John W. Weeks  
 Secretario Tesorero  
 Escuela Agrícola Panamericana  
 Museum of Science  
 Science Park  
 Boston, Massachusetts, 02114, USA

Estimado señor Weeks:

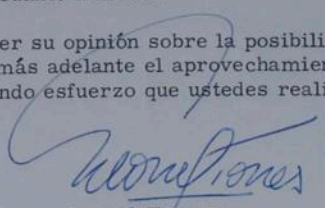
La Escuela Agrícola Panamericana goza de un merecido prestigio y tanto la seriedad en sus métodos de selección y enseñanza como el criterio pragmático que la guía, nos han sido puestos de presente por parte de autorizados funcionarios nacionales. Armando Samper, ex-director del IICA, al ser consultado por nosotros, ha manifestado su admiración y encomio sobre la labor que ustedes realizan.

El Banco de la República quisiera en consideración a lo anterior, contribuir a que el país aprovechara mejor las oportunidades que brinda la existencia de esa Escuela. Hemos pensado por ello en la posibilidad de financiar tres becas para colombianos que pudieran ingresar a sus cursos, de acuerdo con los sistemas de selección por ustedes establecidos y con criterios que nos gustaría definir en concordancia con los que ustedes emplean y con las miras de servicio nacional que nos guían.

El objeto de esta carta es el de establecer un primer contacto e invitar comentarios por parte de ustedes. Dada la importancia que damos hoy al desarrollo agrícola, estamos seguros de coincidir con ustedes en cuanto a metas.

Será un placer conocer su opinión sobre la posibilidad aquí mencionada y concretar más adelante el aprovechamiento por parte de Colombia del fecundo esfuerzo que ustedes realizan.

Muy atentamente,



Leonel Torres  
 Subgerente  
 Economía Internacional

P.D. - Carta equivalente a ésta ha sido enviada al Sr. Amado Pelén, Sr. Tesorero AGEAP Internal, Apartado 23, Tegucigalpa, D.C., Honduras, C.A.

Copy to HLP

August 14, 1978

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

Dear Monte:

I enclose, herewith, the following: Advice of Change in Payroll #432, duly signed, copy of your letter of the 8th advising that Mr. Avila wishes to withdraw from the Retirement Plan, and the usual tax payment forms.

On July 31st, I deposited \$3600, corresponding to a grant from the Ralston Purina Trust Fund.

In your letter of the 3rd you ask about the Charles E. Merrill Trust. As you will see from the enclosed, the \$20,000 granted by Merrill is to be used for scholarships. Will you kindly take care of completing the enclosed form from the Merrill Trust at the close of the fiscal year, as they request.

Many thanks.

Sincerely yours,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

\*\*

Apartado 93

August 3, 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 July 20, in which you report a deposit of \$20,000, corresponding to a new grant from the Charles E. Merrill Trust.

At your convenience, I would appreciate having information on the proposed use of the above grant.

Annual reports will be sent to the Administrator of the Trust, as indicated in the memorandum sent with your letter. We do not plan to make any public announcement of the grant.

As requested, I enclose herewith the most recent organizational chart for EAP. Auxiliary enterprises shown on the chart are presently divided between the offices of the Superintendent and the Comptroller.

If you wish to have any further information in this connection, please let me know.

Sincerely yours,

Monte C. Dixon  
Comptroller

Enc.



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

\*\*

Apartado 93

RECEIVED

MAY 30 1978

May 22, 1978

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 May 4, and mine of May 19, I now enclose herewith a revised statement of current funds revenues, expenditures and other changes, for your consideration.

The deficit for the past year totals \$57,086.

After the special withdrawal from endowment fund to cover above deficit and replenish operating fund, the excess of total revenues and transfers over expenditures amounts to \$12,914.

If you should wish to have any further information in this connection, please let me know.

Sincerely yours,

*M. C. Dixon*  
Monte C. Dixon  
Comptroller

Enc.

May 15, 1978

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

Dear Monte:

First, I enclose a copy of the Carroll Consulting Actuaries' actuarial valuation of the EAP Retirement Plan, which I asked him to do sometime ago. You will note under the ~~second~~ heading "Cost Summary" that he now recommends for the calendar year 1978 that the School resume matching employee contributions with an estimated \$10,000. Even though this is not included in the budget, it should be added at this point.

Would you try to secure an address for new trustee, Frank Bendaña Radzevich, so that our records will be complete.

Enclosed is an expense account from George E. Putnam, Jr., which I will appreciate your reimbursing to him directly.

I also enclose a copy of my letter to Mr. Maradiaga at Price Waterhouse in Tegucigalpa.

Lastly, the usual tax forms are enclosed.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosures



ESCUELA AGRICOLA PANAMERICANA

TEGUCIGALPA, HONDURAS

\*\*

Apartado 93

RECEIVED

MAY 22 1978

May 10, 1978

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

Dear Mr. Weeks:

I acknowledge your letter of May 4, and confirm that your letter of April 7 was answered on May 3rd. We still have an Annual Final report for Grant AID/Asha 75, which will be presented within a week or two the most or latest.

We still have a visit by Price Waterhouse auditors pending to discuss their recommendations in relation to their last audit, after which I will prepare the P & L statement, as requested for the annual report.

Lastly, I enclose a check for \$686.62 in reimbursement for Office expenses and traveling expenses to the recent Executive and Trustee Meetings.

Sincerely yours,

Monte C. Dixon  
Comptroller

May 4, 1978

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

Dear Monte:

Thanks for your last letter of April 6, I still have not heard from you regarding mine of April 7.

By the time this arrives, Joe Courand will undoubtedly have returned, and will have informed you that we voted to switch auditors and will therefore be using Arthur Young & Co. for the 1978 audit.

At the meeting in Miami, we discussed among other things the preparation of the Annual Report. This will require the usual set of figures. In this instance I am wondering if you would be good enough to prepare a P & L which shows us how we actually came out, and not the net increase in fund balances as shown by Price Waterhouse in their statement of current funds, revenues and so forth on statement #3 of the audit. I would also take into account the \$70,000 transferred to the current fund from endowment during 1977, which figure incidentally I am unable to find on the statement of changes in fund balances in the audit. Will you please let me know about this at your earliest convenience.

Lastly I submit the following expense account:

Office Expenses to 5-1-78	\$ 164.19
Executive Committee Meeting Expenses 4-10-78	30.24
Trustee Meeting 5-1 and 2 78	<u>492.19</u>
	\$ 686.62

Sincerely yours,

John W. Weeks  
Secretary-Treasurer



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

6 April 1978

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

Dear Mr. Weeks:

I acknowledge with thanks your letters dated March 13 and 17, and also your cable of March 28th in which you report deposit from ASHA for claim #12 referred to in your letter of March 13th.

I am pleased to confirm that a refund check for \$5,545.00 has been received from Mr. Charles Colbert of Signo Trading, as requested in your letter of January 17, due to defalcation in the delivery of our prepaid order for one station wagon.

Because of the long delay in the above, and our continued need for this vehicle, as well as our aim toward standardization with existing commodities, we have decided to place an order with the local Ford Distributor for one 9-passenger station wagon and apply the refund check to the cost of the new vehicle. We have just received a bid for a Ford 1978 Model for \$7,900 placed at the School. This is \$2,355 higher than the price quoted for the undelivered 1977 Chevrolet, but \$650 less than 1977 Cherokee purchased last September in Miami, Florida. We will request ASHA to authorize the difference for payment under Grant AID/Asha 148.

Enclosed is a copy of Mr. Colbert's letter of March 2 for your files.

Lastly, I confirm that the bill from C T Corporation System for \$75. has been paid.

Sincerely yours,

*MCDixon*  
Monte C. Dixon  
Comptroller

MCD/aml

Enclosure

cc: Mr. Joseph S. Courand



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

♦♦

Apartado 93

April 7, 1978

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

Dear Mr. Earle:

Enclosed is a check for \$5,000.00, corresponding to a donation made to the Endowment fund by Mr. Thomas D. Cabot.

Will you kindly arrange to have the amount credited to the Endowment Fund Principal Cash Account.

Sincerely yours,

*MC Dixon*  
Monte C. Dixon  
Comptroller

Enc. Check #4705

cc: Mr. John W. Weeks

April 7, 1978

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

Dear Monte:

I am enclosing herewith copy of a letter received today from Mr. Tucci of AID. Please let me know what's happened to the report they question.

Also enclosed are the usual tax forms.

Lastly, did you ever receive the check from Signo Trading?

Sincerely,

John W. Weeks  
Secretary-Treasurer

enclosures

Copy to Monte  
4/7/78  
RECEIVED

APR 7 - 1978

5 April 1978

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

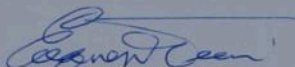
Subject: Grant asha-148

Dear

According to our files, we have not received a progress or expenditure report covering the period ending December 31, 1977. As you know, under Appendix B(6) of the grant agreement, you are required to submit quarterly (or semi annual) reports within 15 days after the close of the reporting period.

It would be appreciated if you would submit your report as soon as possible.

Sincerely,



Eugene Tucci  
Office of American Schools  
and Hospitals Abroad

March 17, 1978

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

Dear Monte:

I enclose, herewith, Employer's Quarterly Federal Tax Return form, along with other information received from the IRS.

On March 14 I deposited \$1000, representing an unrestricted gift from Mrs. William H. Claflin.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enc

March 13, 1978

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

Dear Monte:

I acknowledge, herewith, yours of February 22, along with the enclosed forms, etc. for claim #12. This was mailed the day after I received it on March 7 to AID.

In the last paragraph of the above letter you inquire as to the status of the situation with Signo Trading. I am pleased to report that after several letters and phone calls, I was able to convince Mr. Colbert to pay a check to EAP refunding the amount on the station wagon, since it seemed unlikely they would ever make delivery of the vehicle. I have a letter from him dated March 7, stating that the check for \$5,545 was being sent on that date by registered mail. Please let me know when you receive this, so that I can continue following it up in the event that he is lying again.

Since my last letter of February 15, I have two deposits to report - one from Mr. Thomas D. Cabot for \$5,000 on February 22nd (restricted to Endowment Fund) and the other from International Minerals and Chemical Corporation, \$4,600, deposited on March 8. This latter amount covers costs related to student Roselito Pimentel Rodriguez, per their letter to me of March 6 - a copy of which went to Joe Courand.

Lastly, I enclose the usual tax forms from the bank and a bill from CT Corporation System for \$75. I do not know whether this is the same bill I apparently enclosed with my letter to you on February 15. If it is, you can obviously tear it up.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encls

February 15, 1978

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

Dear Monte:

Just a note to thank you for sending along the check for the State of Delaware Franchise Tax, and to acknowledge your two letters of January 26th with the two copies of the Retirement Plan data for 1977, and yours of February 1st with the 1977 census. In the case of the Retirement Plan, I will have our actuary review the matter to see whether the School should make a contribution this year.

Lastly, I enclose a bill from the CT Corporation and the usual tax deposit forms.

Sincerely yours,

John W. Weeks  
Secretary-Treasurer

JWW:b  
Enclosures



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

\*\*  
Apartado 93

RECEIVED

JAN 30 1978

January 22, 1978

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

Dear Mr. Weeks:

Reference is made to the penultimate paragraph of your letter dated December 14, 1977, in which you requested that I look into the sale of the Guatemalan securities, since the donor, Mr. Stillman, thought we should sell them.

Upon receipt of your letter, I mentioned this to Mr. Courand who suggested that since he has a pending trip to Guatemala to interview some candidates for positions here at the School, he would handle the matter together with Mr. John Smith at that time.

So, if there is no real urgency, I just wanted to inform you that the Director has promised to look into this for us.

Sincerely yours,

*MC Dixon*  
Monte C. Dixon  
Comptroller

January 13, 1978

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

Dear Monte:

Just a note to advise you that I have deposited today \$1,893.16 - an unrestricted contribution from Mr. and Mrs. George P. Gardner, Jr. This probably winds up the 1977 contributions from this end.

Enclosed is a second bill from Storter Printing in Florida. I presume this is the Annual Report. If not already paid, would you please take care of it.

Sincerely,

John W. Weeks  
Secretary-Treasurer

anc

January 10, 1978

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

Dear Monte:

I have made one further deposit today representing contributions from the Theodore H. Barth Foundation \$1500 and Marion B. Stroud \$100 - total \$1600. These are 1977 contributions. Please don't close out '77 yet, as there is at least one more to come.

Enclosed is Advice of Change in Pay-Roll #431, and the usual Federal tax payment forms.

Sincerely,



John W. Weeks  
Secretary-Treasurer

JWW:b  
enc

January 6, 1978

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

Dear Monte:

First, I want to acknowledge your letter of December 15th. In the last paragraph of that letter you refer to your cash flow situation and the need for an additional \$20,000. I have discussed this matter with Dr. Popenoe who was to contact Courand and let me know what to do. It was obviously impossible to get the money during the month of December, as your letter didn't even arrive until the 27th.

The deposit made on October 27 for \$1500 corresponded to a contribution from Mr. John Kimberly.

Since my last letter to you of December 23 I have made the following deposits, all representing unrestricted contributions: On December 27 Mrs. Helen A. Claflin \$965.87; J. W. Weeks \$959.57; Charles L. Stillman \$500 - total \$2,425.44. On December 30 Gaylord Donnelley \$250; Francisco de Sola \$100; Alfonso Fanjul \$100; Roy Larsen \$100 - total \$550. On January 5 Wayne Reitz \$100; Meek Foundation \$25; IBM \$3,000 and William Carter \$30 - total \$3,155. The contributions deposited on January 5 were all December 1977 contributions. There will be at least one more December 1977 contribution that I am aware of. This is a stock gift which has not yet cleared.

Lastly, I have to file the usual State of Delaware annual franchise tax report prior to March 1, and for this reason will need a check for \$10, payable to the Secretary of State, Delaware.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b

\* Called Popense on this  
Wed Dec. 28 - he will  
contact EAP and report  
back what to do - he  
knows we've received ~~\$725~~<sup>\$</sup>  
~~in Dec. to date~~<sup>\$</sup> 12,923  
since then to 1/19

Deposits since 12/5

12/5 300

12/8 450

12/12 2000

12/14 225

12/20 200

12/23 125

12/27 2425.44

\$ 5725.44

550.

3150.

1600

\$ 1893.16

12923.60



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

\*\*  
Apartado 93

December 15, 1977

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

Dear Mr. Weeks:

I acknowledge with thanks your two letters of December 6, and copy of the December 5 letter to Signo Trading International, which should certainly get us some action.

Enclosed herewith is a check for \$796.87, in reimbursement for office expense, etc., as requested. Also enclosed is a copy of a deposit made on October 27 for \$1,500 on which I would like to have a breakdown at your convenience.

A copy of your letter referring to our comments on recommendations resulting from the 1976 audit has been delivered to the Auditor in charge at the Price Waterhouse Office in Tegucigalpa.

Lastly, I enclose a copy of our radiogram sent to you on Dec. 8, requesting \$70,000. Since then, Prof. Pedro Jose Cuculiza was asked to resign; and Domingo Benavides, livestock foreman, died as a result of a work accident. These two cases alone have worsened our cash flow situation by an additional \$20,000. So, if at all possible, I request that extra money be sent to us during the current month of December. Will you please confirm by radiotelegraph what action can be taken in this connection.

Sincerely yours,

*MCDixon*  
Monte C. Dixon  
Controller

Enc.

THE FIRST  
NATIONAL BANK OF BOSTON

Date Oct. 27 1977

	DOLLARS	CENTS
CASH	-	
CHECKS ON		
1 65-68	1500	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
TOTAL	1500	00

DEPOSITED for Account of  
ESCUOLA AGRICOLA PAN AMERICA INC

*Kimberly*

ACCOUNT NUMBER  
507068621\*

00015100001500001\*

All items are received by this Bank for purposes of collection and all credits for items are provisional.

CHECKING ACCOUNT DEPOSIT TICKET

Use REGISTERED MAIL when mailing cash or coupons.

0-91

Indique con una (X) la clase de servicio deseado

URGENTE

ENTERA

CARTATELEGRAMA

Este Radiograma se cursara a Tarifa Entera si no indicarse lo contrario.

# TRT Telecommunications CORPORATION

TELEFONOS: San Pedro Sula: 52-2440 y 52-3052  
Tegucigalpa: 22-2220 y 22-2221 Puerto Cortés: 55-0781

Transmite el siguiente mensaje con sujeción a las condiciones al dorso, las cuales acepta el remitente y obligan de igual manera al destinatario.

MENS. N°

R. P. D.

VALOR

PALBS.

DECEMBER 8, 1977

LT  
JOHN WEEKS  
MUSEUM OF SCIENCE PARK  
BOSTON MASS

URGENTLY REQUEST SEVENTY THOUSAND DOLLARS TRANSFER FROM  
ENDOWMENT TO CANCEL INDEBTEDNESS PAST DUE AS EXPLAINED  
IN LETTER DECEMBER 2 TO BOARD OF TRUSTEES. PLEASE CONFIRM.

JSCOURAND EAP

CHARGE: EAP - TEGUCIGALPA  
ACCOUNT NO. 67250

Remitente

Dirección

APARTADO 93 - TEGUCIGALPA, D. C.

N° WRDS	T/I	CLASS SERV.	CODE ORIGIN	ORG C. C.	DEST. CODE	ROUTING	ADDRESSEE	ACCT REC.	ACCT PAY	TOILS	EXTENDED ORIG NAME	EXTENDED DEST. NAME

December 23, 1977

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

Dear Monte:

Since my last letter of the 14th we have received the following contributions:

Deposited 12-20	- Henry Luce III	\$ 100.
	Stanley Osborne	<u>100.</u>
		\$ 200.
Deposited 12-23	Andrew Heiskell	100.
	Elizabeth P. Moreton	<u>25.</u>
		\$ 125.

On December 16th I cabled you as follows: "Deposited \$70,000 December 15." This, of course, corresponded to the cabled request from Joe Courand of December 8.

At your convenience, would you kindly send me a copy of the Small Farmer Technology Research Contract with AID, which was brought up at the recent Trustees' meeting.

Enclosed are the usual federal tax forms.

Lastly, the balance in the <sup>Special</sup>business account remains \$199.92, which it will be on December 31 next.

Merry Christmas and a Happy New Year to you all.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

December 14, 1977

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

Dear Monte:

Following receipt of Joe Courand's cable urgently requesting \$70,000, I contacted Dr. Popenoe who has approved this transaction, and I have contacted Paine Webber. The latter will advise when the transaction has been completed and the money deposited - probably sometime early next week - at which time I will cable you.

Since my last letter of December 6, I have received the following unrestricted gifts through this office: Deposit of December 8 - George Putnam \$400; Mrs. George C. Shattuck \$50. Deposit of December 12 - Austin Ashley \$1000; Charles A. Meyer \$1,000. Deposit of December 14 - Lewis M. Roberts \$200; Mrs. Henry Lyman \$25.

Since arriving back here I have been in touch with Price Waterhouse and also with United Brands, with respect to changing auditors. I have explained to the latter that it seems difficult to change at this late date since Price Waterhouse has already done a substantial portion of the 1977 audit, and thus an additional expense would be incurred were we to change to Arthur Young. United Brands understands, and I have informed the resident partner, Mr. Anderson, in the local Price Waterhouse office that we are having them continue and finish up the '77 audit. With regard to 1978, we will advise them what if any action is to be taken at a later time.

At our recent meeting at the School, when discussing the Endowment Fund portfolio and specifically the other Central American securities, Mr. Stillman, the donor of the Guatemalan securities, thought we should sell them. Will you please look into this.

Mr. Monte C. Dixon

-2-

December 14, 1977

Lastly, I enclose federal tax payment forms, FICA quarterly report, and an invoice from the Storter Printing Company, which is OK to pay.

Sincerely yours,

JWW:b  
encs

John W. Weeks  
Secretary-Treasurer

December 6, 1977

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

Dear Monte:

I am attaching herewith a list of office expenses, etc. totalling \$796.87, for which I would appreciate reimbursement at your convenience.

For your records, I deposited yesterday \$300 representing unrestricted gifts from the following: Dr. Catherine Coolidge \$200; Mr. & Mrs. Robert E. Gregg, \$100.

I am also enclosing, herewith, a letter I have just written to Signo Trading International, following a conversation yesterday morning and the instructions of Mr. Tucci of AID in Washington. Let's hope this results in some favorable action.

Sincerely yours,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

November 22, 1977

Mr. Joseph Courand, Director  
Escuela Agricola Panamericana  
Apartado 93  
Tegucigalpa, Honduras

Dear Joe:

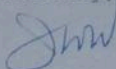
In connection with our up-coming meeting, I have now been informed that 13 trustees plan to be in attendance. These include Brick, Gardner, Kimberly, Malo, Mejia, Midence, Popenoe, Reitz, Roberts, Rosengarten, Smith, Stillman and myself. For your further information, Jorge Mejia will be arriving Friday, December 2 from Panama at 7:30 a.m. As far as I know, I will be coming in on the TAN Flight #773 arriving at 10:25 a.m. on December 2. The way it looks now, George Gardner will be with me, and probably several others. Charlie Stillman plans to arrive on Sahsa from Guatemala, Friday at 10:30 a.m., which will combine well with my flight, if they are on time. We will appreciate being picked up as usual.

Please advise Monte Dixon as follows: (1) The ASHA '79 grant proposal was mailed off to Costantino on October 28. (2) I have the following gifts (unrestricted) to report: On November 7, F. Rosengarten, Jr. \$1,000; on November 10, Kimberly Clark Foundation \$5,000; on November 16 Gardner Charitable Trust \$1,000 and Grace Foundation \$2500.

Looking forward to seeing you next week.

With Best Regards

Sincerely,



John W. Weeks  
Secretary-Treasurer

JWW:b

October 3, 1977

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

Dear Monte:

I have today deposited \$135,061.13, representing ASHA 75 payments against vouchers 10 and 11.

Enclosed are the following: a letter amendment #6 to Grant AID/ASHA 75 and Advice of Change in Payroll #428.

Last week I cabled Joe Courand that Tucci at AID wanted to know the amount of our request for fiscal '79 grant. Since he is in a hurry for this, I hope I will hear from you all shortly. The formal request should then follow directly to AID.

Lastly, I enclose the 1977 Federal Employment Tax Form package.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

September 12, 1977

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

Dear Monte:

Enclosed herewith is a signed copy of yours of August 31 referring to the withdrawal from the retirement plan of Mr. Obando.

Thank you for your letter of the 5th, in connection with which I enclose herewith a copy of the new ASHA 148 grant of August 11 for \$175,000.

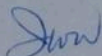
I also acknowledge yours of the 7th with several copies of claim #10 on the ASHA 75 grant. These have been signed and forwarded today.

I also want to let you know that we have received an unrestricted contribution from Dr. Hugh Popenoe and this was deposited on August 29 (\$1,000).

You will be interested to know that the IRS has given us a clean bill of health for our form 990 inspection, as per the enclosed. Thanks once again for your help in getting all the information to me.

Lastly, I enclose the usual tax payment forms.

Sincerely,



John W. Weeks  
Secretary-Treasurer

JWW:b  
encs



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

RECEIVED

SEP 12 1977

September 5, 1977

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

Dear Mr. Weeks:

Your letter of August 22 with the good news of the latest grant from AID - ASHA 148, dated August 11, 1977, and granting EAP \$175,000 for "Procurement of Commodities, Materials and Supplies," was received almost a week ago, but I still have not as yet received a copy of the grant document. Hence, will you kindly send me a copy at your earliest convenience.

It is my feeling that the above grant should be used for mainly commodity replacement purposes, so as to reduce future maintenance costs.

I assume that an itemized list of the proposed use of grant funds will be required and, as soon as I can discuss this in detail with the Director, such a list will be provided.

Sincerely yours,

Monte C. Dixon  
Comptroller

August 24, 1977

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

Dear Monte:

Enclosed is a bill from Carroll Consulting  
Actuaries, which I would ask you to pay directly.

\$450

Also enclosed is a copy of Advice of Change in  
Payroll #427, duly executed.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWw:b  
encs

August 22, 1977

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

Dear Monte:

I have just received two copies of the latest grant from AID - ASHA 148, dated August 11, 1977, and granting EAP \$175,000 for "Procurement of Commodities, Materials and Supplies." If you do not have a copy of this grant, please let me know, and I will send you one.

I recently received a letter from Bill Carroll, our consulting actuary, dated August 8, and enclose a copy herewith for your information.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enc

ESCUELA AGRICOLA PANAMERICANA

August 10, 1977

MEMORANDUM

To: Mr. Joseph S. Courand, Director

From: Monte C. Dixon, Comptroller

*McDixon*

Subject: Superintendency


With further reference to my Memo of July 18, on the subject matter, I wish to report the following:

1. On recommendation by our entomologist, metal tops have been made and placed on all garbage cans on Campus, which should help in our fly-control program. An open request has also been sent to all housewives for their cooperation in using plastic bags (now on sale at the School commissary), for garbage disposal. The above together with the elimination of stray dogs on Campus should be a worthy contribution to this very important program.
2. Since my last Memo, it was a pleasant surprise to see that three sections in the Department of Animal Science are showing signs of physical improvement; hopefully the other three sections will follow.
3. The construction of a second "shelter shed for watchmen" (as approved in the Betterment budget), was cancelled; and, in lieu thereof, an existing shed has been divided into three sections to provide adequate space for the crews of "Streets and grounds," "Sanitation," and "Refrigeration." This has enabled us to move these three units from the undesirable location (behind the chicken coop in the livestock department) to a more proper location in the general area of the maintenance shops, for better control and improved sanitary conditions.

4. A small screened in porch has been constructed at the entrance to the Student kitchen as a double protection against flies. Supplies enter and garbage leave the kitchen through a small trap door at the end, which enables the workers to always keep one door closed. This together with the inside door fan blowing continuously should reduce the fly problem considerably.
5. Night classes have been organized for illiterate adult employees, and will be sponsored mainly by the employees' cooperative. However, it is suggested that a monthly contribution of fifty dollars (\$50.00) on the part of the School would be most appropriate in behalf of our less fortunate fellow creatures. I have also requested the members of our Social Club to have a dinner at the Club once a month to raise funds for this worthy cause.
6. As agreed upon, following our conversation on the subject of a replacement for the superintendent; since it is obvious that I should not continue working a double shift in two positions which require a full eight hours a day each, the following action has been taken:
  1. P.M. Victor Narvaez, I/C of M&S, has been transferred as Interim Superintendent.
  2. P.M. Carlos Mejia, Senior Accounting Clerk, has been transferred as, Chief M&S Storekeeper.
  3. P.M. Eduardo Morales has been employed as Junior Clerk to fill vacancy in the Accounting Department.

All three of the above changes are for a period of one year only, from August 15, 1977 to August 15, 1978.

MCD/aml

Copy to: Mr. John W. Weeks 

July 23, 1977

Mr. John W. Weeks

For your general information.

Regards,  
Monte

ESCUELA AGRICOLA PANAMERICANA

July 18, 1977

MEMORANDUM

To: Mr. Joseph S. Courand, Director

From: Monte C. Dixon, Comptroller

*McDixon*

Subject: Superintendency

Following your instructions, after the transfer of Prof. Gustavo Perez to Catacamas, Olancho as Director of the Escuela Nacional Agricola, in addition to my duties as Comptroller, I assumed the position of Superintendent on an interim basis, as of July 1, for the purpose of not only carrying on routine duties, but primarily for the purpose of reorganizing the systems of control, through improved methods of record keeping, in an effort to reduce costs and improve efficiency at the same time.

I am confident that the above goal can be accomplished with relatively no problems whatsoever by simply adhering to the rules. Existing regulations should be followed. There are times, of course, when certain exceptions may be justified, but these should be limited to special approval by the Director. In this connection, good common sense; fairness in every respect; complete impartiality; looking out for the best interest of the School, while at the same time protecting the rights of the employee, should always be our guide.

The following is a summary of my findings, action taken, and recommendations:

<u>A. - Costs Reduction</u>	<u>Annually</u>
1. Superintendent's private secretary permanently transferred to telephone exchange.	L 2,000
2. Five daily employees released.	6,000
3. Two monthly employees released.	4,000
4. Use of private cars and per diem for local purchases reduced.	3,000
5. Unjustified overtime eliminated.	10,000
6. Contract labor reduced through better control of permanent workers.	5,000
<b>Total reduction in annual costs</b>	<b><u>L 30,000</u></b>

**B. - Departmental Reorganization**

1. Job descriptions for timekeeper, and office clerk, has been revised and updated.
2. Records will be kept on days off from work; use of private cars on school business; use of school facilities for private interest; overtime, and contract labor.
3. All local purchases will be made by a duly authorized purchase order, and paid by check. "Memo cash advances" for "one lot" purchases and payments are discontinued.
4. All maintenance personnel going to Tegucigalpa on authorized school business will use the truck on its weekly trips.
5. Twenty hourly workers transferred to monthly payroll.  
One worker transferred from carpentry to farm shop.  
One worker transferred from plumbing to laundry.  
One worker transferred from streets and grounds to plumbing.  
One man transferred from streets and grounds to sports dept.  
Four men transferred from streets and grounds to sanitation.
6. In order to place more emphasis on Public Health Service, a crew of four workers has been organized to work in this very important area. Prof. Harry Howell has been requested to consult with Dr. Torres Yufra and Dr. Benitez to give their joint recommendations on how the present situation can be improved.
7. A new format for weekly payrolls has been designed and put into use, which will easily control unauthorized overtime.
8. Garbage cans have been placed in all maintenance shops for the proper disposal of all refuse matter, and general cleaning has formed a part of the daily chores.
9. Equipment sheds are now being used for their intended purpose, and all junk have either been disposed of, or placed in a more remote area.
10. The shops are now being used for work in process only. All completed work is moved to a separate area, and vehicles are no longer blocking traffic or taking up needed space.
11. A new road has been opened between the M & S and main tenance shops, which will reduce the possiblilty of traffic accidents, and dust from the student clothings at the laundry. It will also improve control on outside trucks going to the sawmill, as it is a shorter route and clearly visible from the M & S. The road is also needed because of closing the other entrance, which will be used only for sale of school products.

July 18, 1977

C. - Recommendations

1. Some shop foremen are almost illiterate. So, while they may be dedicated workers, they should not be entrusted with the installation of costly equipment. They do satisfactory work with general maintenance, but more specialized help should be sought for more technical matters.
2. To ensure adequate control in the student messhall, a capable honest person should be employed as soon as possible to fill vacancy.
3. Efforts should be made to decrease costs and improve the physical conditions in the Animal Science Department.
4. For better control, the practice of hiring daily workers for physical plant maintenance should be discontinued. All work which cannot be performed by our permanent workers, should be let on contract to a responsible contractor (on lowest bid), who will sub-contract to required number of workers.
5. Work for personnel performed in maintenance shops should be more adequately controlled, and payments handled through accounting department (instead of directly between employees), in order to avoid possible conflict of interest.
6. Now that all junk has been removed from the maintenance shops, they should continue to be kept clean and clear enough to enable the superintendent to check at a glance the work that is being done in each shop.
7. Pending work orders should be reviewed daily, so as to ensure that priority items always come first. This is also applicable to work performed by the two office clerks in the superintendent's office. They should understand and comply, so that accounting deadlines will always be met on time.
8. Much has been done during the first two weeks, but we know quite well that there is always room for improvement. It is with this thought in mind that I recommend that the future interim superintendent continue to explore all areas for further improvement, keeping in mind that further excellence in our work is a goal toward which we should constantly strive, and that honesty and integrity are required assets for real accomplishments.

ESCUELA AGRICOLA PANAMERICANA

Memo to Director

Page 4. July 18, 1977

APPENDIX

1. Memo on: "Trabajo por Contrato"
2. Memo on: "Ausencias empleados mensuales"
3. Memo on: "Sobre-tiempo"
4. Memo on: "Exceso de sobre-tiempo"
5. Memo on: "Compras locales y pagos de los mismos"
6. Memo on: "Uso de carros particulares en asuntos oficiales EAP"
7. Memo on: "Sobre-tiempo - trabajo por contrato - ausencias"
8. Memo on: "Día de descanso"
9. Memo on: "New format for weekly payrolls"
10. "Asignación de trabajos en la Superintendencia"



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

28 June 1977

RECEIVED  
JUL 7 1977

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

Dear John:

In response to your letter of June 21, with respect to the proposal for a food processing plant for EAP, we offer the following explanation trusting that it will clarify our situation:

Two years ago, in a letter dated August 4, 1975, my predecessor Director Kermit Adams requested a grant from AID/Asha, Washington, which included a budget item of \$5,000 for the procurement of "food processing equipment for fruits and vegetables." It was his intention to offer a general course in basic canning procedure for small cannery operations, which would utilize re-usable jars, a product readily available in Central America.

Two months ago, the professor in charge of this project prepared a complete list of equipment that could be used in developing the project, with the intention of purchasing the more urgent items now, and complete procurement of the remainder as soon as additional funds were available. Meanwhile the complete list was submitted to Small Business for quotations.

The bid received from "Capitol Food" is indeed the most nearly complete; but, unfortunately, the \$50,000 plus price tag is too far above the \$5,000 budget to enable us to consider their total proposal at the present time. However, we have selected three items from their list for procurement, together with other items from other Companies, who submitted lower bids than those by "Capitol Food".

-2- Mr. John W. Weeks

Based on lowest bids received, we are processing purchase orders and requesting Government free entry permits on the following:

<u>Name of Supplier</u>	<u>Description</u>	<u>Value USA</u>
1. Capitol Food Int'l. Sales Co. Chicago, Illinois	Water heater Pulper finisher Kettle with agitator	\$ 1,522 4,338 4,990 <u>10,850</u>
2. York Shipley, Inc., New York	Boiler	<u>3,014</u>
3. Dixie Canner, Athens, Ga.	Kettle W/o agitator Rod Washer Lye Peeler-scalder	1,338 1,500 540 <u>3,378</u>
4. St. Louis Ship St. Louis, Mo.	Water Pump	<u>334</u>
5. (No bids as yet)	pH Meter          Estimated	<u>1,000</u>
	Estimated CIF charges	<u>1,424</u>
	Estimated total cost	<u><u>\$20,000</u></u>

From the foregoing it would appear that we have acted in good faith, and funds were reserved to pay for this procurement, although not to the tune of \$50,000.

We regret that our hastily written cable to "Capitol Food" caused so much inconvenience to all concerned, and will try to avoid this type of situation in the future.

Sincerely yours,

*Joe*  
Joseph S. Courand  
Director

MCD/aml

cc: Mr. Eugene D. Tucci  
Mr. Monte C. Dixon

June 21, 1977

Mr. Joseph Courand, Director  
Escuela Agricola Panamericana  
Apartado 93  
Tegucigalpa, Honduras

Dear Joe:

I talked to Gene Tucci on the telephone yesterday with respect to the proposal for a food processing plant for EAP, for which there were apparently no funds. This morning I received the back-up material which he sent on and which I enclose herewith with his request.

I am not sure I understand what the confusion is over this procedure, however, Tucci thinks that what happened makes EAP appear not to be acting in good faith. Perhaps the solution suggested in paragraph 3 of this letter to me could not have been accomplished for some reason, but in any event, I should hope that a similar case could be avoided in the future.

Please let me know if there is anything more I can do from this end.

Sincerely,

John W. Weeks  
Secretary-Treasurer

encs

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

June 17, 1977

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

Dear John:

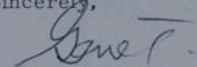
Attached is a copy of a letter and a proposal for a food processing plant which the Escuela placed in the Small Business Circular, as well as a telegram from Joe Courand stating that the unavailability of funds now prohibits purchase.

As you can see, the company submitting their response to the Small Business Circular rightfully objects to presenting a bid in good faith to be told that there are no funds available. This type of procurement action is quite different from requesting quotations from local firms because there is much more time, effort and cost involved with advertising throughout the entire United States by the Small Business method.

It seems to us that funds should have been reserved to pay for this procurement and if the school spent too much on other items included in the grant the Office of Small Business should have been notified to avoid this type of situation.

I placed a call to the Shoreham Americana, while you were in Washington, in the hope that you may know of someone going down to Tegucigalpa who could handcarry this to Joe Courand in order to find out what can be done to correct the situation.

Sincerely,

  
Eugene D. Tucci  
Office of American Schools  
and Hospitals Abroad



Apartado 93

June 14, 1977

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

Dear Mr. Weeks:

I acknowledge with thanks your letter of June 1 reporting on the contribution from Dr. Roberts and deposit from ASHA as well as the employer's tax guide from IRS enclosed therein.

The discrepancy between the investment figures reported by Mr. Blewer and those shown on the March balance sheet is due mainly to the fact that 1976 security gains as shown on the enclosed statement, because of late arrival, was not recorded at the School until the month of April 77, and subsequently adjusted back to December 31, 1976, as per Price Waterhouse audited report as of that date.

John M Blewer, Inc. as of March 31, 1977, shows an additional increase of \$315,503 in investment costs over their December 31, 1976 report, which I assume represents security gains for the 3-month period then ended. This however will not be recorded on the books until receipt of their annualized statement after the close of the current year.

If you should wish to have any further information in this connection please let me know.

Sincerely yours,  
*Monte C. Dixon*  
Monte C. Dixon  
Comptroller

Enc.

ESCUELA AGRICOLA PANAMERICANA  
INVESTMENT FUND WITH JOHN M. BLEWER, INC.  
CHANGES IN CASH & INVESTMENTS  
AND STATEMENT OF INCOME  
FOR THE YEAR 1976

	Cash	Accounts Receivable	Investments	Income Statement	
				Dividends & Interest	Security Gains
Beginning balance, December 31, 1975	\$ 32,771.31	\$ 46,956.79	\$ 4,781,907.73		
Reverse accounts receivable, December 31, 1975		(46,956.79)		\$(46,956.79)	
Income received in 1976					
Interest	141,555.38	3,072.60		144,627.98	
Dividends	190,518.00		9,763.13*	190,518.00	
Other	362.56			362.56	
Security Transactions:					
Securities purchases	(6,661,094.80)		6,661,094.80		
Securities sold	6,701,128.33		(6,303,576.73)		\$397,551.60
Monthly disbursements to Escuela Agricola Panamericana	(398,494.82)				
Contribution to Fund	27,865.39				
Ending balance, December 31, 1976: cash basis	34,611.35	3,072.60	5,149,188.93	288,551.75	397,551.60
Accrued Receivables, December 31, 1976:					
Interest		24,732.00		24,732.00	
Dividends		17,802.00		17,802.00	
Ending Balance, December 31, 1976: accrued basis	\$ 34,611.35	\$ 45,606.60	\$ 5,149,188.93	\$331,085.75	\$397,551.60

\* Donation of 615 shares of Castle & Cooke received October 1976.



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

June 14, 1977

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

Dear Mr. Earle:

Enclosed herewith is our check for \$100.00 corresponding to the amortization of one mortgage certificate held for the School in Guatemala.

Since this is a Principal Cash transaction, will you please arrange to have the amount credited to the Endowment Fund Principal Cash Account.

The certificate received from Banco Granai & Townson, S. A., Guatemala, is also enclosed for your records.

Sincerely yours,

*Monte C. Dixon*  
Monte C. Dixon  
Comptroller

Enc.

cc: Mr. John W. Weeks



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

RECEIVED

JUL 7 1977

June 29, 1977

Mr. Nelson G. Lofstedt  
107 Pleasant Street  
South Natick, Mass. 01760

Dear Mr. Lofstedt:

Following instructions from Mr. John W. Weeks, I enclose herewith our check for \$675.00 for consulting, research, and copywriting services involved in preparing slide presentation for Escuela Agrícola Panamericana.

Sincerely yours,

Monte C. Dixon  
Comptroller

Enc. Check #4559

cc: Mr. John W. Weeks ✓

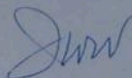
June 13, 1977

Dear Nels:

Just a note to let you know that I received  
your June 10 invoice with EAP<sup>\*</sup>, and to advise that  
it is being sent to the Controller, Mr. Dixon in  
Honduras. If you do not receive a check in a  
couple of weeks, please let me know, and I will  
follow it up.

Thanks again for your assistance.

Sincerely,



John W. Weeks

Mr. Nelson G. Lofstedt  
Vice President  
Humphrey, Browning, MacDougall, Inc.  
One Beacon Street  
Boston, Massachusetts 02108

\* \$6.75 for work on slide show

June 13, 1977

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

Dear Monte:

I am enclosing, herewith, a report just received from Bill Carroll referring to the EAP Retirement Plan actuarial valuation.

With reference to paragraph 2 of his covering letter, I would like your comments, particularly referring to the number of people who receive payments, how much is being paid out and how it is being paid. This information does not seem to be in the Retirement and Death Benefit Plan data for last year you submitted back in February.

I enclose Advice of Change in Payroll #426, duly signed.

Lastly, you will find enclosed a bill from Nelson Lofstedt, which refers to the work he did for us up here on the slide presentation. Will you please reimburse him directly at the address shown.

Sincerely,

John W. Weeks  
Secretary-Treasurer

encs

*Lofstedt Bill  
\$ 675*

June 1, 1977

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

Dear Monte:

This is to let you know that I deposited yesterday \$12,726.05 representing the ASHA '75 voucher #9 of \$12,526.05, and an unrestricted contribution from Dr. Roberts of \$200.

Thank you for your letter of May 20 and for the enclosed reimbursement check.

I am enclosing, herewith, the employer's tax guide, just received from the IRS.

At the recent meeting in Miami when I was reviewing the endowment fund portfolio, the question arose as to the cost of investment shown on the March balance sheet at \$1,739,907.51 and on the summary of investments as of 3/31 from Blewer's office as \$5,459,596.38. Could you let me know at your convenience the reason for the discrepancy.

Sincerely,

John W. Weeks  
Secretary-Treasurer

enc



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

May 20, 1977

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 May 12, I enclose herewith a check for \$384.27, in reimbursement for expenses attending the recent Executive Committee, and Board of Trustees Meetings recently held in Boston and Miami, as well as office expenses since December 1976.

I will reimburse Mr. George Putnam for his expenses at the meetings, and also reimburse A.I.D. for the 5% sales tax paid on vehicles purchased locally.

I also wish to take this opportunity to sincerely thank you for your kind thoughts at the end of your letter, concerning my health, and inform you that I am feeling much better, and as long as I take one Hygroton pill, for blood pressure, at breakfast each morning, I continue to feel perfectly normal. So, I guess, for the years ahead, I'll continue to do just that.

With all good wishes,

Sincerely yours,

*M. C. Dixon*  
Monte C. Dixon  
Comptroller

Enc. - Check #4534



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

May 20, 1977

Mr. George E. Putnam, Jr.  
Senior Vice President  
Citibank, N.A.  
399 Park Avenue  
New York, N. Y. 10022

Dear Mr. Putnam:

Following instructions from Mr. John Weeks, I enclose herewith a check for \$249.00, in reimbursement for expenses attending the recent Board of Trustees Meeting recently held in Miami, Florida.

It was nice to learn that you rejoined the Board at the Miami meeting.

Sincerely yours,

Monte C. Dixon  
Comptroller

Enc. - Check #4533

cc: Mr. John W. Weeks

May 12, 1977

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

Dear Monte:

I have the following expenses to submit including the Miami trip for the Trustees' meeting last week. Will you please reimburse me at your convenience.

Miami Trip 5-23

Air fare	\$ 238.00
Hotel	27.04
Misc.	<u>8.00</u>
	\$ 273.04

Office exps. 83.20 (*Since 12/26*)

Executive Committee  
Lunch - 4-29 28.03

\$ 384.27

Enclosed is a letter from George Putnam, who rejoined the Board at the Miami meeting. Would you please reimburse him directly at the address shown. (*\$249.00*)

Also enclosed in Advice of Change in Payroll #425.

By the time this arrives you will presumably have seen the May 10 letter from Mr. Tucci to Joe Courand. I hope this can be straightened out satisfactorily, as we want to keep AID happy. You might tell Joe that Tucci was most complimentary about the School, and said that our audit was the best that they have seen in many a moon. Apparently we should hear word about the new grant from AID sometime in June or July.

Mr. Dixon

-2-

May 12, 1977

Joe mentioned at the meeting in Miami that you were somewhat under the weather, and I hope you are feeling better by this time.

Sincerely,

John W. Weeks  
Secretary-Treasurer

encs

April 4, 1977

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

Dear Monte:

Since writing you last on March 16, we have received two contributions deposited March 28 as follows:

John G. Smith \$1,000 (to be credited as a contribution from Guatemala). and

Carlos Ossenbach \$400.

Enclosed are the tax payment forms.

Sincerely,

John W. Weeks  
Secretary-Treasurer

encs

March 16, 1977

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

Dear Monte:

First, I wish to acknowledge yours of the 11th, just received today, with the enclosed pictures and information on the United Brands gift. I will pass these along to George Gardner, who was interested in knowing whether it had been received.

I also have received yours of the 4th referring to the retirement of Julio Pineda and enclose herewith a signed copy approving your computations, a signed copy of Advice of Change in Payroll #424, Federal Tax Deposit forms and, lastly, the Employer's Quarterly Federal Tax Return for the quarter.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosures



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

March 11, 1977

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

Dear Mr. Weeks:

Today I sent you the following radiotelegram, in reply to yours of yesterday date:

"United Brands Gift received letter follows."

Enclosed herewith is a copy of a letter we sent to Mr. Eduardo Aragon, thanking him for the gift, together with a copy of the press article which will appear in the local newspapers within a day or two. Clippings from the press will also be sent to you as soon as they are available.

With reference to your letter of February 24, last paragraph referring to a gift of \$3,750 from a Donald J. Mahoney, it is my understanding that this represents a gift of six bulls sent to the School, through the University of Florida, and arranged by Dr. J. R. Crockett, Associate Professor, Agricultural Research and Education Center, Belle Glade, Institute of Food and Agricultural Sciences, P. O. Drawer A, Belle Glade, Florida 33430. Research

Lastly, I enclose for your information, a copy of a note from Price Waterhouse & Co. Boston, to their Tegucigalpa office, indicating that the information required for our annual closing and final audit report will be delayed.

Sincerely yours,

*MC Dixon*  
Monte C. Dixon  
Comptroller

Enc.

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TEGUCIGALPA, HONDURAS  
CENTRO AMERICA

March 4, 1977

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

Dear Mr. Weeks:

Prof. Julio Pineda has just informed me that he will definitely be accepting early retirement as of May 1st.

A detail of the computations relative to his benefits is enclosed herewith for your approval, if in order.

Please return a signed copy for my files.

Sincerely yours,



Monte C. Dixon  
Comptroller

cc: Mr. Joseph S. Courand  
Prof. Julio Pineda R.

*Copy returned to Dixon on 3/16*

ESCUELA AGRICOLA PANAMERICANA

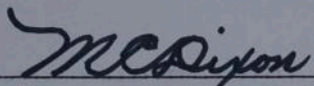
NAME: Julio Pineda Rodriguez  
DATE OF BIRTH: November 15, 1916  
DATE OF EMPLOYMENT: May 7, 1950  
DATE OF ENTRY IN PLAN: July 1, 1950  
NORMAL RETIREMENT DATE: December 1, 1981  
EARLY RETIREMENT DATE: May 1, 1977

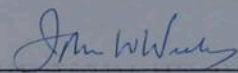
Retirement computation (Final 5 year average salary L. 19,368.00)  
L. 19,368.00 X 46.96 X 83.5% = L. 7,594.50 Retirement benefits  
Death benefit computation (Salary as of April 30, 1977 L. 25,200.00)  
L. 25,200.00 X 83.5% = L. 21,042.00 Death Benefits

Combined benefits -		<u>Monthly</u>	<u>Annually</u>
Retirement benefits	L.	632.88	L. 7,594.50
Advance on death benefits		<u>175.35</u>	<u>2,104.20</u>
Total benefits for 9 years	L.	<u>808.23</u>	L. <u>9,698.70</u>
Benefits after 9 years (For life)	L.	<u>632.88</u>	L. <u>7,594.50</u>
Severance pay - 8 months at L. 2,100.00 = Total	L.		<u><u>16,800.00</u></u>

CORRECT:

APPROVED:

  
\_\_\_\_\_  
Monte C. Dixon  
Comptroller

  
\_\_\_\_\_  
John W. Weeks  
Secretary - Treasurer

MD

DATE: March 16, 1977



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

19 February 1977

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

Dear John:

It was with great pleasure that I received the good news from Monte Dixon of the United Brands Foundation's decision to contribute \$30,000 to the E. A. P.

Upon receiving confirmation of the donation, I will arrange for an appropriate celebration and insure that the necessary publicity is given to this most generous gesture. Should you know of any members of the Company's top management who plan to be in Honduras following the granting of the donation, please let me know so that the celebration can be scheduled to include them.

As you know, a committee consisting of several professors has been formed in order to generate additional donations in Latin America. The former student association (AGEAP) has been requested to aid in this respect though its chapters located throughout the various countries where our graduates reside. A list of potential donors is being compiled and a pamphlet to be sent to individuals and corporations who might be interested in donating to the E. A. P. is being designed.

Any comments and suggestions that you might have concerning the financial situation, fund raising and other aspects of the School operation will, naturally, be most welcome.

Sincerely,

*Joseph S. Courand*  
Joseph S. Courand  
Director

JSC/aml

February 24, 1977

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

Dear Monte:


Thanks for yours of the 16th. First, with respect to the \$30,000 deposit on January 4; this has to be the payment coming through Paine Webber corresponding to endowment income. As I previously reported on February 8, the United Brands contribution of \$30,000 will be coming directly to the School and will not therefore appear as a deposit through this office. Please refer to my letter of February 8.

I have now received the check for the Delaware Secretary of State, and have already mailed in the Franchise tax report.

Enclosed is the Advice of Change in Payroll #423, duly executed.

Lastly, I have mailed the auditors' requests for confirmation of gift directly to the Grace Foundation and to IBM. I have, however, no record of a contribution from Donald J. Mahoney, so am unable to determine where I should send this letter. I do note, however, that a Donald J. Mahoney made a contribution of \$3,750, so it must have come through your office, and will you therefore please send me the correct address for mailing this letter.

Sincerely,



John W. Weeks  
Secretary-Treasurer

enc



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

February 16, 1977

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 February 8, reporting on the \$30,000 contribution to EAP by the United Brands Foundation.

In the bank statement for the month of January, there is a deposit made on January 4 for the above amount. Would you please check and let me know if this is the deposit to which you refer.

As soon as confirmation is received that the donation has been deposited, the Director will arrange some sort of a ceremony at the School to give some publicity to this gift. If a Boston representative of United Brands Foundation will not be in Honduras at the time, perhaps we could invite the General Manager of the Tela Railroad Company to represent UB at the ceremony.

A check for \$10 payable to the Secretary of State, Dover, Delaware, was mailed to you on February 5.

Sincerely yours,

*Monte C. Dixon*  
Monte C. Dixon  
Comptroller

cc: Mr. Joseph S. Courand

THE FIRST NATIONAL BANK OF BOSTON  
 BOSTON, MASSACHUSETTS 02110

Date 1/4 1977

DEPOSITED  
 for Account of

ACCOUNT NUMBER

507-6862

ESQUELA AYUDOLA  
 NAME OF ACCOUNT

507-6862

000150100030000000

	DOLLARS	CENTS
CASH		
CHECKS		
LIST EACH SEPARATELY		
1	30 000	—
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
TOTAL	30000	—

All Items are received by this Bank for purposes of collection and all credits for Items are provisional.



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

February 9, 1977

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 donation made to the School by Mr. Thomas D. Cabot.

Will you kindly arrange to have the amount credited  
to the Endowment Fund Principal Cash account.

Sincerely yours,

A handwritten signature in cursive script that reads "MCDixon".

Monte C. Dixon  
Comptroller

cc: Mr. John M. Blewer  
Mr. John W. Weeks



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS

Apartado 93

February 5, 1977

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

As requested in your letter of January 17, I enclose herewith 7 duplicates of certificates of membership in the retirement plan duly signed by the members for your files.

Also enclosed is a check for \$10.00, payable to Secretary of State, Dover, Delaware, as requested.

Within a week I will send you a report on the Retirement plan for the past year, as well as the pension plan assets as of 1-1-77.

Sincerely yours,

*MC Dixon*  
Monte C. Dixon

February 8, 1977

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

Dear Monte:

With respect to contributions, I have just been informed by the United Brands Foundation that they have approved a \$30,000 contribution to EAP, and you should therefore be receiving a check in the near future. In this connection, I was also advised that they would want some sort of a ceremony at the School to give some publicity to this gift. I seem to recall that this has been done in the past, but you should probably advise Joe Courand.

In my letter of January 17 I advised that I will need a check for \$10 payable to the Secretary of State, Dover, Delaware, to cover the annual Delaware franchise tax due on March 1. I repeat this request in case the first letter got lost in the mails.

Lastly, I enclose tax forms.

Sincerely yours,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enc  
cc: Dr. H. Popenoe



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

\*

31 January 1977

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

Dear John:

In reference to your letter to Hugh Popenoe regarding the possible interest that our graduates might have in the training offered by Arthur D. Little's Management Education Institute, Inc. in Agro-Industrial and Industrial Development, I believe that there is a possibility of some of our former students being desirous in participating.

Since the cost is quite high the interested former students would in most cases have to convince their employers as to the advantages of paying for their training. The willingness of the different agro-industry enterprises to pay the \$16,000 involved will depend upon the reputation that the Institute has attained in Latin America.

I have given the brochure and the application forms to our registrar, Amado Pelen, who handles the affairs of our graduates so that he can look into the matter. It would be a good idea to send additional forms and brochures so that Mr. Pelén can mail them to the different Chapters of the Association of Graduates of the EAP (AGEAP) to see if any interest can be generated.

The academic year has gotten off to a smooth start and we have begun to implement the recommendations made during the last Board of Trustees meeting, including the seeking of additional donations, the improving of the cost accounting system and the recruiting of competent technicians to upgrade the faculty and assist in the execution of the additional program undertaken by the E. A. P.

It was a pleasure to be with you during the graduation and I will look forward to hearing from you in the near future.

Sincerely,

*Joe*  
Joseph S. Courand  
Director

JSC/aml

January 31, 1977

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

Dear Monte:

Since my last letter of January 17, I have made the following deposits:

On January 18 - Mrs. Marion B. Stroud	\$ 100.
On January 26 - Thomas D. Cabot (restricted to endowment)	5,000.
On January 31st - The S. S. Johnson Fdn.	250.

Lastly, I enclose a bill from the CT Corporation.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enc

January 17, 1977

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

Dear Monte:

In response to yours of the 10th, enclosing the 7 applications for membership in the retirement plan, I enclose the necessary certificates of membership in duplicate. Will you please have these signed and return one copy to this office, as is customary.

Also enclosed is Advice of Change in Payroll #422.

With respect to our Retirement Plan, I have contacted Mr. William Carroll, our consulting actuary, to see if he will make an analysis of the plan so as to determine whether the School should be continuing its contribution or whether it can be omitted again. Would you therefore send me as soon as convenient the most recent report of the plan for the past year, and also the total of pension plan assets as of 1-1-77.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosures

P. S. The Delaware Annual Franchise tax is due on March 1, and I will need, as usual, a check for \$10. payable to Secretary of State, Dover, Delaware. I can fill out the form, so all I need is the check from you.

January 13, 1977

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

Dear Monte:

Since my last letter of the 6th, I have received the following two contributions which should be included in the total for 1976.

Deposit of January 11	Theodore Barth Foundation \$1,000.
Deposit of January 13	George P. Gardner, Jr. \$1,015.66

Also enclosed are the Federal Tax Deposit Forms.

Sincerely,

encs

John W. Weeks  
Secretary-Treasurer

January 13, 1977

Dr. Hugh L. Popenoe  
University of Florida  
Center for Tropical Agriculture  
McCarty Hall 2001  
Gainesville, Florida 32601

Dear Hugh:

The other day I learned of Arthur D. Little's Management Education Institute, Inc. which, as you can see from the enclosed, is an intense graduate training with studies in Agro-Industrial and Industrial Development.

As you undoubtedly know, Arthur D. Little is one of the world's leading management consulting firms and they are trying to build up this new graduate program. Since they are trying to expand into Latin America so that all the concentration will not be on Africa, Asia, etc., and since the program might be helpful to some of our graduates at EAP, I thought I should at least bring it to your attention.

I am sending a copy of this letter and another brochure to Joe Courand, and will be interested in your collective judgment as to whether any graduate Zamoranos would be interested and could use such a course.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosure  
cc: J. Courand

January 6, 1977

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

Dear Monte:

Since my last letter on the subject of contributions, dated December 17, I have made the following deposits all representing unrestricted contributions made in 1976.

December 22 -	John W. Weeks	\$ 1,016.51
	J. W. Miller	<u>100.</u>
	Total	\$ 1,116.51
December 23	Dr. C. Coolidge	1,102.33
December 29	Nichols Foundation	500.
	Gardner Ch. Trust	500.
	Charles Stillman	<u>100.</u>
	Total	\$ 1,100.
December 30	Austin Ashley	500.
Jan. 3, 1977	United Brands Fdn.	1,000.
	Alfonso Fanjul	100.
	Gaylord Donnelley	<u>250.</u>
	Total	\$ 1,350.

Enclosed are the following: Employer's Tax Guide, Advice of Change in Payroll #421, and federal tax deposit forms.

I know of at least one more contribution for 1976 which involves a stock gift, and will report this as soon as I have a total. Otherwise, 1976 is just about complete from the standpoint of donations from this end.

For your information, the balance in the Special Account at year end was \$199.92.

Sincerely,

encs



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA HONDURAS  
Apartado 93

December 21, 1976

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

Dear Mr. Weeks:

Thank you for your letter of December 9 reporting on contributions and other deposits.

As requested I enclose herewith a check for \$673.23, covering your latest bill as detailed therein.

Yes, I'm still on my diet, and my doctor told me, yesterday, that my heartbeat is now almost back to normal.

With best wishes for the Christmas Season.

Sincerely yours,

Monte C. Dixon  
Comptroller

Enc. Check #4432

December 20, 1976

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

Dear Monte:

This will acknowledge, with thanks, yours of the 10th. My notes of the Trustees' meeting confirm the Director's understanding that there should be a \$25,000 cushion, and I agree with your way of handling this.

I also acknowledge Mr. Courand's letter of the 10th on the subject of salary increases, and return Advice #420, duly signed for your records.

I am also enclosing form 941, Federal Tax Return.

Sincerely,



John W. Weeks  
Secretary-Treasurer

JWW:b  
Encs



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

•  
Apartado 93

December 10, 1976

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

Dear Mr. Weeks:

For your approval we enclose herewith Advice No. 420, covering salary increases proposed for January 1, 1977.

Because of increased inflation, a 5-percent "one step" salary increase (in line with our salary scale) is proposed for all faculty and staff personnel.

In addition to the above, there are four employees, namely: Casco, Cojulun, Dixon, and Obando whom, it is felt, merits additional consideration at this time.

The total increase recommended is approximately 6-percent of actual salaries, including the salaries of an Associate Director and a Head for Plant Sciences which have been budgeted but not shown on the attached detail.

After approval, will you kindly return a signed copy of the above advice for our records.

Sincerely,

*Joseph S. Courand*  
Joseph S. Courand  
Director

Enclosure

cc: Mr. Monte C. Dixon



ESCUELA AGRICOLA PANAMERICANA  
TEGUCIGALPA, HONDURAS

•  
Apartado 93

December 10, 1976

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

Dear Mr. Weeks:

Our proposed Operational budget for 1977 was originally estimated at \$1,373,000.

The Director has just informed me that it was his understanding that the above figure should be increased by \$25,000 to provide a "cushion" fund in order to attract more qualified key administrative and academic personnel.

Mr. Courand has suggested that I get confirmation from you on the above and, if so, we will also increase estimated gifts from Corporations & Corporate Foundations by an equal amount so as not to show a deficit on the reports.

Sincerely yours,

Monte C. Dixon  
Comptroller

cc: Mr. Joseph S. Courand

December 17, 1976

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

Dear Monte:

I have some further contributions to report as follows:

Deposit of December 13 for \$1,050 included Charles A. Meyer \$1,000, the Meek Foundation \$25, and Elizabeth P. Moreton \$25 (previously reported as December 9 deposit). Deposit of 12/17 - Donald Richards \$1,000, Edward Glazener \$10 - total \$1,010.

Enclosed is a copy of the letter from Donald Richards, indicating how he wishes the gift to be used.

I also enclose a communication from AID in Washington which should be returned to Technical Assistance Bureau, Editor of the ARDA, Agency for International Development, Washington, D. C. 20523.

Sincerely yours,



John W. Weeks  
Secretary-Treasurer

JWW:b  
enclosures

December 9, 1976

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

Dear Monte:

First, I confirm the cable we sent to you the other day advising about the deposit on December 6 of \$48,577.50 corresponding to the ASHA '75 grant, voucher #8.

Since your November 30th statement on contributions we have received the following:

Deposited 11/22	George T. Putnam, Jr.	\$	400.
Deposited 11/26	John R. Kimberly		1,200.
Deposited 12/6	Mrs. George C. Shattuck		50.
Deposited 12/9	Elizabeth P. Moreton		25.

I meant to give you my latest bill when I was in Zamorano, which is as follows:

Office expenses		\$	180.13
Zamorano trip - 12/2			
airfare	\$	441.82	
taxis		18.00	
hotel		<u>33.28</u>	<u>493.10</u>
		\$	673.23

I enclose tax forms from the First National Bank.

I do hope you are feeling better and continue on your diet.

With best wishes for the Christmas Season.

Sincerely,

John W. Weeks  
Secretary-Treasurer

encs

November 24, 1976

Mr. Joseph Courand  
Escuela Agricola Panamericana  
Apartado 93  
Tegucigalpa, Honduras

Dear Joe:

One of the companies we do not seem to have received a contribution from in 1976 is Gillette. Back in February of '75 we were communicating with Sr. O. Gonzalez, Gerente General, Compania Interamericana Gillette, S.A., Zona Libre de Colon, Panama. I suggest that you contact him immediately in the hopes that we can continue the company on our list of donors for this year. The latest communication was February 22, 1975, from Kermit.

It now appears from our records that we will have fifteen in attendance at the meeting next week, and in addition to those reported to you previously, there will be Kimberly, Coolidge & Heurtematte.

As I reported to you before, I plan to be arriving on the Friday morning flight on TAN, and assume there will be several others with me.

Looking forward to seeing you.

Sincerely,

John W. Weeks  
Secretary-Treasurer

November 16, 1976

Mr. Joseph Courand  
Escuela Agricola Panamericana  
Apartado 93  
Tegucigalpa, Honduras

Dear Joe:

This morning I talked with a Mr. Gothard from the audit office of AID in Washington. They are about to do an audit of EAP, I believe in connection with ASHA Grant '75. He told me that this would be done by their Panama audit department, who would be getting in touch with you directly. Normally they do this in the month of December, and I told him I thought this would be a satisfactory time unless some of the persons to be contacted would be away on vacation. In any event, you will presently hear from somebody in AID from Panama.

Earlier in the week Hugh Popenoe's office advised that due to your cash squeeze you needed \$50,000. I talked to Hugh and we agreed to "borrow" from the endowment. Since I had just previously deposited \$9500, I decided to only withdraw \$40,000 from the endowment fund. This has now been accomplished, and I cabled Monte Dixon today to that effect.

In connection with our up-coming meeting, I have now been informed that 12 trustees plan to be in attendance. These include Rosengarten, Malo, Popenoe, Stillman, Reitz, Roberts, Smith, Cruz, Mejia, Laniado, Gardner and myself. For your further information, Jorge Mejia will be arriving on Shasha flight #900 at 9:30 a.m. on Friday, December 3. As far as I know, I will be coming in on the TAN flight on Friday. I will advise you sometime next week about the latest head count.

Looking forward to seeing you.

Sincerely,

John W. Weeks  
Secretary - Treasurer

JWW:b

*copy to Hugh Popenoe*

*File*

May 6, 1976

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

Dear Monte:

At the time of the meeting in Miami on Tuesday, I asked Joe Courand to take for you a bill I received from the IRS, and this is just to let you know that it should be taken care of promptly on his return. Also, for your information, I deposited on May 3rd \$7,776.50, corresponding to ASHA '75, voucher 6 payment.

Lastly, here is a resume of expenses since the first of the year showing office expenses of \$95.35 and Annual Meeting trip expenses of \$424.72, making a total of \$520.07.

- (1) Office Expenses to 4-30-76  
xerox, postage, telephone, cables, etc.      \$ 95.35
- (2) Miami trip - Annual Meeting May 3/4 1976
 

air fare	\$ 224.00
hotel - room	20.80
hotel function room & lunch	172.67
parking & tolls	<u>7.25</u>
	424.72
	\$ 520.07

Would you kindly reimburse me at your convenience.  
Best regards.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TEGUCIGALPA, HONDURAS  
CENTRO AMERICA

April 28, 1976

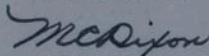
Mr. C. Crompton Earle  
Paine, Webber, Jackson & Curtis, Inc.  
100 Federal Street  
Boston, Massachusetts 02101

Dear Mr. Earle:


Enclosed herewith is our check for \$19,959.43 representing interest for the year 1974 on Retirement Plan Assets, which are commingled with Assets of the Restricted Endowment Fund.

Will you kindly arrange for deposit of this check to the credit of the Endowment Fund Principal Cash Account.

Sincerely yours,

  
Monte C. Dixon  
Comptroller

Enc. Check #42909

cc: Mr. John W. Weeks 

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TEGUCIGALPA, HONDURAS  
CENTRO AMERICA

April 24, 1976

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

Dear Mr. Earle:

Enclosed is our check for \$5,000.00, corresponding to a donation made to the Endowment fund, by Mr. Thomas D. Cabot.

Will you kindly arrange to have the amount credited to the Endowment Fund Principal Cash Account.

Sincerely yours,

*MC Dixon*  
Monte C. Dixon  
Comptroller

Enc. Check #4276

cc: Mr. John W. Weeks ✓

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TEGUCIGALPA, HONDURAS  
CENTRO AMERICA

April 9, 1976

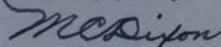
Mr. John W. Weeks  
Secretary-Treasurer  
Escuela Agricola Panamericana  
Museum of Science  
Science Park  
Boston, Massachusetts 02114

Dear Mr. Weeks:

I have just received your letter of April 2, and am pleased to inform you that Price Waterhouse will complete the annual audit today. I have just shown your letter to the auditor, who is here with me in the office, and he has promised to have the reports in my hands by the 20th or 21st, in order that I can have Mr Courand take them to you for the Executive Meeting on April 23rd.

Our annual report should also be ready for the above Meeting.

Sincerely yours,

  
Monte C. Dixon  
Comptroller

April 2, 1976

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

Dear Monte:

Since my last letter of March 10, I have wired you that I deposited on March 30, \$5,916.48, corresponding to ASHA '75, voucher #5.

Today I deposited \$500 from Mr. Francisco de Sola.

With respect to yours of March 1, last paragraph, I assume that Mr. Cabot's gift is restricted to the "Restricted Endowment Funds."

Going back to my letter to you of March 1, have you contacted Price Waterhouse, and what is the news on the audit? We are hopeful of having everything wrapped up by the May 4 meeting in Miami, which means that Price Waterhouse should push to complete the job if we are to get our annual report ready. Please let me know about this.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b

March 10, 1976

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

Dear Monte:

Since writing you last on the subject of contributions, I have made the following deposits: On February 4, Mr. & Mrs. Robert Gregg \$100 - on March 3, Norman L. Cahners \$500 - on March 5, IBM World Trade Corporation \$3,000.

Today I received and deposited a U. S. Treasury check amounting to \$252.99. The check had the following notation on it - F-941 REF Andover 06. Other than this I have no knowledge about this check. Presumably it is a refund for taxes paid, but I have no further knowledge of it.

For the record, I wired you on March 8 that I had deposited \$6,595.84, covering the ASHA '75 voucher #4 request.

Lastly, I enclose the usual bank tax payment forms.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
Enc

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TEGUCIGALPA, HONDURAS  
CENTRO AMERICA

March 1, 1976

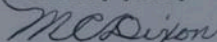
Mr. John W. Weeks  
Secretary-Treasurer  
Escuela Agricola Panamericana  
Museum of Science  
Science Park  
Boston, Massachusetts 02114

Dear Mr. Weeks:

As instructed in your letter of January 23rd, I am reporting in February Mr. Cabot's gift of \$5,000 as "restricted to capital funds."

It is not clear to me if the above gift is intended for capital improvement to the physical plant, or to be added to the Restricted Endowment funds. Will you please clarify.

Sincerely yours,



Monte C. Dixon  
Controller

March 1, 1976

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

Dear Monte:

Back around the end of January, I contacted United Brands here in Boston relative to Price Waterhouse completing the audit on the Endowment Fund, and they told me at that time the auditors would be getting to the work early in February. In checking with Jim McLaughlin at United Brands today, I discover that the work's been finished. However, it appears that Price Waterhouse here has not received instructions from Price Waterhouse in Tegucigalpa to do the work. Therefore, to make it all "legal," they should get word to their Boston office that they are waiting for the information.

Jim suggests that I ask you to ask them to find out the status of this work, or whatever they feel they have to do to get the information, which is apparently ready. I must admit I don't quite understand why PW Honduras doesn't give better instructions to its Boston office.

Sincerely,

John W. Weeks  
Secretary-Treasurer

From BOSTON Office To TEGUCIGALPA Office  
Date January 29, 1975

Client Code \_\_\_\_\_

Re: Escuela Agricola Pan-Americana

3-7-75  
J. G. Jepsen  
L.L.C.  
ACKNOWLEDGED

Pursuant to your letter of January 3, 1975, we have communicated with United Brands personnel as to the status of the School's accounting records. Presently, due to the work load involved with United Brands' own closing, we have been informed by the Company that the School's investment records will not be available for audit until late March 1975. We would expect to send you our conclusion on the requested audit work shortly thereafter.

262-3000  
429

PRICE WATERHOUSE & CO.

By E. G. Jepsen

February 9, 1976

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

Dear Monte:

Enclosed is a bill from CT Corporation, which I wish you would take care of.

On February 4 I deposited \$60,000, corresponding to the Lilly Endowment Inc. grant. Today I deposited \$12,505.94. This includes the AID/ASHA 75 voucher #3 payment of \$12,480.94 and an unrestricted contribution from Mrs. Henry Lyman of \$25.

Sincerely yours,



John W. Weeks

Secretary-Treasurer

JWW:b  
Enclosure

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TEGUCIGALPA, HONDURAS  
CENTRO AMERICA

January 12, 1976

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

Dear Mr. Weeks:

I acknowledge with thanks your letter of January 5, reporting on contributions corresponding to 1975.

These will be recorded as reported, and I will also change the monthly Detail of Contributions, sheet #7, as suggested.

When you report on the two pending stock gifts, will you also please confirm the balance of your Special Account, as of December 31, 1975, for auditing purposes.

As soon as we receive this information, plus the information on the Restricted Endowment and Retirement funds, from United Brands Office, or Price, Waterhouse & Company, New York Office, we can close 1975 Operations.

Sincerely yours,  
*MCDixon*  
Monte C. Dixon  
Controller

*sent  
to Monte  
on 1-23*

*File*

XXXXXXXXXXXXXXXXXXXX  
Museum of Science Science Park  
Boston, MA 02114

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

Janjary 23, 1976

Dear Monte:

I acknowledge, with thanks, yours of the 13th, enclosing three applications for membership in the Retirement and Death Benefit Plan.

I enclose, herewith, the duplicate certificates issued to these three employees. Will you kindly have these accepted, dated, and a copy returned to this office.

I also acknowledge yours of the 16th, and thank you for the check for \$10 payable to the Secretary of State, Dover, Delaware. In connection with that same letter, I have forwarded along the signature cards signed by Joe Courand and other necessary documents to include his name among the signers on our account.

With respect to the Special Account, #504-9019, at the First National Bank of Boston, the balance on deposit December 31, 1975 was \$199.92.

I enclose herewith Advice of Change in Payroll #413, duly executed.

Lastly, with respect to gifts, the last gift for 1975 was \$1,000, deposited on January 13, from United Brands. Adding to this, their \$30,000 also for 1975, brings the total gifts to \$31,000, according to my records. The first gift in 1976 is from Mr. Thomas D. Cabot for \$5,000, restricted to capital funds according to his letter to me of January 22.

Best regards,

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

ESCUELA AGRICOLA PANAMERICANA

APARTADO 93

TESUCIGALPA, HONDURAS  
CENTRO AMERICA

January 16, 1976

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

Dear Mr. Weeks:

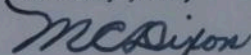
I acknowledge with thanks your two letters of January 8 and 9. The check for \$10.00, in favor of Secretary of State, Dover, Delaware, requested in your January 8 letter, is enclosed.

I have also airmailed today a check for \$49.50, in favor of Bingham, Dana & Gould, to Mr. Ashley, as requested.

The Kimberly-Clark Foundation letter, concerning their contribution and pledge has been received.

Lastly, I returned to you signature cards, signed by Joe Courand, on December 31, 1975, trust you have received them before now.

Sincerely yours,

  
Monte C. Dixon  
Comptroller

Enc. Check #4213

January 9, 1976

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

Dear Monte:

I enclose herewith an invoice just received from Mr. Ashley's firm, Bingham, Dana & Gould, for work done in connection with the School's Restated Certificate of Incorporation, a copy of which is enclosed herewith for your files. Would you kindly reimburse Bingham, Dana & Gould directly, with a covering letter to Mr. Ashley.

In my letter to you yesterday I mentioned gifts from Gardner and Larsen. I should have noted that these are 1975 gifts. I also should have sent you a copy of the Kimberly-Clark Foundation letter, concerning their contribution and pledge, and this is now enclosed herewith.

Lastly, I have today deposited a check for \$965.72, representing my contribution, and this is also a 1975 gift.

I have not yet received the signature cards forwarded to you on December 19.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

January 8, 1976

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

Dear Monte:

First, I will need a check for \$10, payable to the Secretary of State, Dover, Delaware, covering the annual franchise tax due to be paid by March 1 each year. On the basis of previous reports, I believe I can take care of the information needed to complete it. Will you please send me a check at your earliest convenience.

Since my last letter of the 5th, I have received the following two gifts, deposited on January 7:  
George P. Gardner, Jr., \$1216.54 and Roy E. Larsen, \$100.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b

January 5, 1976

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

Dear Monte:

Since writing to you last on the subject of contributions, I have the following to report, all corresponding to 1975:

Deposit Date

November 28	George E. Putnam	\$ 300.00
December 11	Austin S. Ashley	750.00
December 19	Mrs. Marion B. Stroud	100.00
December 19	Elizabeth P. Moreton	25.00
December 26	Donald P. Berens, Jr.	75.00
December 26	Henry Luce III	200.00
December 29	William J. Carter	30.00
December 29	Hugh L. Popenoe	500.00
January 2	Charles A. Meyer	1,000.00
January 2	Gaylord Donnelley	250.00
January 2	The Meek Foundation	25.00
January 5	Kimberly-Clark Fdn.	5,000.00
January 5	Charles L. Stillman	250.00
January 5	Walter Goeppinger	20.00
		<u>\$ 8,525.00</u>

In addition to the above there are at least two other stock gifts of which I am aware, also corresponding to 1975, but which will be deposited sometime in the next few days.

I enclose, herewith, (1) Advice of Change in Payroll #412 and (2) bill forwarded to me by Dr. Popenoe covering the Annual Report.

I have a suggestion for a change on your Detail of Contributions, sheet #7 of the monthly reports. I think it would be clearer if the heading under "Individuals" were to be "individuals and individual foundations." You could then move Gardner Charitable Trust to its proper category as an "Individual foundation." Furthermore, on the right hand side of this sheet you show "Unrestricted (Honduras, Central America).

January 5, 1976

-2-

Monte D. Dixon

I think it would be clearer to simply say "unrestricted (Latin America), since several of the corporate gifts come from outside Honduras.

Happy New Year to all of you.

Sincerely,

John W. Weeks  
Secretary-Treasurer

JWW:b  
encs

January 2, 1976

Mr. Joseph Courand  
Escuela Agricola Panamericana  
Apartado 93  
Tegucigalpa, Honduras

Dear Joe:

This morning I had a telephone conversation with John Blewer who runs our endowment fund portfolio from his office in New York. He is taking a trip around Latin America and plans to stop by and visit the School again, if that is convenient with you. According to his schedule, he will be arriving at 3:35 p.m. in Tegucigalpa on Thursday, January 15 via TAN, flight 971. I told him I thought you would be able to send a car into pick him up, and you could put him in the guest house the two nights he plans to be at the School.

I am enclosing tax receipt forms for Monte Dixon.

Lastly, I hope things are going well for you as you start out another school year in your new role.

Happy New Year to you all.

Sincerely,

John W. Weeks

Secretary-Treasurer

JWW:b  
encs



ESCUELA AGRICOLA PANAMERICANA  
TRUJICUALPA, HONDURAS

December 7, 1975

Mr. Kermit H. Adams:

Re: Outside Employment and Conflict of Interest

I have read with interest the memoranda covering the above, which was sent to you by Dr. Hugh Popenoe, and have used from it freely in the preparation of the attached memorandum, dated May 12, which I propose for adaption.

The Vo. Bo. by the Comptroller is really not all that important, and may be omitted. It is intended where School facility use is involved. For instance, checking the basis for arriving at a reasonable fee, etc. At any rate, it is my feeling that a copy of all approved applications should be made a part of the personnel files maintained in the accounting department.

If I can be of any further help to you in this connection, please let me know.

*Medison*  
Monte C. Dixon  
Comptroller

MCD/omb

ESCUELA AGRICOLA PANAMERICANA

Draft

El Zamorano, F.M.  
December 7, 1975

MEMORANDUM

TO: FACULTY AND STAFF

FROM: Kermit H. Adams, Director

SUBJECT: Outside Employment and Conflict of Interest

The School knowledgeable of the value of its personnel in many types of consulting and other external employment, has established a policy on outside employment and conflict of interest for employees working at E.A.P.

This policy applies to all faculty, administrative and professional staff, and career service employees; and, its guidelines concerning outside or dual employment are as follows:

- 1.- An application for outside employment must be submitted to the Director for approval.
- 2.- All requests for outside employment submitted to the Director must be channeled through the Department chairman and have the approval of the appropriate Associate Director, and the School's comptroller, to insure that there is no conflict of interest involved, and that such outside employment will in no way interfere with the employee's duties here at the School.
3. Any outside employment, in which there is obvious conflict of interest or, which interferes with the regular work of the employee, is prohibited.
4. Authorization for outside employment is granted for a specific period of time, not to exceed one year, after which a new application should be filed.
5. Outside employment will not be permitted where the employment to be rendered falls within the services for which that person is employed by the School.
6. No School employee may use his staff, office, or other School facilities for the practice of his profession or consulting activities without specific administrative approval. (Note attached form procedures to be followed in securing approval for use of School facilities) One condition of such approval will be the payment in advance of a reasonable fee to the School for the use of these facilities.
7. The Director shall submit a summary report to the Board of Trustees at their biannual meeting listing by name and position those employees having outside employment, and certifying that to the best of his knowledge and belief, there have been no violations, or if there have been violations to this policy, such violations and the corrective actions taken or recommended.

This action is directed at no individual or group; but, rather, it is intended to protect you and the School from possible public embarrassment in the future. Therefore, if there are any of you presently involved in outside employment with possible conflict of interest, you are requested to immediately initiate an application on the enclosed form for this purpose.

The responsibility for compliance with these regulations lies primarily with the individual. However, the Heads of Department should take appropriate steps to make certain that all personnel within their administrative jurisdiction fully understand and comply with these regulations.

#### Outside Employment

The term "Outside employment" is intended to mean any type of activity, other than School-related responsibilities, for which School personnel may receive financial compensation, in any form, whether it be called an emolument, stipend, gratification, fee, or wage.

The term "Outside employment" also includes business activities in privately owned enterprises.

#### Conflict of Interest

To help avoid conflict of interest in outside employment we ~~should~~ have a policy dealing with standards of conduct, and practice a code of ethics. ~~Such~~ <sup>This</sup> code in general terms ~~provide~~ provide<sup>s</sup> the following:

1. No officer or employee shall accept any gift, favor or service which might reasonably tend to improperly influence the discharge of official duties.
2. No officer or employee shall use his position to secure special privilege for himself or others.
3. No officer or employee shall disclose confidential information or use such for personal gain.
4. No officer or employee shall transact business in his official capacity with any business entity of which he is an officer, or owns a controlling interest.
5. No employee or member of his immediate family shall have any interest in or receive compensation from contracts let, or from the sale of School equipment, materials supplies or products.