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5th Floor, Hunt Library
Carnegie Mellon University
4909 Frew Street
Pittsburgh, PA 15213-3890
Telephone: 412-268-2434
Email: huntinst@andrew.cmu.edu
Web site: www.huntbotanical.org

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About the Institute

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

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

*file -
John Smith*

10a. Calle 3-17, Zona 10
Cuerto Nivel
Apartado Postal 376 "A"
Guatemala, Ciudad

Guatemala
November 20, 1984

Mr.
George P. Gardner Jr.
100 Federal Street
Boston Massachusetts 02101

Dear George:

Thank you for the letter that you sent me to Miami with Jim Hughes.

In order to conform strictly with our Certificate of Incorporation and our By-laws, it is essential that the nominating committee present to the corporation meeting in May 1985 any changes recommended in the membership of the Board of Trustees. The following steps might be desirable:

- 1) Increase the number of trustees from the current 24 to the maximum 25. This is a decision of the Board of Trustees or the members of corporation (Article III, Section 2).
- 2) Elect Charles B. Wheeler as a member of the Board. He was left off at the Wilmington meeting but there was a general consensus at the recent meeting that he should be back on.
- 3) The nominating committee might consider removing from the Board certain inactive members such as Kimberly, (Class 85) by making him an honorary Trustee and Winthrop (Class of 86). Both have made useful contributions as trustees but, if by inclination or because of other occupations they can no longer devote time to the school they might be pleased to have the opportunity to resign. I think Fred Winthrop could be a most useful Board member but, it appears that he simply does not have the time. This matter is stated here very baldly as between you, Wayne Reitz and myself but, it would obviously have to be handled with great tact.

. . . /

- 4) This could give the opportunity to nominate new trustees from your short list of Mike Retolo, Roy Smith and Francisco De Sola Jr., whom I strongly support. Board members had an opportunity to meet him at dinner in Miami last Thursday when he presented a check to cover his Father's legacy. He is a Latino of the Eleta Type, completely bilingual, much travelled and with far flung business interests, though obviously not yet as influential as Fernando Eleta or Chico De Sola.

The Board of trustees at it's next meeting in May would have to elect officers. At the recent meeting it was resolved to appoint a Vice-Chairman, which I support.


Fito Midence was suggesting Sam Stone as Vice-Chairman but I managed to persuade him to submit his suggestion to the nominating committee rather than insist on a vote being taken immediately at the Board meeting.

In view of Austin Ashley's resignation as Treasurer the Board asked John Weeks, as assistant Treasurer to act until the May meeting when a new Treasurer would be appointed. There is a strong feeling in favor of Jim Hughes for this post but in line with custom and the action taken over the Vice-Chairman I did not attempt to push his nomination through.

I agree with you that we must find a new Secretary as we have abused too long of Wayne's kindness. Fritz Rosengarten would seem to be the best candidate if he can be persuaded. Could you not give him a lunch if he is in Boston some time and try out your persuasive powers? I believe he will be in Guatemala in February and I could try him out at that time if necessary. If he will not do it I frankly do not know where to turn unless it be George Putnam or Sam Stone who are both badly placed geographically.

There is a lot of action needed by the nomination committee and I hope you can get a consensus by mail or telephone if you can not meet face to face. We will expect a progress report at the Executive Committee meeting in March.

Sincerely,



John G. Smith

/gm

cc/ J. Wayne Reitz

10a. Calle 3-17, Zona 10
Cuarto Nivel
Apartado Postal 376 "A"
Guatemala, Ciudad

Guatemala
November 20, 1984

Mr.
Francisco R. R. De Sola
33 Giralda Avenue
Coral Gables, Florida 33134

Dear Chaco:

It was a great pleasure for the Board of Trustees to have you with us for dinner recently in Miami. At the meeting on the following day the Board asked me to convey to you their sincere appreciation of your Father's generosity.

The use that will be made of your Father's legacy was discussed in your presence and subsequently without any firm decision having been made. For the time being the funds will be added to our endowment fund in a segregated account. I expect that the executive committee will make the final decision at their next meeting.

I would also like to thank you for your kind offer to present to the school a painting of the school by Velásquez which currently hangs in your Father's study. This important painting will be hung in a prominent site at the school and an appropriate plaque will be added.

May I add my personal thanks to you, your Mother and Sisters for your generosity.

Sincerely yours,



John G. Smith

/gm

cc. J. Wayne Reitz, Secretary
Dr. Simon E. Malo, Director

August 24, 1984

Mr. John Smith
Agropecuaria La Laguna S.A.
Apartado 376A
Guatemala City, Guatemala C.A.

Dear John:

In preparing for our meeting on September 7, things are going well and I believe we will have an attendance of about 16-17 members of the Board. Unfortunately Burke Wright cannot attend, but George Putnam and the Boston contingent will be there along with a good representation from elsewhere. One of the things which has kept me somewhat busy and overly preoccupied is the Manpower Study. As I think I indicated to you, I took the liberty of signing the contract even before we had made the adjustment downward because of omitting Mexico, Peru, Venezuela and Bolivia. This only reduced the cost by \$7,200 because of the very small sample to be taken in each of these countries.

Getting a breakdown of costs and answering other questions for the Office of American Schools and Hospitals Abroad had required some attention and then again only yesterday a fellow by the name of Lee Knutson of ASHA called and raised some questions regarding methods and techniques of the proposal submitted by Experience, Inc. last September. They again raised the question of lack of Spanish speaking ability by the principals involved except for one or two persons. In our phone conversation, I believe we resolved the questions. At the same time I gathered that American Schools and Hospitals Abroad people are not trying to stymie the project, but instead they are so interested in it that they want to see the best possible results in terms of usable information. When I told them that the committee was meeting on the night of September 6 in Miami, they asked if they could attend, and because of communications difficulties I extended them an invitation. They are to let me know if they are to be present.

It is my view that our meeting on September 6 is a working one with Bill Bursch. He no doubt will try to seek clarification on procedures and so the more help and good suggestions we have, the better the final study will be. I cannot in any way feel that the discussion would be of a confidential nature inasmuch as American Schools and Hospitals Abroad is concerned. The way they have supported us recently we can almost consider them part of the family, although we must in some matters deal with them at arm's length.

I am sending a copy of this letter to Eleta and will contact him on my arrival in Miami, which will not be until about 4:30 or 5 o'clock on the 6th. I might also add that Austin Ashley has asked to bring Attorney Wiggins to the Board meeting. As you recall, Wiggins is the attorney in Delaware who handled our problem with the Chancery Court. All in all it looks like a busy time for us in Miami.

J. Wayne Reitz

J. WAYNE REITZ
P. O. BOX 14425
UNIVERSITY OF FLORIDA
GAINESVILLE, FLORIDA 32604

OFFICE OF THE PRESIDENT EMERITUS

August 16, 1984

Mr. John G. Smith
Agropecuaria La Laguna S.A.
Apartado 376A
Guatamala City, Guatamala

Dear John:

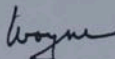
E. T. York is back after a couple weeks in the Persian Gulf area. Upon his return he was in touch with Dr. Norman Brown who is in charge of Agricultural Programs for the Kellogg Foundation. As you may recall, York talked with the president of the Kellogg Foundation prior to his leaving. The president was quite enthusiastic about helping the school, although he pointed out that the foundation normally does not support studies. In any event, he wanted to wait until Dr. Brown came on board. Brown is replacing Bob Kramer who is now in our College of Agriculture.

Brown is very positive about the school; however, in line with the foundation's policy, he does not see his way clear to help with financing a study. On the other hand, both York and I feel that the Foundation would be willing to support some programs at the school in a rather substantial fashion. Thus while they may not directly contribute to the manpower study, in effect they can do so in a roundabout way by supporting other programs which would normally come out of our operating budget.

Accordingly, it is our suggestion that as soon as possible after our September 7 meeting, Simon should invite Dr. Norman Brown to visit the school. Prior to that visit or shortly thereafter we should agree on a significant project for the school which could be submitted to the Kellogg Foundation for funding. Simon should be asked to suggest two or three projects for consideration by the Board.

With warm good wishes and looking forward to seeing you on September 7, I am

Sincerely,



J. Wayne Reitz
President Emeritus

cc Simon Malo
JWR/tk

ESCUELA AGRICOLA PANAMERICANA

P.O. Box 14425
Gainesville, Florida 32604

Office of the Secretary

September 19, 1983

Mr. John G. Smith
Apartado Postal 376-A
Guatemala City, Guatemala CA

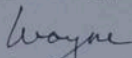
Dear John:

Your letter of August 23 was here when I returned from a month's trip to Colorado and points between on September 12th. I am this day getting out a memo on the meeting to be held on October 14.

Your trip to Europe from September 14 to early October comes at a delightful time of the year and I know it will be an enjoyable one. Then I wish I could join you for the annual meeting of AGEAP in Santa Domingo between October 5-7. However, it is not in the cards for me to get away at that time. Please extend my best wishes to the group. I am writing a special letter to Fernando Eleta urging him to attend the October meeting.

I presume you received a copy of Kitty's letter to me dated September 2. Austin Ashley has been in touch concerning this matter, and by phone I have instructed him to prepare an opinion from the law firm of Bingham, Dana and Gould. I shall look forward to seeing you on the evening of the 13th.

Sincerely,



J. Wayne Reitz



ESCUELA AGRICOLA PANAMERICANA
APARTADO 03
TEGUCIGALPA, HONDURAS

Apartado Postal 376-A
Guatemala

August 23, 1983

Dr. Wayne Reitz
University of Florida Foundation
P.O. Box 14425
Gainesville, FLA 32604

Dear Wayne:

I shall be away on a trip to Europe from September 14th to early October. I then plan to attend the annual meeting of the AGEAP in Sto. Domingo between October 5 and 7.

I do think that it is important to have the Executive Committee meeting on October 14th in Miami. We shall have to make a final decision about who is going to do the manpower study and we shall have to discuss the budget for 1984 prior to its presentation at the November Board meeting.

Would you please get out the customary advices in due course and please include Fernando Eleta in your list. Although he is not a member of the Executive Committee he is a member of the Chairman's ad-hoc committee of helpers on the Manpower Study and could help us with this decision.

Many thanks,

Sincerely yours,

John G. Smith

JGS/pdec

*write John Smith
Eleta -
Reitz*

June 13, 1983

Mr. John G. Smith
Apartado 376-A
Guatemala City, Guatemala E.A.

Dear John:

Thank you for your letters of May 20, 24 and for a copy of the very very appropriate letter which you wrote to Kitty. Regarding the latter you may be interested to know that I have not heard from her since writing to her, but I hope all goes well with her.

I agree with you that we should include in the minutes the action taken during the Executive Session regarding the Director's salary. An entry is being made just before the report of the Nominating Committee which will read as follows: "During an Executive Session of the Board, the salary of Director Malo was discussed. Following favorable comments on his performance, it was moved and seconded and VOTED: to increase his salary from \$42,900 to \$50,000 annually effective June 1, 1983.

I did not record the dissenting votes of Nuffio, Midence and Villeda concerning the acceptance of Kitty's resignation. The reason for not doing so was in reaction to the very appropriate suggestion you made to Midence that he withdraw his motion to reelect Kitty as a member when it was so obvious that it would be voted down by a substantial majority. While I realize that acceptance of a resignation and reelection may represent two sides of a coin, it occurred to me that it would be better just to note acceptance of a resignation without registering a vote. If the three take exception they can correct it at our next meeting.

I am sending you copies of the Executive Committee minutes for April 10, 1978 and February 19, 1982; of the Corporation for May 2, 1978 and of the Trustees for May 2, 1978.

No one thus far has caught a typographical error in the minutes which states that our meeting in Washington will be held on November 17-18 1984 instead of 1983. These and one or two other corrections will show up at our meeting in November.

With all good wishes.

Sincerely,

J. Wayne Reitz



ESCUELA AGRICOLA PANAMERICANA
APARTADO 98
TEGUCIGALPA, HONDURAS

Apartado 376-A
Guatemala City

May 24, 1983

Dr. J. Wayne Reitz
University of Florida Foundation
P.O. Box 14425
Gainesville, FLA 32604

Dear Wayne:

Thank you for the minutes of the Corporation and Trustees meetings which are as good as usual.

My only comment is that there is no mention of the resolution adopted during the executive session to raise the Director's salary to \$50,000 annually. I presume that this decision should be recorded even though the rest of the discussion remains off the record.

Sincerely yours,

John G. Smith

JGS/pdec



ESCUELA AGRICOLA PANAMERICANA
APARTADO 03
TEGUCIGALPA, HONDURAS
★

Apertado Postal 432
Guatemala

April 14, 1982

Dr. J. Wayne Reitz
P.O. Box 14425
Gainesville, FLA 32604

Dear Wayne:

Thank you for your advice about Bert Muller's death. I have written to his sister.

Do you think it would be appropriate to commemorate Bert's services to the school in some way? This would be a matter for the Board to decide but those of you who knew him best could make proposals if you think fit.

George Gardner had made suggestions for "memorializing particularly significant acts of support by friends of EAP" in a letter in July 1980 and he might be able to contribute some ideas to the subject. I am sending him a copy of this letter and would ask him to communicate with you directly on the subject.

Best wishes,

Yours sincerely,

John G. Smith

JGS/pdec

c.c. Mr. George Gardner



GEORGE E. PUTNAM
EXECUTIVE VICE PRESIDENT

CROCKER NATIONAL BANK

MERCHANT BANKING DIVISION
ONE MONTGOMERY STREET, SAN FRANCISCO, CALIFORNIA 94104

April 5, 1982

*Wayne
Note*

h

Mr. John G. Smith, Chairman
Escuela Agricola Panamericana
Apartado Postal 432
Guatemala City
Guatemala

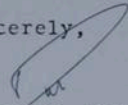
Dear John:

Regarding your letter of March 23,

1. Ronald Crosbie, VP of First National Bank of Boston in Boston, has been named by them as "account manager" for EAP and he has agreed to be named in the Annual Report as the point man to whom checks representing contributions to the school can be sent for credit to EAP's account.
2. I believe John Weeks as Treasurer should provide Ron with precise written instructions regarding
 - a) Which account to credit with each type of contribution.
 - b) Where to send the credit advices - i.e., to Messrs. Weeks and Malo?
 - c) Who does what re acknowledging gifts. I believe John Weeks will want to handle acknowledgements, copies of which should go to the Trustee who approached the Donor.
3. I have not seen Simon's letter to Ron.
4. If you and John agree to the above, I can certainly help John prepare the instructions to Ron Crosbie.

All the best.

Sincerely,


George E. Putnam
Executive Vice President

cc: J.W. Weeks
J.W. Reitz

John Smith file

PROPOSAL

Financial Assistance

The total annual budget of the School (1981) is \$2,300,000. The average number of students during 1981 is expected to be 291. This gives an average cost per student per year of \$7,904.

Funds are available to the School from two main sources, internal and external. Internal funds are those over which the School exercises a large measure of control and include income from the school's endowment fund and the value of the food and other produce raised on the School farm as part of the teaching process. These funds amount to \$1,075,000 equivalent to 47% of the total budget or \$3,695 per student.

External funds are those over which the School has less control and include fees paid by the students and donations from governments, corporations and individuals. These external funds amount to \$1,225,000 equivalent to 53% of the total budget and \$4,209 per student.

The Board feels that the maximum amount that the School should contribute to the education process is the amount that the School can guarantee from its own resources namely the \$1,075,000 mentioned above. (\$3,695 per student).

The remainder equivalent to \$4,209 should be paid by each student as an annual fee. If a student can prove that he is unable to pay this amount the School will endeavour to provide total or partial scholarship or other assistance in financing his studies.

It is the declared policy of the Board that no student should ever be denied a Zamorano education because of lack of financial resources.

August, 1981

cc. Members of Executive Committee.

John B. Smith

August 28, 1981

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

Dear John:

It has been determined that I shall not be able to attend the Executive ~~Committee~~ meeting at the School in early October. This is because I will have immediately had surgery or will just be undergoing surgery. I will again have Hugh take minutes.

Today I am leaving for North Carolina for a week or so and upon my return I will send out a notice of the Executive Committee meeting and ask each member to notify Simon of their arrival plans. Also I would appreciate receiving from you any suggested agenda items and the hour when you wish to start the meetings.

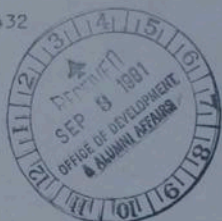
Sincerely,

J. Wayne Reitz



ESCUELA AGRICOLA PANAMERICANA
APARTADO 93
TEGUCIGALPA, HONDURAS

Apartado Postal 432
Guatemala



August 27, 1981

Dr. J. Wayne Reitz
Secretary Escuela Agrícola Panamericana
P.O. Box
Gainesville, Fla 32604
USA

Dear Wayne:

Many thanks for your letter of August 17th, and for your various comments which were very pertinent as usual.

I expect to be away on a trip during the early part of September, so I am taking this opportunity to mention some of the items which should be included in the Agenda for the Executive Committee Meeting, at the School on October 2nd. These are not necessarily in order of importance and you will, of course, add any items which you consider necessary.

1. Budget for 1982 - Salaries
2. Rapaco- Visit and Discussion
3. Fourth Year
4. "Research" at EAP
5. Status of ASHA Grants
6. Tuition Fees
7. Number of Students for 1982
8. Audit of 1980 accounts

A number of these items are for general discussion rather than for immediate decisions, but I feel that it is necessary to get ahead with some of the long term planning.

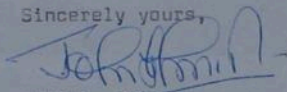
As one item of long term planning I put together the attached notes about Financial Assistance. I throw these out at this time to see what ripples are raised and to judge whether there is any interest in exploring these ideas further.

..../2...

.....2
8/27/81

The political situation in Honduras seems reasonably stable at the moment. I do not think that any trustees should have any fear about attending the Executive Committee Meeting at the School on October 2nd. I personally shall be arriving there on October 1st. and welcome any other trustees that can get there early.

Sincerely yours,



John G. Smith

JGS/pdec

c.c. Members of Executive Committee

PROPOSAL

- Financial Assistance

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It is the declared policy of the Board that no student should ever be denied a Zamorano education because of lack of financial resources.

August, 1981

cc. Members of Executive Committee.

John G. Smith

August 17, 1981

Mr. John G. Smith
Apartado P. O. Box 432
Guatemala City, Guatemala

Dear John:

I appreciate very much receiving your memorandum to the trustees under date of July 27. The comments and recommendations you make are quite pertinent and reflect the good job you are doing as Chairman of the Board.

In particular I note your comment concerning the operation of the Board as a decision-making entity, including reference to discussions concerning the Endowment Fund. I believe that Burke Wright has taken over the Portfolio Committee in good fashion and that in the near future we can have another meeting of the committee following completion of the audit. Of course, Kitty still raises a little fuss now and then. She sent a letter to John Weeks recently containing considerable misinformation, and it was exceedingly critical of certain actions. She asked me to circulate this with the minutes sent out recently. I told her I would send the letter at a future date to members of the Board. Meanwhile I told her I thought her interests and those of the Board and of the School would be better served if she would leave the problems of the Endowment Fund to the Portfolio Committee which you appointed. I haven't heard from her since then. I thought Tom Cabot's letter on this subject was much to the point.

Today I talked with David Santos, head of the American Schools and Hospitals Abroad program. He tells me that the budget for ASHA still looks rather favorable even though the Appropriations Bill has not passed. While we may not get what Santos originally invited us to ask for, I am of the opinion that EAP will fare very well again at his hands.

Finally, I did not bother to wait for your reaction to the minutes of the last Executive Committee before sending them out. As I understand it, John has always sent the minutes to the Chairman and maybe one or two others before mailing them. I think this is a good idea but, on the other hand, when the minutes are short and straight-forward, I may just send them out if I have not heard from you, knowing they can be revised at the next meeting.

With all good wishes.

Sincerely,

J. Wayne Reitz