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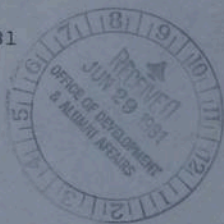
#### *About the Institute*

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.

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

June 26, 1981



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

Dear Wayne:

Since you are now the custodian of the deposit slips for the First National Bank here in Boston, and will be making deposits of contributions from time to time, I enclose one received today from George Putnam in London - representing his 1981 gift to EAP.\*

I got the notice of the Executive Committee meeting at Burke's office on July 7, and was sorry to note that you would not be present. I had planned to bring along the Minutes' Books, but will hold onto them, as I think it is better to deliver them in person, rather than via the mails. If you now feel differently, please let me know, and I will ship them via UPS, as we did the other materials.

Sincerely,

John W. Weeks

JWW:b  
enc

\* I have written to thank him. However, you will probably want to send him a receipt (there are a supply that I sent along with all the other stuff).

February 3, 1982

Mr. John Weeks  
595 Concord Avenue  
Belmont, MA 02178

Dear John:

I am glad to know that you will attend the Executive Committee meeting on the 19th. We shall arrange to meet your plane and will also have a reservation at the Holiday Inn.

Since Austin Ashley is not coming, I trust that you will bring a treasurer's report, including a list of donations which have been made since our November meeting. I am sure that George Putnam will want this information. He is planning to come. Speaking of George, I thought it was interesting that the only two banks which raised the prime rate day before yesterday were Citicorp and Crocker National. I wonder--are they tied together or is George communicating?

I have just received an invoice from the CT Corporation System in which they are billing EAP for \$93.00, as an annual service charge for what they call "delay". I am sure this has something to do with us, but what do they do except notify us of the \$10 annual registration fee which we have to pay the State Treasurer of Delaware. Why couldn't we deal directly with Delaware rather than going through this outfit?

Sincerely,

J. Wayne Reitz

July 28, 1981

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

Dear John:

Your letter written shortly after the Executive Committee meeting in New York was here when I returned from our trip to Europe. I note the corrected minutes of the Incorporating meeting held on May 5. I concur with the recommendations of the Executive Committee and your ready acceptance thereof. As soon as I hear from John Smith, I shall send the corrected copy out to members of the Board with a covering letter.

You also sent a corrected copy of the minutes of the Executive Committee meeting of May 4. The only correction I find therein concerns the number on the retirement committee. Apparently in the original minutes it showed that the number was reduced from five to three, whereas it should have been reduced from five to four as shown in the revised minutes. The revision included the Treasurer who was not previously included.

Regarding Kitty's recent letter to you, I am including a copy of a letter I have written to her. I do not think I will send this with the revised minutes of the Corporation or Executive Committee, although I may choose to do so and cover it adequately in a memorandum. In this connection I thought that the letter Tom Chbot wrote John Smith was delightful and to the point in every respect. In case you did not receive it, tell Tom to send you a copy. I do wish Kitty could settle down!

Now I have some questions. (1) Do I send copies of the Executive Committee minutes to the full membership of the Board or just to members of the Executive Committee? (2) Now that the duties of the Secretary and treasurer have been divided, should not Austin receive funds and make deposits of such funds in Boston?

In talking to Hugh yesterday, who still is to give me the minutes of the Executive Committee of July 7, he stated that you had brought the minutes of the Board and that he will turn them over to me in the next few days.

With all good wishes, I am

Sincerely,

J. Wayne Reitz

enc.

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



Dear Wayne -

We missed you at our meeting of the Executive Committee at Burke's office in N.Y. earlier this week. It was a good meeting and we covered a lot of ground.

I'm enclosing copies of the Executive Com. minutes of May 4 and the Corporation minutes of May 5, since there were corrections. There followed a rather lengthy discussion of the long quote Kitty wanted included and also the inclusion of the two letters. We all felt that it was inappropriate to include all these in the formal records. I have sent copies of those two sets of corrected minutes to John Smith in Guatemala, and presumably he will be in touch with you to let you know if they now are ok. In that case, I suppose the corrected copies should be distributed to the Trustees with a word of explanation - however, I leave this up to you and John. You probably saw Kitty's latest broadside (her letter to me of July 1<sup>st</sup>) which is full of incorrect statements. She certainly is getting difficult!!

Hope you had a good trip. Best regards

John

May 12, 1981

C. T. Corporation System  
1633 Broadway  
New York, New York 10019

Dear Sirs:

This is to notify you of a change of Secretary and address in connection with Escuela Agricola Panamericana.

Henceforth, and until further notice, would you please direct all communications to Dr. J. Wayne Reitz, Secretary, Escuela Agricola Panamericana, 2105 N.W. 27th Terrace, Gainesville, Florida 32605.

With thanks for your attention to the foregoing.

Sincerely,



John W. Weeks

JWW:b

cc: (Dr. J. W. Reitz

Wayne - The <sup>CT</sup> Corporation System advises EAP thru the Secretary's Office of matters pertaining to the State of Delaware; since EAP is a Delaware Corporation. For example, the Annual Delaware Franchise tax is due each year on or before March 1<sup>st</sup>. This is really the only thing we have to worry about, and only costs \$10 (filing fee), since there is no tax,

Trustees Meeting 5/6/75

Voted: That number of short-course students left to Director's discretion & this program not to impinge on regular course of studies.

Trustees Meeting 12/5/75

Voted: To approve restated vacation policy

" : To approve Housing policy statement for staff

" : That all Govt-sponsored regular & short-course students be charged at standard rates.

" : To approve plan for added educational allowance for staff

Trustees Meeting 12/9/72

- Voted: To close full-time fund-raising office & to contract out development operation
- " : To adopt statement of Purpose & Objectives

Trustees Meeting 5/19/73

- Voted: That appointments to fill any of the 3 top admin. positions as EAP be subject to Exec. Com. approval.

Trustees Meeting 12/8/73

- Voted: To move forward on proposed student loan plan, etc.
- " : To take in up to 2 Brazilian students if fully funded
  - " : To authorize Director to work out plan to harvest EAP forests
  - " : To proceed with pure-bred cattle program, etc.

Trustees Meeting 5/3/74

- Voted: Exec. Com. authorized to enter into loans for pure-bred cattle program.
- " : To adopt student loan program with Educaredito - to be finalized by Exec. Com.
  - " : That awarding of Hon. Agronomo certificate be approved - Director + Malo to draft guidelines for trustee approval.

Trustees Meeting 12/7/74

- Voted: To establish tuition rate at up to 25% of oper. cost per student etc.

Trustees Meeting 4/6/70

voted: Establish \$300 tuition fee for Class entering '71 & that all others pay \$300 as well, & that hardship cases be accepted as always, and for them to waive excess fee over percent \$20.

Trustees Meeting 12/5/70

voted: To defer start of 4 yr program because of funding questions, & to focus increased efforts on present 3 yr program

Trustees Meeting 5/3/71

voted: To authorize Director to evaluate & adjust prerequisites & staff.

" : To strengthen 3 yr program as much as possible & to reevaluate it in 1976.

Trustees Meeting 12/5/71

voted: To recommend to Corp. to amend by-laws to allow a Corp. of up to 100

" To accept Spanish-speaking Brazilians, providing it doesn't compromise admission standards.

Trustees Meeting 5/16/72

voted: To increase tuition by steps - \$400 for class entering in '73, & a further increase for '74 class, & that by '75 all students pay the same.

Exec. Com 10/17/72

voted: To provide Director with authority to take necessary action arising from student disorders

Trustees Meeting 4/22/63

- Voted:
- 1) Rotate offices of Pres + VicePres for terms not to exceed 3 yrs.
  - 2) Pres. to serve ex-officio on all committees

Trustees Meeting 6/5/67 — Alumnus to be elected for a 3 yr. term.

- Voted, Board agreed to modify curriculum to enable IAP to grant a professional degree, if financially + technically possible — Exec. Com. to study program + report back to Board.

Trustees Meeting 12/1/67

- Voted:
- 1) To take necessary steps to upgrade program by adding 4<sup>th</sup> year to enable granting formal degree — providing recognition comes from Govt of Honduras and/or CSUCA + there is adequate financing
  - 2) That travel expenses to regular meetings be borne by IAP

Trustees Meeting 6/3/68

- Voted:
- 1) Director authorized to commit up to \$10,000 for any single appropriation or contract + to advise Board semi-annually of any commitments.
  - 2) To work out student loan plan + report to Exec. Com.
  - 3) To establish office of external affairs — est. expenses, \$3,000/yr.

Trustees Meeting 12/6/68

- Voted:
- 1) Authorize Finance Com. to negotiate with City Bank in connection with Student Loan Program — subject to approval of 4-yr. program.

Trustees Meeting 2/7/69

- Voted:
- 1) To approve terms of academic agreement with the University of Hond.
- non-vote:
- 1) SOM to pay professors fees for "Incorporacion" + "Colegiatura".

Trustees Meeting 5/12/60

- Voted: 1) 3 hrs. of field work should count one credit hour for grading purposes
- Sense of meeting: EAP should not pay extra allowances to staff members or their families for education of their children.

Trustees Meeting 4/18/61

- Voted: 1) Authority borrowing from FNB or Banco Atlantida up to \$10,000.
- 2) Director authorized to institute the new 3-term year plan of study
- 3) " given full discretion as to readmission of separated students.

Trustees Meeting 11/20/61

- Voted: 1) Zermway-Popawa Fund to be used for 2 scholarships. Other scholarship funds to be used as designated, or if no designations at discretion of Trustees.
- 2) EAP to continue same type of program

Trustees Meeting 4/25/62

- Voted: 1) Objective of EAP - train ag technicians - students to be admitted with high school diploma or equivalent - continue 3 yr program - Agronomo title given
- 2) Grants + contracts to be approved if they help program, costs are covered + if no restriction on freedom of operation
- 3) Publication of Cerba Magazine - decision left to Com. of Faculty.
- 4) Field work - approved continuance as part of program.
- 5) To limit trips to examine potential students to Central America and peripheral countries except in special cases.

Exec. Com. 9/4/62

- Voted: 1) Regarding benefits + privileges to staff members. - concerning borrowing, salary advance in case of sickness, payment for auto parts thru EAP

## EAP - Policies

First Meeting of Members 12/8/4

Directors - 9/23/46

- Voted: 1) Adoption of Retirement Plan  
2) Appointment of Administrative Com. to administer Plan  
3) Authorize Admin. Com. to commingle assets of Plan with Endowment Fund

Trustees Meeting 2/5/58

- Voted: 1) Budget to be sent to Trustees 2 weeks before meeting  
2) School be established for staff children

Trustees Meeting 11/18/58

- Voted: 1) Students responsible for cost of transportation to and from EAP and pay \$38 per semester registration fee, but Director authorized to remit both in cases of hardship  
2) Director auth. to make student awards for meritorious performance but awards not to be remission of registration fees.  
3) Awarding of title "Agronomo" effective with class of '59 - all past grads to receive title at discretion of Director.  
4) Entering Students must not be over age of 21

Trustees Meeting 11/24/59

- Voted: 1) Principal aspect of School should continue to be top quality agricultural education + training, both academic + practical, for qualified Latin American students.  
2) Students should be free + eligible to accept any employment after graduation.