

June 29, 1966

To: A.C. Barnett  
A.C. Podesta

I.A.U. of P.R. Monthly Report  
June 30, 1966

From: W. Wasson

A. Introduction

This report summarizes major activities and recommendations for the month of June. Future reports will be submitted weekly, with a summary each month.

A full-time relationship with T & B was begun on June 1st, with the agreement formally approved by the I.A.U. Board of Trustees on June 4th.

Mr. Wayne Wasson was assigned by T & B on June 1st as the resident Director of the Development Fund. Mr. Wasson arrived in San Juan on June 13 and spent two weeks in San German becoming acquainted with the facilities, personnel and programs of the University.

B. Records for Development Fund

At present the records of past fund raising efforts are in disorder because of transferring to Hato Rey and back to San German. However, it appears that information has been kept fairly accurately since 1962. Prior to that date, giving records are scattered throughout many files.

1. A card file has been kept on all contacts made since 1962, by Sr. Ramiriz Acosta with notations on follow-up Stateside by Dr. Nemeshy.
2. There are 104 folders on contacts in Puerto Rico, with individuals, foundations and corporations.
3. There are 320 folders on Stateside contacts and Associates.
4. The Church patrons and other friends' card files are limited.
5. There is one copy of a publication from the Department of Labor of P.R. listing all manufacturers, approximately 2000.
6. There is no foundation card file.
7. There is no parent file.
8. There are faculty staff lists which are not current.

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9. Two books containing exact record of all gifts since 1962, must be located. It was sent to San Juan from San German and not returned.

Recommendations on Records

- a. All existing records will be consolidated to eliminate duplication and to record in one place all current and pertinent data.
- b. Files will be established by categories, i.e. foundations, corporations, individuals (parents, friends, alumni, etc.).
- c. Index card files will be established for all previous donors and prospective donors.
- d. The Department of Labor list (2000) should be screened by someone knowledgeable to separate those worthy of evaluation. Perhaps the number of employees can be ascertained from the Department of Labor.

C. Receipt of Gifts

In the past, gifts have been received in the Development Office, in the Business Office and by individuals who have turned the gift over to one of these offices. There have been efforts made to coordinate gifts received by the Business Office with the Development Office records. Mis-coordination has resulted in many hours spent in back-checking.

We are preparing a suggested gifts receipt and acknowledgement procedure, for approval by all concerned and early implementation.

D. Public Relations

1. A meeting was held on June 6th, with the President of I.A.U., Mr. Walz, Public Relations Director of the New York Synod, and two Synod members. During publicity shots of the mock-up of the new San German campus, the opportunity was taken to obtain professional photos of the available renderings.
2. Arrangements were made to ship the campus model to Synod meeting at Keuka College for June 22, and return to Puerto Rico.
3. Another meeting was held with Mr. Walz and T & B staff members to discuss mutual public relations projects with the New York Synod and I.A.U.
4. The first news release on the Development Program was issued to Stateside newspapers on June 6. Due to mail delay, the story did not appear in San Juan until June 19.

5. A Preliminary Statement will be prepared as soon as possible, showing the University's needs, development fund organization, time schedule, etc., to be used in enlisting leadership and preliminary solicitation.

E. General

1. This first month has been devoted to a study of available records and a preparation of a plan of campaign.

Expense accounting procedures have been discussed and agreed upon by the Comptroller.

2. A large room is being subdivided for offices for the Director of Development, the Development Fund Director, Public Relations and secretaries. This is scheduled for completion by July 5.
3. Secretarial help should be arranged as soon as possible in order to organize files and start lists for evaluation.
4. Mr. Richard Witter, the new University Director of Development, will arrive on campus in July. For the first several weeks, at least, it will be necessary for us to work together closely until specific responsibilities and functions have been established.

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cc: Dr. Raymond B. Hoxeng  
Dr. Jose M. Rodriguez-Quinones  
Mr. Israel Planell  
Mr. Gardner Russell  
Mr. Juan R. Melendez  
Mr. Richard Witter