

FOIA MARKER

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Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Public Liaison
Series/Staff Member: Alexis Herman/Ruby Moy
Subseries:

OA/ID Number: 5902
FolderID:

Folder Title:
[Invitations]-March 1995 Regretted [2]

Stack:	Row:	Section:	Shelf:	Position:
S	30	1	2	2

March 2, 1995

Ms. Jean Tolbert
EJT, Inc.
1201 South Eads Street
Arlington, VA 22202

Dear Ms. Tolbert:

This letter confirms the message left on your voice mail yesterday.

Due to scheduling conflicts, Ms. Herman will not be able to accept your kind invitation for April 29. She asked me to convey her apologies and hopes that you will express her warmest best wishes to all those attending the debutantes' ball.

Sincerely,

Ruby G. Moy
Executive Assistant to
Ms. Herman



1201 South Eads Street, Arlington, Virginia 22202
703-892-3453

, INC. PROFESSIONAL CONSULTANTS - PERSONAL TOUCH!

November 28, 1994

Ms. Alexis Herman, director
Public Liaison
The White House
1600 Pennsylvania Ave., N.W.
Washington, D.C. 20500

Give the charge

P/O

NOV 30

Dear Alexis:

It was good to see you again at Gary Cooper's event. All of us in Mobile are proud of him as ambassador to Jamaica as well as your high achievement as the Public Liaison for The White House.

This communique is a follow-up to our brief conversation about engaging you to give the charge to the debutante's at their ball on April 29, 1994, to be held at the Crystal City Marriott Hotel, Arlington, VA.

For the first time we are asking the charge to be given by both a female and a male. General Clifton Stanley, U.S. Marine Corps will be the male speaker. We are asking each to give a brief presentation from three (3) to five (5) minutes, as the debutantes will be standing throughout.

If you can accept, please give me a response by phone and then send a written acceptance with a picture and a vita (or information that you would like for us to include in the program booklet).

I hope you can accept because I can not think of a greater role model for our youth to emulate.

Sincerely,

Jean Tolbert

Jean Tolbert

cc: Mrs. Gwendolyn Felder, president
Alpha Kappa Alpha Sorority, Inc.
Zeta Chi Omega Chapter

*YES THIS SHOULD
BE 1995.*

Ms. Chandois Phillips, co-chairperson
Ms. Doretta Davis-Clarke, co-chairperson

Management Development/Training

- Corporate Organization and Development
- Leadership and Motivational Seminars/Workshops
- Personnel Policies and Procedures
- Program Planning and Implementation

Communications/Information Support

- Design of Corporate Publications/Literature (booklets, brochures, pamphlets, flyers, forms, manuals, newsletters and sales packets)
- Public Relations Strategies
- Research and Data Collection/Analyzation



MARYMOUNT UNIVERSITY

2807 North Glebe Road Arlington, Virginia 22207-4209 (703) 284-1685 FAX (703) 284-1685

EMERSON G. REINSCHE
LIBRARY

FAX COVER SHEET

Date 1/8/95

TO: Mr. Mac Webster (Intern) for

Ms. Alesis Herman

Phone 202-456-2930

Fax 202-456-2983

FROM: Jean Toibert

Phone: 703-284-1644 H 703-892-3453

Fax: 703-284-1685

Total Number of Pages, Including Cover Sheet: 2

Comments/Special Instructions: Please let me know
Today or early Tomorrow. Our program
booklet is already at The Press and we
need her picture and bio. if she is
going to accept. Thanks. Ego

If all pages are not received or there is a problem with this transmission,
please call the telephone number listed above. Thankyou

*told her we
rec'd inv. But
in system
cannot give answer
yet as Hmt has
to find out what
POTUS VP requires
in the way
of staffing
2/8/95*

JEAN TOLBERT
Head of Public Services
Reinisch Library

2807 North Glebe Road, Arlington, Virginia 22207-1299
(703) 281-1644 Fax (703) 281-1685
(H) (703) 892-3413

November 28, 1994

Ms. Alexis Herman, director
Public Liaison
The White House
1600 Pennsylvania Ave., N.W.
Washington, D.C. 20500

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Sincerely,

J. Tolbert

Jean Tolbert

cc: Mrs. Gwendolyn Felder, president
Alpha Kappa Alpha Sorority, Inc.
Zeta Chi Omega Chapter

Ms. Chandois Phillips, co-chairperson
Ms. Doretta Davis-Clarke, co-chairperson

*I don't think so
unless she has
a personal reason*

*Called / left message
on voice mail to
regret - to
3/1/95 pd*

THE WHITE HOUSE
WASHINGTON

February 23, 1995

MEMORANDUM FOR ERSKINE BOWLES AND LAURA TYSON

FROM: Alexis Herman

SUBJECT: Lunch With Bank of America

We are hosting a small working lunch in the ward room for representatives of Bank of America on Wednesday March 1, 1995. As you know, Bank of America has been generally supportive of this administration, and they recently worked particularly hard on behalf of our proposal on the peso crisis. They are bringing in some of their state CEOs and senior staff from out of town for a day of meetings on the Hill and with the Administration. The lunch is an opportunity to informally brief them on issues of importance to them, in addition to getting feedback from them on these issues (including the budget, regulatory reform, the aftermath of the peso crisis, and Glass-Steagall Reform.)

The lunch is scheduled from 12 to 2PM in the ward room, and will be hosted by Doris Matsui and Kate Carr. (I will unfortunately be on travel that day.) You are the two administration officials they requested to hear from, and I am hoping you will be able to participate for a portion of the discussion.

Debbie Fine on my staff will contact your office to follow-up. Thank you.

March 1
12N-2p

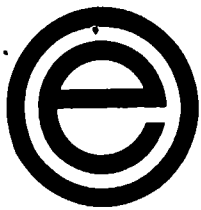
WARD

241

Alexis
Laura

Bo did
Isam/Stager
Ellen
Party issues
Should be
over
OK

FILE 2



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President, NAFEO
Washington, DC

Mrs. Wilma J. Roscoe
Vice President, NAFEO
Washington, DC

National Association For Equal Opportunity In Higher Education

NAFEO • Black Higher Education Center • Lovejoy Building • 400 12th Street, N.E.
Washington, D.C. 20002 • Telephone (202) 543-9111 • Fax No. (202) 543-9113

February 10, 1995

Ms. Alexis M. Herman
Assistant to the President
and Director of Public Relations
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear Ms. Herman:

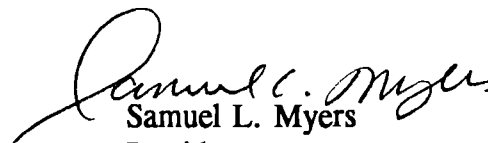
The National Association for Equal Opportunity in Higher Education (NAFEO) will convene its 20th National Conference on Blacks in Higher Education, "Equalizing Opportunities," at the Washington Hilton & Towers Hotel, Washington, DC, March 15-19, 1995.

We invite you to attend the Conference under Plan A, (the entire Conference), and a guest of your choice may attend the Leadership Awards Banquet on Saturday, March 18, 1995, as a guest of NAFEO. The fees are waived.

Please return the enclosed form to NAFEO by March 1, 1995, so that we may prepare pre-registration materials that will be available at the Panelists/Guests/Speakers Registration Booth in the Exhibit Hall at the Washington Hilton & Towers Hotel, beginning March 15, 1995. We regret that this invitation is nontransferable.

We look forward to seeing you at the Conference.

Cordially,


Samuel L. Myers
President

\vvc
Enclosure
gratis2

20th National Conference on Blacks in Higher Education
"Equalizing Opportunities"
March 15-19, 1995
Washington Hilton Hotel, Washington, D.C.

March 18

Wash Hilton

regret
love joy 3/1/95 pm

A/P

NAFEO

COMPLIMENTARY PRE-REGISTRATION FORM

20TH NATIONAL CONFERENCE ON BLACKS IN HIGHER EDUCATION

"Equalizing Opportunities"

March 15 - 19, 1995

Washington Hilton & Towers Hotel, Washington, D.C.

(Badge space limited to 20 characters and spaces per line)

Name On Badge

Title

Company

Address

City

State

Zip

Telephone: (Work)

Type

Plan A (Complete Conference)

Plan B (Sessions Only)

Plan C (Fundraising Banquet Ticket)

Plan D (Plan A without Banquet Ticket)

Plan E (Sessions Only - HBCU Students)

One Day Sessions Only (Please Specify)

Meals Only (Please Specify)

✓ *we*

+ *just*

Please return as soon as possible

Pre-Registration Deadline - March 1, 1995

National Association For Equal Opportunity In Higher Education
NAFEO • Black Higher Education Center • Lovejoy Building • 400 12th Street, N.E.
Washington, D.C. 20002 • Telephone (202) 543-9111 • Fax No. (202) 543-9113

NAFEO REMINDER TO REGISTER EARLY... & MARK YOUR CALENDAR...



20th National Conference on Blacks in Higher Education

MARCH 15 - 19, 1995

WASHINGTON HILTON AND TOWERS, WASHINGTON, DC

This Conference, which annually attracts more than 5,000 persons, is the single most important national forum in America for the discussion of issues affecting Blacks in higher education. The upcoming 20th National Conference, **EQUALIZING OPPORTUNITIES**, may be NAFEO's most important conference ever because of the crucial issues and viewpoints to be addressed. They are:

- 1) **Challenges facing the Clinton Administration to continue support for the Historically Black Colleges/Universities (HBCUs) and the implications for success. Early confirmed speakers from the Clinton Administration:**

Dr. Joycelyn Elders
U.S. Surgeon General

The Honorable Hazel O'Leary
Secretary, Department of Energy

The Honorable Togo West
Secretary, Department of Army

- 2) **Equalizing Opportunities with the Republican Congress: A Special Forum on the Impact on HBCUs and the Black Community**

Downsizing Government

Reducing the Tax Burden

Eliminating Set Asides

Balancing the Budget

- 3) **Specialized Forums on Current Issues: Violence, Crime, Drugs, AIDS and other Health Issue; The Black Male, Blacks on Predominantly White Campuses, Direct Lending, State Postsecondary Review (SPREs), Information Superhighway, Status of Higher Education Desegregation in Alabama, Louisiana, Mississippi, and other states; Strengths of the African American Family, The Black Church, High Tech, Alumni Fund-Raising and Recruitment, K-12 and Postsecondary Education: High School Superintendents and HBCU Presidents/Chancellors, Linking Community Colleges and Four-Year Colleges; Black American Educators' Involvement with Brazil, Egypt, People's Republic of China, South Africa and other nations; and Black and Hispanic Issues. Other early confirmed speakers are:**

Mr. Steadman Graham
Founder
Athletes Against Drugs

Dr. David Satcher
Director, Centers for Disease Control (CDC)
Department of Health & Human Services

Mr. Montel Williams
Talk Show Host

- 4) **Federal Contract & Procurement Workshops: Departments of Energy, Health and Human Services and Veterans Affairs; the National Aeronautics and Space Administration, National Endowment for the Humanities, National Institutes of Health, and the U.S. Coast Guard.**

REGISTRATION DISCOUNTS AVAILABLE BEFORE 1/31/95 * CALL NAFEO (202) 543-9111

**National Association for Equal Opportunity
in Higher Education (NAFEO)**

**Lovejoy Building
400 12th Street, NE
Washington, DC 20002**

**Non-Profit Org.
U.S. Postage
PAID
Washington, D.C.
Permit No. 8243**

087521

DR. ALEXIS M HERMAN
ASST. TO THE PRES. & DIR. OF PUB. LIA.
THE WHITE HOUSE
1600 PENNSYLVANIA AVENUE, N.W.
WASHINGTON DC. 20500

**PHOTOCOPY
RESERVATION**

"Equalizing Opportunities"

**Twentieth National Conference on Blacks in Higher Education
March 15 - 19, 1995**

**Washington Hilton Hotel, Washington, DC
Sponsored by NAFEO**



*** Exhibit**

*** Advertise**

*** Register Early!**

*** Sessions/Activities**

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March 19, 1973
1024 Hickory

[illegible][illegible]

Washington Hilton Hotel
Washington, DC

AP

117 HBCUs
Presidents/Chancellors
Administrators
Alumni
Clergy
College Students
Congresspersons & Staff
Corporate Executives
Entertainers
Exhibitors
Faculty
Foundation Executives

Government Officials
High School Students
International Dignitaries
Leaders
Majority Institution Administrators
Media Representatives
Non-Profit Organizations
Policy Makers
Private Industry Recruiters
Senior Citizens

Hopefully, You!

NAFEO: 1969 - 1995
National Association for Equal Opportunity in Higher Education



20th 20th 20th 20th 20th 20th 20th 20th 20th 20th 20th 20th 20th

- Barbra Franklin • Arnaud de Borchgrave
 - Bill Webster • Sandy Trowbridge
 - Conrad Cafritz • Lloyd Hand
- regret*

CORDIALLY INVITE YOU TO ATTEND
A BOOK RECEPTION FOR

MAKING IT IN AMERICA

BY JERRY J. JASINOWSKI
AND ROBERT HAMRIN

Friday, March 17, 1995

6:00 p.m. - 8:00 p.m.

The F Street Club

1925 F Street, NW

Washington, DC

BUSINESS ATTIRE

VALET PARKING

REPLY CARD ENCLOSED

regretted 3/1/95 per

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23rd Annual Whitney M. Young Jr.

Memorial Dinner

March 8, 1995

TWENTY-THIRD ANNUAL

WHITNEY M. YOUNG JR.

MEMORIAL DINNER COMMITTEE

Honorary Chairs

Mayor Marion Barry Jr. and Mrs. Cora Masters Barry

General Chairs

James Brown

George Michael

Committee

Lea Adams	James Highsmith
Sherry Bellamy	Andrew Jenkins
Gail Berendzen	Edith Jett
Richard Berendzen	Lajuan Johnison
Johnnie Booker	Laurence Jones
Robert Bowles	Carmen Kinsey
Robin Breedlove	Debra Lee
Sandra Butler-Jones	Lewis Paul Long
Loretta Caldwell	Lillian Long
Valerie D. Callendar	Leonard Manning
Steve Chaconas	Charles Mathis
Janice F. Davis	William McCarroll
Beverly Downs	Gene Meskill
Sharon Drake	Frances Murphy
George H. Ford, Jr.	Rita Ossolinski
Linda Gill	Cheryl Alethia Phelps
Luddy Hayden	Nancy Piness

Dinner Coordinators

Lurma M. Rackley and Janice E. Smith

Special Events Liaison

Queen Gladden

The Board of Directors

and

The 23rd Annual Dinner Committee

of
The Greater Washington Urban League
Cordially Invite You To
The Whitney M. Young Jr.
Memorial Dinner

Wednesday, March 8, 1995

Washington Hilton Hotel

1919 Connecticut Avenue, NW

Washington, DC

International Ballroom

Reception 6:00 p.m. - Dinner 7:00 p.m.

Attire: Black and White

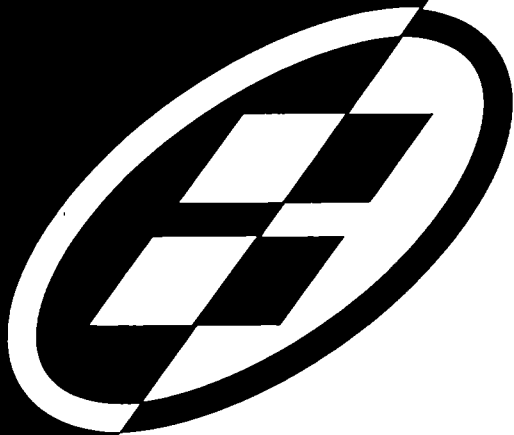
FEB 13 1995

Handwritten notes:
3/1/95
make it
Sharon Taylor
3/1/95
p.m.

GREATER WASHINGTON URBAN LEAGUE

23RD ANNUAL WHITNEY M. YOUNG JR.

MEMORIAL DINNER



*Black and White
and Great Together
The Unity Continues*

Black and White and Great Together

The Unity Continues

CORPORATE SPONSOR	\$10,000	FRIENDS OF THE URBAN LEAGUE	\$1,800
Corporate table for 12; Corporate membership		Table for 12	
Full page ad in souvenir journal		INDIVIDUAL CORPORATE TICKET	\$250
Dinner entree sponsorship		One ticket	
CORPORATE BENEFACTOR	\$5,000	Recognition in souvenir journal	
Corporate table for 12; Corporate membership		INDIVIDUAL DINNER TICKET	\$150
Full page ad in souvenir journal			
CORPORATE PATRON	\$3,000	Only \$45 of each ticket is <i>not</i> tax deductible	
Corporate table for 12; Listing in souvenir journal			

I will attend the dinner. Please reserve:

_____ Corporate Sponsor Table @ \$10,000

_____ Corporate Benefactor Table @ \$5,000

_____ Corporate Patron Table @ \$3,000

_____ Friends of the League Table @ \$1,800

I will attend the dinner. Please reserve:

_____ Corporate Ticket @ \$250

_____ League Supporter Ticket @ \$150

I would like to place an ad in the Souvenir Journal. (See other side)

_____ Full page @ \$1,000

_____ Half page @ \$750

_____ Quarter Page @ \$500

_____ Eighth page @ \$200 (Business Card)

I would like to be listed in the Souvenir Journal.

_____ Patron Supporter @ \$100

_____ League Supporter @ \$50

_____ Supporter @ \$25

Contributions / Memberships

_____ I will be unable to attend, but my contribution of \$ _____ is enclosed.

_____ I'd like to become a member of the Greater Washington Urban League.

_____ Student/Senior Citizens @ \$10	_____ Associate @ \$100	_____ Corporate Bronze @ \$500
_____ General Membership @ \$25	_____ Benefactor @ \$150	_____ Corporate Silver @ \$1,500
_____ Patron @ \$50	_____ Life @ \$500	_____ Corporate Gold
	(Payable @ \$100 annually)	Membership @ \$2,500

Total Amount Enclosed \$ _____

Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

VISA/MC # _____ Exp. Date _____

Signature _____ Date _____

☐ Share A Table. I wish to donate _____ of my tickets to deserving individuals selected by the League.

Please make checks payable to Greater Washington Urban League, Inc.
3501 Fourteenth Street, N.W.,
Washington, D.C. 20010
(202) 265-8200

A copy of the Souvenir Journal will be mailed to each advertiser.
For questions, call Janice Smith (202) 265-8200.

☐ Business card enclosed ☐ Camera-ready art enclosed ☐ Bill me ☐ Payment enclosed

Visa/MC # _____ Exp. Date _____

Telephone _____ Contact Person _____

Address _____ Firm _____

Signed _____ Date _____

Checks should be made payable to: Greater Washington Urban League and mailed to the League's office with your copy. Deadline for copy is February 21, 1995.

☐ Full page \$1,000

☐ 1/2 page \$ 750

☐ 1/4 page \$ 500

☐ 1/8 page \$ 200 (Business Card)

The undersigned hereby reserves the amount of advertising space indicated below in the Souvenir Journal to be published March 8, 1995, by the Greater Washington Urban League:

"A great place to advertise your business"

1995 Awards Souvenir Journal Program

CONTRACT FOR ADVERTISING

GREATER WASHINGTON URBAN LEAGUE

23RD ANNUAL WHITNEY M. YOUNG JR.

MEMORIAL DINNER

Washington Hilton Hotel
March 8, 1995



PHOTOCOPY
PRESERVATION

*Black and White
and Great Together
The Unity Continues*

Enclosed is my check for \$_____ payable to the Black Student Fund,
to cover _____ seats at \$_____.

I am unable to attend but wish to make a contribution of \$_____.

Name: _____

Address: _____

Telephone: _____

For further information, please call (202) 387-1414.

Please respond by March 8, 1995, and include names of guests
for post theater reception.

Tickets by return mail.

The Black Student Fund is a 501C3 organization.

JELLY'S LAST JAM

Wednesday, March 15, 1995 To Benefit the Black Student Fund

• Benefactor: \$1,000

2 Premiere Tickets to Show
Pre-theater Dinner for 2 at Red Sage
Free parking pass
Post Theater Reception
Listing in Program

(\$770 of your contribution is tax deductible)

• Patron: \$250

1 Ticket to Show
Post Theater Reception
Listing in Program

(\$180 of your contribution is tax deductible)

• Sponsor: \$100

1 ticket to show
Post Theater Reception

(\$30 of your contribution is tax deductible)

(Over)

**PHOTOCOPY
PRESERVATION**

—

Mrs. Kenneth Betz
20241 Ordinary Place
Ashburn, Virginia 22011

—

THE BLACK STUDENT FUND

For 31 years, the Black Student Fund has helped make independent school education possible for thousands of black children in Washington, D.C., Maryland, and Virginia. Our goals are to ensure that equitable educational opportunities are available to black students and to promote diversity, both racial and economic, as a foundation for a strong educational experience for all students.

Since 1964, the Black Student Fund has provided over \$2.2 million in scholarships and support services to black children and their families. During the past three decades, 98.6% of our grant recipients completed high school and 93% entered college. For the past 12 years, the student retention rate has averaged 97%, which is the highest among any group within independent schools.

The success of Black Student Fund grant recipients is due to the combination of financial aid, a strong support service program of counseling, tutoring and college planning, crisis intervention, and most importantly, the commitment and tenacity of these young people. This holistic approach in educating black children has made the Black Student Fund a successful model of multiracial education within the independent school community.

This consistent record of success supports our premise that students who receive BSF grants will graduate from an independent school, enter a strong college, and move toward a permanent change in their economic status and enhance their opportunities for success.

JELLY'S LAST JAM

Starring Maurice Hines

The remarkable, sometimes turbulent, always entertaining life of jazz legend, Jelly Roll Morton, comes alive in this Tony Award-winning musical. Dynamic choreography, show-stopping dance numbers and riveting drama make this Broadway's most sizzling musical hit.



JELLY'S LAST JAM

DEVELOPMENT COMMITTEE

Diana Goldberg, Chairman

Larry Bailey
Nancy M. Folger
John Oxendine

Richard W. Snowdon, III
Karen Hastie Williams
Nancy Zucker

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Lydia Katzenbach	Louis Martin	Mark Schlefer
	Burma Whitted	

The Black Student Fund

Cordially Invites You to
A Performance of

JELLY'S LAST JAM

Followed by
A Champagne and Dessert Reception

To Benefit

The Black Student Fund
On Wednesday, March 15, 1995

8 P.M.

The Warner Theater

513 13th Street, N.W.

Champagne Reception
Roof Terrace

The Heurich Building

1201 Pennsylvania Avenue, N.W.

R.S.V.P. MARCH 8
Card enclosed

Tickets by
Return Mail

PHOTOCOPY
PRESERVATION

The Greater Washington Urban League, Inc.

3501 FOURTEENTH STREET, NW
WASHINGTON, DC 20010

PLEASE RESERVE THIS IMPORTANT DATE

March 1, 1995

630

The Anti-Defamation League
announces with great pride that

VERNON E. JORDAN, JR.

Senior Partner
Akin, Gump, Strauss, Hauer & Feld, L.L.P.

will receive the

America's Democratic Legacy Award

at a dinner in his honor

Wednesday, March 1, 1995

Waldorf-Astoria Hotel
Park Avenue at Fiftieth Street
New York City

6:30 P.M.

Business Attire

Chairmen

Dwayne O. Andreas

Chairman of the Board & Chief Executive
Archer Daniels Midland Company

Robert S. Strauss

Senior Partner
Akin, Gump, Strauss, Hauer & Feld, L.L.P.

James D. Wolfensohn

President and Chief Executive Officer
James D. Wolfensohn, Inc.

For information, please contact Karen Mann, (212) 490-2525
Formal invitation to follow

MP
regretted

JAN 11 1995

Dinner Subscription for the Anti-Defamation League's America's Democratic Legacy Award
Dinner honoring **VERNON E. JORDAN, JR.**, Wednesday, March 1, 1995, 6:30 P.M.,
Waldorf-Astoria Hotel, New York City.

Participants will be listed in our dinner program in the following categories:

- ☐ **\$25,000 - CORPORATE UNDERWRITER** (Ten premiere seats and parchment page in dinner program)
- ☐ **\$10,000 - TRUSTEE** (Ten premiere seats and gold page in dinner program)
- ☐ **\$5,000 - BENEFACTOR** (Ten preferred seats and silver page in dinner program)
- ☐ **\$1,000 - SPONSOR** (One ticket)
- ☐ **\$500 - PATRON** (One ticket)

Name _____ Title _____
As you wish to be listed in the program

Firm _____

Address _____

City _____ State _____ Zip _____

Business Phone () _____ Home Phone () _____

- ☐ I am unable to attend but enclose a contribution of \$_____ in honor of Vernon E. Jordan, Jr.

Please make check payable to the Anti-Defamation League.

List guest(s) on reverse side.

Your reservation, excluding dinner cost of \$100 per person, is a tax-deductible contribution.

Messrs. Andreas, Strauss & Wolfensohn
America's Democratic Legacy Award Dinner
823 United Nations Plaza
Suite 900-KM
New York, NY 10017

NATIONAL DEMOCRATIC INSTITUTE FOR INTERNATIONAL AFFAIRS



PRESENTS ITS
ANNUAL DEMOCRACY
AWARD DINNER

FEATURING THE
W. AVERELL HARRIMAN
DEMOCRACY AWARD

HONORING

★
THABO MBEKI
FIRST DEPUTY PRESIDENT OF THE
REPUBLIC OF SOUTH AFRICA

AND

MADELEINE K. ALBRIGHT
U.S. PERMANENT REPRESENTATIVE
TO THE UNITED NATIONS

WITH SPECIAL GUEST SPEAKERS

ALBERT GORE, JR.
VICE PRESIDENT OF THE UNITED STATES

AND

CHRISTOPHER J. DODD
UNITED STATES SENATOR

WEDNESDAY, MARCH 1, 1995
OMNI SHOREHAM HOTEL
2500 CALVERT STREET NW
WASHINGTON DC

RECEPTION 6:30 PM

★
DINNER 7:30 PM

March 1, 1995

7:30p
Omni

FEB 21 1995

RIP
NATIONAL

THE NATIONAL DEMOCRATIC INSTITUTE FOR INTERNATIONAL AFFAIRS, A NON-PROFIT ORGANIZATION, CONDUCTS NONPARTISAN INTERNATIONAL PROGRAMS TO HELP PROMOTE, MAINTAIN AND STRENGTHEN DEMOCRATIC INSTITUTIONS IN NEW AND EMERGING DEMOCRACIES. WORKING WITH POLITICAL PARTIES, CIVIC ORGANIZATIONS, LEGISLATURES, AND OTHER DEMOCRATIC INSTITUTIONS, NDI HAS SPONSORED POLITICAL DEVELOPMENT PROJECTS IN MORE THAN 60 COUNTRIES.

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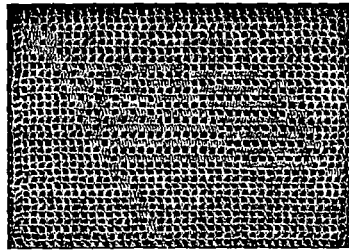
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invites you to celebrate
the publication of

MIDDLE CLASS DREAMS

THE POLITICS AND POWER
OF THE NEW AMERICAN MAJORITY



by
Stanley B. Greenberg

Published by Times Books

March 1, 1995
5:30 - 7:30 pm

The Palm
1225 19th Street, NW
Washington, D.C.

RSVP to Samantha Cherry
(202) 547-5200

*2 signed
left msg.
w/ Donna
2/24.*

FEB 15 1995

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 8 mm Handycam Camcorder
 Tommy Larsen CD Rack
 AM/FM Amplified Indoor Stereo Antenna
 Pair of Stereo Loudspeakers
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 1 Case "Scotch" Selects Archive Video Tape
 1 Case "Scotch" Selects Collections T160 Tape
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 27" TV/VCR Combination
 10-Channel Cordless Phone (2)
 TitleMaker 2000
 DARCI TOO Universal Computer Access Device
 Infrared TV Listening System
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Third Annual EIA Silent Auction

*A silent auction will be held
 during the cocktail reception
 at this year's*

EIA Government / Industry Dinner.

*All proceeds will benefit
 the Electronic Industries Foundation.*

*The auction will begin at 6:30 o'clock.
 Payment is due on the evening of the auction.
 (Check or credit card accepted)*

*A partial listing of featured items
 is presented inside.*

Third Annual EJA Silent Auction

COMPANY	ITEM
Aerovox Inc.	Big Bertha Driver Big Bertha War Bird (7 Wood) 6 Dozen Golf Balls
Atlantic Technology International AT&T Consumer Products	Surround Sound Speaker System Digital Cordless Telephone 2-Line Personal Information Center Digital Answering System Speakerphone
Audiovox Corporation Canton Electronics Corporation Casio, Incorporated Celestion/KH America Cicena Incorporated CIDCO, Incorporated	Vehicle CD Players (2) FONISSIMO Subwoofer/Satellite Speaker System Electronic Piano w/CD Player Multi-Purpose Loudspeaker Home Telephone - Duo Model Full Featured Caller ID Adjunct Unit Compact Caller ID Adjunct Unit
Clarion Sales Corporation Cobra Electronics Corporation	6-Disc Car CD Changer w/Wireless Remote Control Integrated Superwide Radar/Laser Detector Spread Spectrum Cordless Phone Intenna Cordless Telephone Answering Machine ComScan Document Scanning and Switching Device
Command Communications, Inc.	PrivatePage System
Counterpoint Electronic Systems, Inc. Delco Electronics Corporation	Metropolitan Loudspeakers RDS Cassette Receiver 10-Disc CD Changer
Delta Warranty, Incorporated Denon Electronics, A Division of Denon Corporation (USA)	Surge Suppressor w/3 Year Parts & Labor Contract RDS Smart Radio Tuner
DesignTech International, Incorporated Directed Electronics, Inc. Earthquake Sound Corporation Eastman Kodak Company Emerson Radio Corporation Fisher Audio/Video Fuji Photo Film U.S.A., Incorporated GC Electronics Geneva Group of Companies, Inc. Harman Consumer Group Hitachi Home Electronics (America), Inc.	Call-In Control Vehicle Security and Convenience System Matched Car Stereo Component Set Portable Photo CD Player 9" TV/VCR Combination Fisher Surround Sound Stereo System Discovery 1000 Camera Surround Sound Speakers Yellow Jacket Total CD Storage System JBL Sound Effects Movies 2 Hi 8mm Camcorder

COMPANY	ITEM
JVC Company of America KEF Electronics/KH America	Compact VHS Camcorder Compact Automotive Subwoofer w/Enclosure Compact HiFi Speakers Controller and Amplifier Computer Subwoofer with Satellites (2) Singalodeon Karaoke Machine 20" Combo TV/VCR 3DO Interactive Player with 2 Games Micro Headphone Drive CD Storage Tower (60 CDs) CD Storage Tower (180 CDs) CD Book (32 CDs) CD & Videotape Storage Tower (400 CDs & Videotapes) CD & Videotape Storage Tower (240 CDs & Videotapes)
Kenwood U.S.A. Corporation Labtec Enterprises, Incorporated Lonestar Technologies, Ltd. Matsushita Electric Corporation of America McCormack Audio Corporation METRO/A Division of Plano Molding Company	A/V Hook-Up Kit M1000 Silver Video 1.5M Seth Thomas Admiral Ship's Barometer Parker Pen & Pencil Set Dictator/Transcriber Microcassette Recorder Microcassette Tape 19" Stereo Color TV CD/CDV/LD Player Pair of Speakers Wireless stereo headphone system (3) Wireless stereo speaker system Wireless portable outdoor/indoor speaker Wireless home theatre speaker system 19" Monitor/VCR Combination Unit Compact Disc Desk Radio w/Digital Clock Portable AM/FM Stereo Cassette Recorder 6-Disc CD Changer Plain Paper Fax Dynamic Headphone 20" Color TV/VCR Combination Wizard Personal Information Organizer
Monster Cable Products, Incorporated Montrose/CDT Northrop Grumman Corporation Olympus America Incorporated	
Philips Consumer Electronics Company Pioneer Electronics (USA) Incorporated	
Recoton Corporation	
Samsung Electronics America, Inc. Sansui USA, Incorporated Sanyo Consumer Electronics	
Sanyo Office Automation Sennheiser Electronic Corporation Sharp Electronics Corporation	

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*The Officers and Governors
of the
Electronic Industries Association
request the pleasure of your company
at a reception and the annual
Government — Industry Dinner
Tuesday, March 28, 1995
J. W. Marriott Hotel
Washington, D. C.*

*Received
by
card
2/23
FEB 23 1995*

*Silent Auction and
Reception 6:30 p.m., Capitol Ballroom
Dinner 8:00 p.m., Grand Ballroom
Dancing to follow*

*Black Tie. Spouses Invited
R. S. V. P. by March 17*

It is our pleasure to announce

The Honorable Newt Gingrich

*The Speaker of the
United States House
of Representatives*

as our Guest Speaker

and

Bruce Carswell

GTE Corporation

as the nineteen ninety-five recipient of the

EIA Medal of Honor

*The Department of Defense finds this event meets the minimum
regulatory standards for attendance by DoD employees. This
finding does not constitute a blanket approval or endorsement
for attendance. Individual DoD component commands or
organizations are responsible for approving attendance
of its DoD employees based on mission requirements
and DoD regulations.*

American Airlines

EDWARD P. FABERMAN
VICE PRESIDENT
GOVERNMENT AFFAIRS

February 21, 1995

FEB 22 1995

Ms. Alexis Herman
Assistant to the President and
Director of Public Liaison
The White House
Washington, DC 20500

Dear Alexis:

On Wednesday, March 1, the New York Anti-Defamation League will honor Vernon Jordan at its America's Democratic Legacy Dinner. The dinner will be at the Waldorf Astoria Hotel in the Starlight Roof. The proceeds from the dinner will help ADL in its worldwide struggle against bigotry and discrimination.

American Airlines has a table at the event. I'd be delighted if you would join Bob Crandall and myself at the dinner and help us honor Vernon.

Sincerely,

Ed

Should I regretted — 2/23/95
accept —

If you accept do you
want to fly from

Mobile to ny yes — No —

Robert W. Craig, President
The Keystone Center
Ed Gabriel, Chairman
Keystone Capital Campaign

Cordially invite you to a reception
in honor of the 1995 Keystone Award Winners

Senator Pete Domenici (R-NM)
Laurance Fuller, Chairman and CEO
Amoco Corporation
Florence Robinson, Director
North Baton Rouge Environmental Council

Tuesday, March 7, 1995

6:30 pm - 9:00 pm

At the home of Barbara and Tom Boggs
6 East Kirke Street
Chevy Chase

RSVP (202) 955-1360

Valet Parking

regret
Spoke to
Catherine
2/22
FEB 22 1995

The National Association of Black County Officials (NABCO)
and the
NABCO Business Roundtable

*cordially invites you to a
Networking Reception*

*Sunday, March 5, 1995
6:00 - 8:00 p.m.*

*The Washington Hilton & Towers
Lincoln Room
Washington, D.C.*

regret
RSVP line
lt may
2/17

RSVP: (202) 347-6953

Donation of \$10.00

All proceeds benefit the Harold Hayden Scholarship Fund

On behalf of the
Institute of International Bankers
David E. Bodner, Chairman
and

Lawrence R. Uhlick,
Executive Director - Head of
Legal and External Affairs

cordially invite you and a guest

to a reception sponsored by

KPMG Peat Marwick LLP

on

Monday, March 6, 1995

from 6:00 - 7:30 p.m.

at

The Historic Car Barn

3600 M Street, N.W.

Washington, D.C.

Please RSVP by
returning the reply card
or calling 212-421-1611
by February 17th

(NON-TRANSFERABLE)

*request
by card
2/14*

FEB 13 1995



ABYSSINIAN DEVELOPMENT CORPORATION
131C WEST 138TH STREET • NEW YORK, NEW YORK 10030-2303
TEL (212) 368-4471 FAX (212) 368-5483

January 27, 1995

Ms. Alexis Herman
700 Seventh Street, S.W.
Washington, D.C. 20024

*Spoke w/ Robyn Gibbons
2/14*

FEB 13 1995

Dear Ms. Herman:

Each year, the **Abyssinian Development Corporation** awards **The Samuel D. Proctor Phoenix Awards** to honor individuals who have made outstanding contributions to the African American community. This year, the awards ceremony gives us the opportunity to recognize outstanding persons who have contributed to either the social, economic, cultural or educational development of the Harlem community. This year the Board of Directors of the Abyssinian Development Corporation has selected two special honorees:

Esther McCall
National Chair, Bethune Recognition Program
National Council of Negro Women, Inc.
Membership Secretary, Abyssinian Baptist Church

William (Bill) Lynch
Vice President, McAndrews & Forbes
Former Deputy Mayor, New York City

We invite you to join us in celebrating these individuals who have contributed to the creation and accomplishments of Abyssinian Development Corporation at a ceremony to be held on **March 23, 1995 at the International House, 500 Riverside Drive, New York City**. The fun-filled evening begins with a reception at 5:30p.m. and a delicious dinner and entertainment follow. **Tickets for the evening are \$50.00 per person.**

Currently we are preparing a souvenir journal so that you may include congratulatory messages or business advertisements. The journal contract and self-addressed envelope are enclosed. For ticket or additional information, please call Robyn Gibbons at (212) 368-4471. Thank you in advance for your support.

Sincerely,

Karen Phillips
Executive Director

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Calvin O. Butts, III • Joe Garner • Julius H. Greene • Loriece Hackney • Dolores O'Connor • David Thomas • Cheryl Washington • Melvin Weaver • Aaron O. Wells • Mary V. Wiles

I do hope we will
hear from you.

Love + Peace,
— Esther

ABYSSINIAN DEVELOPMENT CORPORATION

Sixth Annual Samuel D. Proctor Phoenix Awards

International House
500 Riverside Drive
New York City

THURSDAY, MARCH 23, 1995 5:30 p.m.

Honorees

Esther McCall

National Chair, Bethune Recognition Program
National Council of Negro Women
Membership Secretary, Abyssinian Baptist Church

William (Bill) Lynch

Vice President, McAndrews & Forbes
Former Deputy Mayor, New York City

Gold Page.....	\$500
Silver Page.....	\$250
Full Page.....	\$100
3/4 Page.....	\$75
1/2 Page.....	\$50
1/4 Page.....	\$25
Patron.....	\$5

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Enclosed is my check for \$ _____

Please bill me \$ _____

Make checks payable to:

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DEADLINE: FEBRUARY 28, 1995

E. M.

Abyssinian Development Corporation
131 C West 138 Street
New York, New York 10030

Abyssinian Development Corporation
131C West 138 Street
New York, New York 10030



The
Julia West Hamilton League, Inc.
Washington, D.C.

Dear *Alexis*

*Regret
by phone to
Mary
2/14*

FEB 13 1995

On behalf of the members of the Julia West Hamilton League, Inc. I would like to invite you to join us at our Annual Benefit Luncheon and Fashion Show on Saturday, April 8, 1995, 12:00 noon at the J.W. Marriott Hotel, Grand Ballroom, 1331 Pennsylvania Avenue, N.W. Your attendance at this benefit, will help us to continue to provide scholarships and assistance to deserving students in the District of Columbia. Each year, we also give a substantial donation to the Hospital for Sick Children. We have planned a very exciting and fun filled afternoon, won't you join us?

For additional information or to R.S.V.P., please call
Julia West Hamilton League, Inc. Member:

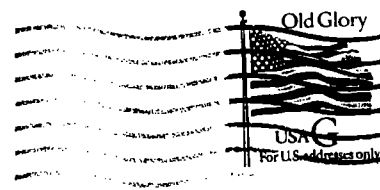
Mary

at

Phone: 301-422-0469 or 202-512-1818

Tax Deductible Donation: \$35.00

*Mary J. Thompson
7112 24th Place
Hyattsville, MD 20783*



*Luncheon & Fashion Show
Invited from Mary, April 8th*

*Ms. Alexis Herman
700 7th Street, S.W. apt 626
Washington, D.C.*

Institute of Jewish Humanities

47 Beekman Street, New York, New York 10038 • (212) 227-7543

SIXTEENTH ANNUAL DINNER

SUNDAY, MARCH, 26 1995

SUBSCRIPTION FORM SOUVENIR JOURNAL

In Tribute to

DR. ROBERT BARD HON. JAMES F. BRENNAN DR. DORTHY HEIGHT
NIGER DENNISON INNIS GARY B. PILLERSDORF I. PETER RAYO DANIELLE D. RUTTMAN

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Your Full Page ad
entitles you to a
Dinner reservation
for one.

Make Checks Payable and Mail to:
JOURNAL COMMITTEE
INSTITUTE OF JEWISH HUMANITIES
47 Beekman Street, New York, N.Y. 10038
Please Respond Before January 26, 1995

Your Diamond Page
ad entitles you to
Dinner reservations
for two.

PLEASE PRINT OR TYPE IN THE SPACE BELOW THE COPY DESIRED IN YOUR AD.
USE THE BACK OF THIS FORM IF MORE SPACE IS REQUIRED.

ישיבת
קול יעקב



Yeshiva
Kol Yaakov

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Institute of Jewish Humanities

בס"ד

Dear Friend,

The Institute of Jewish Humanities will honor seven distinguished communal leaders at its Sixteenth Annual Dinner to be held on March 26, 1995



Dr. Robert Bard, a prominent New York City physician, will be honored by the Institute of Jewish Humanities. The Institute is proud to confer its Rabbi Moshe Ben Maimon (Maimonides) Award on him in recognition of his outstanding achievements in the field of Diagnostic Ultra Sound.

Dr. Bard has dedicated the last twenty years to using Ultra High Resolution Ultra Sound, for detecting breast cancers missed by mammography. He has used this same ultra sound technology for finding muscle, ligament, and tendon injuries missed by CAT scans and MRI exams documenting injuries that would have been undetected by traditional means.



Hon. James F. Brennan, a distinguished New York State Assemblyman, representing the forty-fourth Assembly District Kings County, will be feted by the Institute of Jewish Humanities. He will receive the Institute's Consumer Champion Award in recognition of his continued achievements in the field of consumer protection. Throughout his illustrious career as a legislator he has fought for the rights of consumers and has proven himself to be a man of compassion, integrity and honor.

Mr. Brennan is devoted to the ideals of Equality, Justice and Dignity of Man.



Dr. Dorothy Height, the renowned President of the National Council of Negro Women has been selected by the Institute of Jewish Humanities to be the recipient of its Freedom Award in recognition of her inspiring leadership in the struggle for Equality and Human Rights for all people.

Dr. Height, one of the Country's leading civil rights activists, worked closely with Dr. Martin Luther King, Roy Wilkins, Whitney Young, and A. Philip Randolph. She staunchly believes that men and women of all races, religions, creeds and denominations can work together to achieve Social Justices for all.



Niger Dennison Innis, the prominent National Spokesman for the Congress of Racial Equality will be honored by the Institute of Jewish Humanities. The Institute is proud to confer its Peace (Shalom) Award in recognition of his outstanding achievements in the field of Civil Rights.

Mr. Innis, a frequent guest on National television and radio talk shows, has worked diligently to cultivate understanding between the Jewish and African-American Communities. Throughout his career he has been a messenger of Good Will and a purveyor of Peace.

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קול יעקב



Yeshiva
Kol Yaakov

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Institute of Jewish Humanities

בס"ד



Gary B. Pillersdorf, a distinguished and highly respected trial lawyer, has been chosen by the Institute of Jewish Humanities to be the recipient of the Lawyer of the year Award in recognition of his impressive courtroom Career, representing injured victims in the fields of medical malpractice, product liability and general negligence.

Mr. Pillersdorf, founder of the prestigious law firm, Gary B. Pillersdorf and Associates, P.C., has handled many high profile cases, setting both precedents and records with his results. The ABA survey of the largest jury verdicts, ranked Gary second nationally in 1988.



I. Peter Rayo, a renowned and brilliant trial lawyer will be honored by the Institute of Jewish Humanities. He will receive the Institute's Humanitarian Award in recognition of his outstanding work with underprivileged youngsters, helping them to overcome their environment.

Mr. Rayo, partner in the prominent law firm of Rayo and Rayo, has worked successfully with drug addicts. He seeks to educate people that drug addicts are human beings who are in desperate need of help and understanding.



Danielle D. Ruttman, an eminent trial lawyer, is the Deputy Executive Assistant General Council of the MTA New York City Transit. She will be honored by the Institute of Jewish Humanities. The Institute is pleased to bestow on her its Eishes Chayil (Woman of Valor) Award for her impressive career in law and for her dedication to Jewish Scholarship and Ideals.

Miss Ruttman, Assistant Professor of Psychiatry at Georgetown University is dedicated to fostering understanding and mutual respect between the different disciplines.

In conjunction with the Dinner, a Souvenir Journal will be issued in tribute to the honorees. We look forward to your support by placing a greeting in our Journal.

Journal Committee

AARON J. BRODER

RICHARD J. CARDALI

BERNARD DUHAN

47 Beekman Street, New York, New York 10038 • (212) 227-7543
1315 Ave J Brooklyn, New York 11230 • (718) 338-2411 • (718) 338-2412



Susan E. Way
*Time Management
Consultant*

239 Littleton Road
Suite 8A, PO Box 410
Westford, MA 01886
1.800.358.8463
1.800.437.3150 Fax

Our Mission...

*Time Resources is committed to
helping business and professional people
accelerate their achievements through
better time management products and training.*



Laura Frey Horn
Regional Manager

P.O. Box 230
Middleburg, Virginia
22117-0230
1.800.430.8463
1.800.358.TIME
1.703.554.2811 Fax

Our Mission...

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helping business and professional people
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better time management products and training.*

**PHOTOCOPY
PRESERVATION**



P.O. Box 230
Middleburg, Virginia
22117-0230

"Organizations that manage time well control their destiny."

Tuesday, January 17, 1995

Alexis M. Herman
Special Asst to Pres-Pub Rel
Office of the President of the United States
1600 Pennsylvania Avenue NW
Washington, DC 20500

*Reprint
Joyce 1/23*

JAN 22 1995

Dear Ms. Herman:

Is your organization positioned to succeed in the Year 2000?

The one commodity that is silently eroding productivity, employee morale, and your bottom line is poor time management. Job demands increase, priorities change, and both managers and employees can become trapped in activities that don't support the goals of the organization.

But now, with Time Resources' nationally acclaimed, one-day seminar - ***Time Management for the Year 2000*** - you can break the "time crisis" cycle and introduce new skills critical to a productive future.

Just imagine:

- **Employees who come to work filled with new-found vision, focus and enthusiasm**
- **An increase in productivity: up to two hours a day!**
- **A work place unified with common goals, commitment and direction**

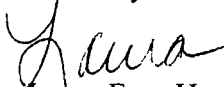
We invite you to be our guest at an upcoming showcase preview of this revolutionary course that teaches a new way of prioritizing by goals, not deadlines. Please join us and view firsthand how *Time Management for the Year 2000* is *personalized* to your employees' needs, *customized* to your organizational goals, and highly *interactive*. You'll see just how we provide unique self assessment methods and tools - such as our GoalPlanner™ system - that create a lasting, positive effect.

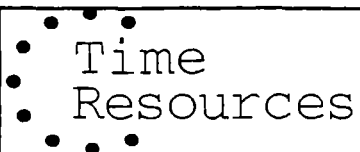
Our next showcase session in your area will be held at:

Location: Bethesda-Marriott Hotel
Date: Wednesday, March 15, 1995
Time: 9:00am-12:00pm

Seating is by reservation only. To reserve your space, please call **800.358.TIME(8463)**, or use the enclosed fax form by March 1. Please feel free to call if you have any questions.

Sincerely,


Laura Frey Horn
Regional Manager



FAX FORM

Fax: 1 800 437-3150
Phone: 1 800 358-TIME

Time Resources - 239 Littleton Road, Suite 8A - Westford, MA 01886

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

☐ Please reserve my seat for the Washington DC Showcase on March 15, 1995 at the Bethesda Marriott Hotel. Please call to confirm my reservation.

☐ I'm Interested in learning more about how Time Resources can increase productivity for my organization. Please call me!

☐ Possible number of people to be trained: _____

☐ I am interested in attending a Showcase Preview Seminar in my area. Please call me when you schedule it. The best dates for me are: _____

☐ I am interested in learning more about your **Trainer Certificate Program**.

Please check the following areas that are most important to your Company!

☐ Increase productivity

☐ Accomplish more results with fewer people

☐ Make sure departments and individuals understand corporate goals and individual responsibilities

☐ More effective meetings

☐ Complete team projects in a more timely fashion

☐ Saying "no" when it is appropriate

☐ More effective delegation

☐ More effective communications

☐ General time management issues

☐ GoalPlanner™ Time Management System

Other: _____



239 Littleton Road
Suite 8A
Westford, MA 01886

TIME MANAGEMENT FOR THE YEAR 2000

Time Management for the Year 2000 is a goal focused, productivity and performance effectiveness training course focused on accelerating personal and professional achievements. This new and unique customizable training program has been successfully delivered to thousands of people throughout the United States to a wide variety of organizations and job functions. *Time Management for the Year 2000* is based on extensive research on the changing workplace and what is required by individuals and organizations to prepare for these changes.

This training was designed and developed by experienced professional business people, with over 100 years of combined experience. Instructional design, development and delivery is by a seasoned professional staff with extensive background in adult education.

The program requires pre-course testing of participants, and business analysis of the work environment in order to focus training specifically to individual and group needs. Based on experiential learning, participants will hear, see and experience specific focused activities and exercises. Activities blend personal and professional issues and are constantly directed toward improved productivity and effectiveness on the job.

PRE-COURSE ACTIVITIES

Objectives and Contents

Pre-Course Self Assessment and Preparation

Determines individual participant's strengths and areas to be developed. Focuses on key time management and goal achievement skills. Directs customization of training assuring participants receive training in accordance with needs.

Business needs analysis

Needs analysis questionnaire focusing on organization's needs for productivity and performance effectiveness. Contributes to further customization of training.

Instructional Approach/Methods

Multiple choice and essay questions.

Interview by experienced TR consultant with key management person to determine:

- Client's expectations
- Perceived specific business operations needs

508.392.9111
508.692.8320 Fax
800.358.8463

COURSE CONTENT

<u>Objectives and Content</u>	<u>Instructional Approach/Methods</u>
Self Assessment Review & Evaluation Gives instructor more insights into individual needs, directs effort towards customization, addresses personal and professional need for balance in daily planning and accomplishments	Individual and group participation
Work in the Year 2000 Explores business experts' predictions of how the workplace is changing and will continue to change into the next century. Addresses 5 critical topics with regard to business in the next century.	Lecture Individual Participation
Personal Visioning, Goal Setting Creates an understanding of the value of personal visions and goals. Blends a balance of personal and professional life. Participants actually create goals and learn techniques. Highlights need for alignment of personal and professional goals with organization's mission and goals.	Lecture Individual Participation Team Exercises Individual Exercises
Prioritization Teaches how to prioritize goals and activities. Introduces objective prioritization process.	Lecture Individual Participation Individual Exercises
Time Management Matrix Examines how time is typically spent without planning. Teaches the value of planning for time to be invested, rather than spent. Explores the activities that are controllable vs. those that are not. Provides a new unique time log to analyze significant tasks and activities.	Lecture Group Participation Individual Participation
Planning time using GoalPlanner™ system Introduction and instruction on effective time management and goal focused planning with the GoalPlanner™ system. Introduces exclusive GoalKeeper™. Explains numerous techniques for planning, prioritizing and implementing a more productive and effective workday.	Lecture Group Participation Individual Exercises

Time Management for the year 2000, continued

<u>Objectives and Contents</u>	<u>Instructional Approach/Methods</u>
Time Wasters Discusses and answers individual's questions of specified time wasters. Symptoms, causes, costs, cures of related time wasters affected by these activities are addressed. Topics are selected based on pre-course self assessment results, business analysis and class discussions.	Lecture Individual Participation Team Activities

POST COURSE REINFORCEMENT

Post Training Discussion and Reinforcement A worksheet to stimulate and encourage using new skills, techniques and insights after training. Establishes a support system to assist with ongoing implementation of time management, job effectiveness and improved productivity. Bonds and reinforces individual and organizational commitments.	Individual Activity
Post training support Toll free telephone support provided at no charge. Available for questions, advice, reinforcement and ongoing support.	Individual participation

*The Advisory Committee
to the
1995 United States Senate
Youth Program
Senator Alan K. Simpson
Senator Carol Moseley-Braun
Co-Chairs*

*request
responded by
card 1/25*

cordially invite you to the

Reception

honoring the student delegates

Wednesday, March First

Five - Seven O'clock

Room 216

Hart Senate Building

R.S.V.P.

**PHOTOCOPY
PRESERVATION**

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This marker identifies the place of a publication.

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Time Resources brochure



Stay Ahead of Your Time

What if

239 Littleton Road
Suite 8A
Westford, MA 01886
1 • 800 • 358 • 8463

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President of the Senate*

*The Senate Youth Program is completely funded
by the William Randolph Hearst Foundation.
No government funds are utilized.*

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Majority Leader*

*Senator Tom Daschle
Minority Leader*

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*United States Senate Youth Program
William Randolph Hearst Foundation
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San Francisco, California 94105-4504
(800) 841-7048
(415) 543-4057*



*The President and Trustees of Howard University
cordially invite you to attend*

*The Charter Day Convocation
commemorating*

*The 128th Anniversary of the Founding of the University
on Friday morning, the third of March
nineteen hundred and ninety-five
at eleven o'clock*

Cramton Auditorium - Main Campus

Toni Morrison, '53

Will deliver the Convocation Address

*request
out of town*

FEB 13 1995

1995 Charter Day Honorees

Charter Day Orator

*Toni Morrison, B.A., 1953
Doctor of Letters*

Distinguished Alumni Award Recipients

*Dr. John F. J. Clark, Jr., M.D., 1946
Medicine and Education*

*Dr. Barbara Rose Hatton, B.S., 1962
Education*

*Dr. Robert Lee Moore Hilliard, B.S., 1951
Medicine and Community Service*

*Elaine R. Jones, Esq., B.A., 1963
Law and Civil Rights*

*Dr. Jeanne C. Sinkford, D.D.S., 1958
Education and Dentistry*

*The Honorable Togo D. West, Jr., J.D., 1968
Law and Public Policy*

HOWARD UNIVERSITY
Charter Day Convocation 1995
Friday, March 3, 1995



Admit to Reserved Parking & Seating

Present this card to security to gain entry to reserved campus parking
and retain to present to Convocation ushers for reserved seating



On the occasion of its annual Legislative Conference
the Mortgage Bankers Association of America

requests the pleasure of your company
at a reception

on Tuesday, the fourteenth of March
from six-thirty to eight-thirty o'clock p.m.

East Hall

Union Station

50 Massachusetts Avenue, N.E.

Washington, District of Columbia

R.S.V.P.

(Card enclosed)

*regret
by card
2/21*

FEB 21 1970

Non-Transferable



POLITICAL ECONOMY SEMINAR

The Death of Common Sense: How Law Is Suffocating America

*Refused
2/27
Morgan*

Tuesday, March 14, 1995

2:30-4:30 p.m.

Wohlstetter Conference Center

Twelfth Floor, AEI

Philip Howard will present the findings of his recent bestselling book, The Death of Common Sense: How Law Is Suffocating America. The book argues that laws and regulations are too rigid and that "process has become an end in itself." Mr. Howard believes that "we should stop looking to law to provide the final answer." Instead, bureaucrats should be given more flexibility to implement regulations in a sensible manner.

Speaker: PHILIP K. HOWARD, Howard, Darby & Levin

Discussants: MICHAEL HOROWITZ, Hudson Institute
JOHN THORNE, Bell Atlantic

Moderator: ROBERT W. HAHN, AEI

Liviano



Registration Form

The Death of Common Sense: How Law Is Suffocating America

Wohlstetter Conference Center, Twelfth Floor, AEI
Tuesday, March 14, 1995
2:30-4:30 p.m.

Name _____

Title _____

Affiliation _____

Address _____

City/State/Zip _____

Telephone _____

Send this form to : Seminars and Conferences, American Enterprise Institute
 1150 17th Street, N.W., Washington, D.C. 20036

Or FAX to Seminars and Conferences at 202/862-7178.

Contact Elizabeth Baldwin with any questions at 202/862-5847.



February 24, 1995

*Regret
2/27
Julian
Spencer to*

Dear Friend:

What's missing from the current battle over the federal budget? A genuine commitment from either party to a fiscal program that can help make the nation more productive and, ultimately, restore upward mobility. Instead, the choice now emerging pits a constitutional amendment that its advocates are not really prepared to honor, against the defense of virtually all current spending programs and tax expenditures.

On March 6, the Progressive Policy Institute will host a panel of concerned experts from across the political spectrum to discuss their consensus on one basic element of any sound budget program—ending unproductive subsidies for special interests. The panel will include PPI's Robert Shapiro, as well as Stephen Moore, director of fiscal studies at the Cato Institute, Bob Greenstein, executive director of the Center on Budget and Policy Priorities, and David Frum, columnist at *The American Spectator* and author of *Dead Right*.

The details of the forum are as follows:

DATE: Monday, March 6, 1995
TIME: 10:30 a.m. - Noon
PLACE: 325 Senate Russell Office Building

On March 6, PPI also will issue *Cut-and-Invest: A Budget Strategy for the New Economy* by Rob Shapiro. This essay is a second edition of the *Cut-and-Invest* report published last year by PPI, which introduced the critique of industry tax and spending subsidies into the budget debate. This year's report includes a catalogue of 120 such subsidies, along with suggested reforms that would raise \$265 billion over five years, and a detailed strategy for redirecting these resources to deficit reduction, public investment, and tax relief.

We hope you will be able to join us on March 6. If you would like to attend, please RSVP to Marlowe Greenberg of PPI at (202) 547-0001.

Cordially,

Will Marshall

Will Marshall
President



*The Electronic Industries Association
cordially invites you to attend a
"Housewarming" Reception/Buffer*

Monday, March 27, 1995, from 7:00 p.m. to 9:00 p.m.

at the new

*EIA Headquarters Building
2500 Wilson Boulevard, Arlington, Virginia*

*R.s.o.p.
(703) 907-7531*

*regret
Muroa
Amal
3/2*

MAR 2 1995

National Aeronautics and
Space Administration
Office of the Administrator
Washington, DC 20546-0001



The Honorable Alexis Herman
Assistant to the President for Public Liaison
Executive Office of the President
The White House
Washington, DC 20500

*Agreed Stone
Dr 3/2*

Dear Mr. Herman:

NASA recently initiated a year-long series of interactive seminars exploring a long-range theme for the space program. Throughout the series we will explore possible themes which are both scientifically driven, as well as inspiring and meaningful to the public. The dates and times for the next two seminars are contained in the enclosed flier.

The next seminar will be held on March 13, 1995. Three foremost scientists Dr. Linda Schele, University of Texas at Austin, Dr. Bohdan Paczynski, Princeton University, and Dr. Vera C. Rubin, Carnegie Institution of Washington, will explore such questions as why civilizations construct cosmologies, the nature of our present day cosmology, and why (or why not) our understanding of the universe needs to be deepened.

You are invited to take part in this important and exciting seminar series. The next event will take place on March 13, 1995, from 3 to 5 p.m. in the NASA Auditorium which is located in the west lobby of NASA Headquarters, 300 E Street, SW, Washington, DC. Ample time will be allowed for interaction with the speakers and the audience. A brief reception will follow. RSVP's for the event should be directed to Dr. Barbara Stone at (202)358-0692 by March 6, 1995, as seating will be limited. We appreciate your participation in the seminar series.

Sincerely,

A handwritten signature in cursive script, reading "Daniel S. Goldin".

Daniel S. Goldin
Administrator

France A. Cordova
France A. Córdova
Chief Scientist

Enclosure

**NASA ADMINISTRATOR DANIEL S. GOLDIN
and
CHIEF SCIENTIST DR. FRANCE ANNE CORDOVA
PRESENT:**

**TO BOLDLY GO:
AMERICA'S NEXT ERA IN SPACE**

A Year-Long Series Of Interactive Seminars Exploring A Long-Range Theme
For The Space Program. The Next Two Events Are Scheduled As Follows:

The Universe: Now And Beyond

Monday, March 13, 1995, 3-5 p.m.

Dr. Linda Schele
University of Texas at Austin

Dr. Bohdan Paczynski
Princeton University

Dr. Vera C. Rubin
Carnegie Institution of Washington

Our Dynamic Solar System

Monday, April 24, 1995, 3-5 p.m.

**Location:
NASA Auditorium
300 E Street, SW
Washington, DC 20546**

For information concerning participation or to obtain videotapes of the events, please contact:

Dr. Barbara Stone
Telephone: (202)358-0692
Fax: (202)358-3084
E-mail: bstone@hq.nasa.gov



About Wood on the Wing

For many years, Phillips Petroleum Company has been assembling a collection of the finest examples of wildfowl wood carving. *Wood on the Wing* marks the first time this collection of intricately carved, life-size works of art has been placed on tour. Each bird in the collection is the winning entry in the Annual Louisiana Wildfowl Carvers Festival, which attracts some of the finest carvers in the country. Beyond celebrating the superb artistry of the woodcarver, *Wood on the Wing* is intended to heighten public appreciation for America's wildfowl resources and to stimulate concern about their protection. Populations of many bird species, including several represented in the collection, are declining because of dwindling habitat, environmental degradation and other factors not fully understood. By viewing these feathered masterpieces close at hand, hopefully visitors to *Wood on the Wing* will be moved to help ensure the preservation of wings in the wild.



Rec'd
RSVP to Roselle
2/17

FEB 17 1995

The Management and Employees
Of Phillips Petroleum Company and
The Honorable William J. Jefferson
U.S. Congressman, Louisiana, District 2

Invite you to a reception and showing of
"Wood on the Wing"
The Phillips collection of prize-winning wildfowl carvings
From the Annual Louisiana Wildfowl Carvers Festival

On Thursday, March 9, 1995
From 6 p.m. to 7:30 p.m.
In the Cannon Caucus Room
Room 345, Cannon House Office Building
Washington, D.C.

RSVP: 202/833-0905

**PHOTOCOPY
PRESERVATION**

U.S. Department of Labor

Bureau of International Labor Affairs
Washington, D.C. 20210



*Regret
She's out
of town
RSVP to
Gabriella.
2/17*

FEB 16 1995

Please join us on Wednesday, March 1, 1995
At 2:00 P.M. in the Secretary's Conference Room, S-2508
Frances Perkins Department of Labor Building

For a reception in honor of

GEORGE L.P. WEAVER

For leadership in international affairs

Joaquin F. Otero
Deputy Under Secretary

RSVP: 219-6043

10th ANNUAL GALA

THERE'S NO BUSINESS LIKE SHOW BUSINESS !!

PRESENTS

THE SAN FRANCISCO GIRLS CHORUS

Now completing its sixteenth year, the 330-member SAN FRANCISCO GIRLS CHORUS has pioneered in establishing girls' choral music as an art form in the United States. As one of San Francisco's most beloved musical organizations, it has represented The City at festivals and competitions around the world, as well as on national and regional concert tours.

Praised for its "stunning artistic standard" (*S.F. Chronicle*), the Girls Chorus has earned tremendous respect for its innovative and unusual programming, including frequent commissions of new American music. The organization's concert and touring ensembles, CHORISSIMA and VIRTUOSE, have revived masterpieces written for girls' voices by prominent Venetian composers of the 17th and 18th centuries and have introduced American audiences to many outstanding Eastern European composers. The chorus performs frequently with the San Francisco Symphony, San Francisco Opera, and appears and records with other prominent ensembles.

The Girls Chorus also enjoys an international reputation for its MUSIC EDUCATION PROGRAM, which the California Arts Council has termed "a model in the country for training girls' voices." Artistic Director Dr. Sharon J. Paul leads a faculty of 24 who instruct 330 young singers in singing, music theory, and performance skills. SFGC's CHORUS SCHOOL, a four-level music training and performance program for apprentice singers ages 7 through 16, has choruses based in San Francisco and in Oakland. Auditions for the Chorus School program are held three times per year. Need-based scholarships provide tuition and fee assistance to 27% of SFGC's students.

SFGC's AUXILIARY PROGRAMS include the Opera Arts Training Program, a summer workshop for gifted singers ages 12-19; Conducting and Music Theory Apprenticeships; and the Alumnae Chorus, conducted by an SFGC alumna, with singers drawn from the 170-member Alumnae Association.

The San Francisco Girls Chorus is funded in part by the National Endowment for the Arts, the California Arts Council, and San Francisco Grants for the Arts. For booking or audition information, or to receive a performance schedule, call 415/673-1511. SFGC is represented by California Artists Management.



SFGC - 1100 Ellis Street, San Francisco, CA 94109, 415/673-1511

Charlotte Mailliard Swig

Mrs. Melvin M. Swig is legendary for heading Special Events throughout the terms of five Mayors in San Francisco. During this time, she has masterminded Super Bowl Parades, Fleet Week Celebrations, receptions and dinners for visiting heads of state, and numerous civic events. On many of these occasions, Mrs. Swig has called upon the San Francisco Girls Chorus to act as musical ambassadors for San Francisco in recognition of the Chorus' extraordinary artistic and educational accomplishments.

Scholarship Fund

Proceeds from the Tenth Annual Gala support the San Francisco Girls Chorus' need-based scholarship program. This year, the Chorus will provide over \$69,000 in financial aid for more than one-fourth of its 330 student singers. The opportunity to sing with the San Francisco Girls Chorus attracts young women from the Bay Area's diverse ethnic and economic communities. The Scholarship Fund assures that all qualified girls have an opportunity to participate, regardless of financial circumstances.

*request
by card
2/7*

Charlotte Mailliard Swig

and the

Board of Directors of the San Francisco Girls Chorus

request the pleasure of your company at a gala evening of Broadway music

There's No Business Like Show Business!

starring

Guest Alumnae Soloists, Chorissima, and Virtuose

Sharon J. Paul, Artistic Director

Wednesday, March 1

Grand Ballroom, Sheraton Palace Hotel

6:30 pm Cocktails

7:30 pm Dinner

Black Tie

RSVP Card Enclosed

**PHOTOCOPY
PRESERVATION**

San Francisco Girls Chorus Gala Committee

Charlotte Mailliard Swig

Honorary Chairwoman

Nancy M. Adler Paul A. Renne

Dinner Committee Co-Chairs

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list in formation

ACOG

13th Annual Legislative Workshop

*“Women’s Health in the
104th Congress”*

March 19-21, 1995



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PRESERVATION**

Regret
by card - 2/21

FEB 21 1995

The American College of Obstetricians and Gynecologists
cordially invites you to join us at our
Annual Congressional Reception
and
Presentation of the 1995 ACOG Public Service Award to
The Honorable Olympia Snowe (R-ME)
Monday, March 20, 1995
6:00 pm - 8:00 pm
The Cannon Caucus Room
345 Cannon House Office Building

Please return the enclosed card by March 16, 1995.

GREATER DC
CARES



CHANGING
LIVES THROUGH
VOLUNTEER
SERVICE

An Invitation to a Special Event

*sponsored by Friends of Greater D.C. Cares,
who care about African American Volunteerism as a
means of supporting our community.*

We can support the resocialization
of our community by increased involvement
of individuals and business leaders through volunteer and
financial participation.

In support of this initiative you are invited to a lecture:

The Fallacy of the Bell Curve with Dr. Asa G. Hilliard III

Tuesday Evening March 7, 1995

Lecture: 7:00 p.m. - 8:00 p.m.

Moot Court Room

Howard University Law School

2900 Van Ness, NW

Washington, D.C.

*Reception immediately following in the Presidents Suite
Suggested Donation: \$50.00 Payable to Greater DC Cares*

Please RSVP:
Greater D.C. Cares
1201 New York Avenue, Washington, D.C. 20005
Voice Mail (202) 289-SERV (7378), ext. 17
or call
Karyn Trader
Member of Greater D.C. Cares Board of Directors
Phone: (703) 471-4331
Fax: (703) 471-1382

☐

I can attend (*checks accepted at the door*)

☐

I can not attend, but would like to contribute _____

FEB 28 1995

*negro
RSVP line
3/3*

About Dr. Asa G. Hilliard III

Dr. Asa G. Hilliard III is a noted Lecturer and distinguished educator. As an educational psychologist and professor he specializes in educational test validation. Dr. Hilliard is also a professional writer with numerous books and articles to his credit. He is very committed to rebuilding strong cultural ties within the African Community and is also recognized as a historian specializing in Ancient African History particularly Ancient Kemet (Egyptian) history. Dr. Hilliard will also be doing a book signing at the Yawa bookstore the afternoon of March 7.

For Information call 202-483-6805.

Dr. Hilliard holds the Fuller E. Callaway Chair
in Education at Georgia State University.

Join us for a stimulating evening in support of Greater D.C. Cares

**PHOTOCOPY
PRESERVATION**

Please join us
as my guest.
Gary

YOU ARE CORDIALLY INVITED TO ATTEND

REP. GARY ACKERMAN'S

REAL

REAL

IMPORTED FROM

NEW YORK

DELI FUNDRAISER

(THE WHOLE SCHMEER!)

regret.
RSVP line
3/6

Matzoh Ball Soup
Kasha Varnishkes
Stuffed Cabbage

Cocktail Franks
Knishes

Mushroom and Egg Barley
Kishke (Stuffed Derma)
Chicken Fricasee with Meatballs
Chopped Liver
Noodle Kugel with Fruit Sauce

Corned Beef
Roast Beef
Pastrami
Tongue

Carved Roast Turkey
Cranberry Compote

Cole Slaw
Potato Salad
Cucumber Salad
Relish Trays

Breads and Rolls
Real Rye Bread

Dr. Brown's Sodas
Seltzer
Water Upon Request
Cocktails

Fruit Platter Supreme
and more . . .

WEDNESDAY, MARCH 8, 1995

6 - 8 P.M.

**UNITED BROTHERHOOD OF CARPENTERS AND JOINERS
OF AMERICA**

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**101 CONSTITUTION AVENUE, N.W.
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Comp

\$1000 Host/\$500 Friend

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703-486-1456

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Bud Kanitz

MEMORANDUM

TO: NNC Members and Subscribers in VA, MD, and DC
FROM: Bud Kanitz, NNC Executive Director
DATE: March 9, 1995
RE: Information Forum

The NNC will sponsor a special Information Forum on "HUD's New Government Sponsored Enterprise (GSE) Regulations: What They Mean for Neighborhoods."

The Forum will be held Thursday, March 16, 1995 from 12:00 until 2:15 on the third floor of 1875 Connecticut Ave. NW, in the Academy for Educational Development's Greeley Hall.**

Last month, HUD issued new regulations regarding loans in central cities and mortgages for low- and moderate-income homebuyers. These regulations affect Government Sponsored Enterprises (GSE's) such as the Federal National Mortgage Association (Fannie Mae) and the Federal Home Loan Mortgage Corporation (Freddie Mac).

Keynote speakers at the Forum will be Nicolas Retsinas, HUD Assistant Secretary for Housing, and Stephanie Smith, Special Assistant to the Assistant Secretary for Housing. Second panelists include Barry Zigas, Vice President for Housing Impact Policy at Fannie Mae, as well as a representative from Freddie Mac.

**To reach 1875 Connecticut take the Metro (Red Line) to DuPont Circle and exit toward Q street. Once out of the Metro tunnel, go north on Connecticut Ave. for 3 blocks. 1875 (Universal North Building) is on the right side of the street on the corner of Connecticut and T, across from the Washington Hilton.

**To reach Greeley Hall, enter the main lobby and take the elevator down to the 3rd floor.

Also, please note NNC's new address listed at the top of this letterhead, and update your mailings lists accordingly.