

SWEDISH HOSPITAL

3401 SOUTH CLARKSON STREET

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ENGLEWOOD, COLORADO

February 27, 1964

Dr. Herman Stein
751 Williams St.
Denver, Colorado

Dear Dr. Stein:

This is a summary of the discussion which was held at an informal meeting at your home on Wednesday evening, February 26. It was thought by the group present that there should be a policy as to the responsibilities and duties to be performed by the Executive Secretary and a clarification for all concerned within the organization. It was thought that the Executive Secretary should hold an office ex officio and should not be a voting member of the meeting committees. It was also expressed that the Dean of the Medical School should be made aware of the Executive Secretary's duties and that decisions of policy made at the Medical School concerning the alumnae group should be forwarded to the President of the Alumnae Association.

Any correspondence which has to deal with matters of policy or decisions are not the responsibility of the Executive Secretary, but must be acted upon by the President or one of his appointed representatives. Correspondence dealing with information, distribution or inquiry will be deemed the duty of the Executive Secretary. Also checks on meetings, minutes made at such meetings, appointed committees, and awareness of their functioning should be the responsibility of the Executive Secretary with reports made to the President of the Association.

Following this, a lovely supper was prepared by Mrs. Stein and during the course of the meal stimulating conversation resulted in the following:

- 1.e Dr. Whitehead reported that he is going to be in Ireland next year ande this might lead to some problems as he is the president-elect. It wase suggested that the possibility of retaining Dr. Stein as President ande Dr. Whitehead to continue as president-elect might be course to recom- mended to the Nominating Committee. Another possibility was the electione of Dr. Whitehead to President and Dr. Stein to Vice-President who woulde then move into the position of President in September when Dr. Whiteheade leaves for Ireland.e
- 2.e It was recommended that Dr. Joseph Smiley and Dr. Conger, President ofe C.eU. and Dean respectively, should be invited as guests to the Alumnaee Association Banquet. It was suggested that the invitations be sente out early as their schedules will undoubtly be busy.e

met later
10PM

as early as possible
having issued these

- 3. At the Alumnae Banquet speeches, etc, should be over by ~~9:00 or 10:00~~, preferably the former. A dance to continue for the Senior Students and other alumnae who wish to remain was though ~~followed~~.
- 4.e Dr. Robert Harvey was appointed as Chairman of a committee to investigate the possibility of a fall meeting. Associated with this was the idea of a Town and Gown Cocktail party in the fall. Dr. Harvey will appoint his own committee.

The names of some interested alumnae who are not members of the Committee of Representatives at the present time were Norman Joseph and Frank Rust. Dr. Lopez believed he was on the committee, but his name was not present and it is to be checked.

- 5.e The idea of the Alumnae Association taking a more direct approach in its advisement to the Medical School Curriculum Committee as to suggested improvements in the curriculum was discussed. It was thought that a possibly greater emphasis should be taught our students in medical ethics.
- 6.e It was thought to be a good idea to have a tape recorder for subsequent official meetings, so that better minutes might be kept.
- 7.e It was also discussed the idea of checking over the expenses of the organization, particularly to salaries of our secretary, etc.
- 8.e We should try to spell out the procedure of the election of Representatives.

In conclusion I would again like to express the group's appreciation for the lovely dinner served by Mrs. Stein and am sure that all present found this meeting to be most beneficial and helpful. Certainly many ideas came about because of the relaxed atmosphere.

Respectfully submitted,



William E. Jobe
Assistant Secretary-Treasurer
Alumnae Association

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