

11/21/67

First Supplement to Memorandum 67-68

Subject: Annual Report

We suggest that the Annual Report be approved for printing subject to the new members being added to the list of members on the inside of the front cover and to the portion of the report dealing with Personnel of Commission. If time permits, we will print the letter of transmittal on a new letterhead containing the names of the new members. If time does not permit us to do this, we will omit the letterhead and insert in lieu thereof "LETTER OF TRANSMITTAL."

We will have to wait until December 31 to give the printer the go ahead on the actual printing of the report unless the new members are designated before that date. If the new members are not designated by December 31, we will include an appropriate indication in the Annual Report that vacancies exist on December 31 rather than reporting members whose terms have expired as members of the Commission.

Is the procedure outlined above satisfactory to the Commission?

Respectfully submitted,

John H. DeMouilly
Executive Secretary