

ASSOCIATED UNIVERSITIES, INC.
SUITE 1750, COLISEUM TOWER
10 COLUMBUS CIRCLE
NEW YORK 19, NEW YORK

OFFICE OF THE PRESIDENT

May 7, 1957

COLUMBUS 5-2090

MEMO TO: L. R. Burchill

FROM: Richard M. Emberson *RME*

SUBJECT: Meeting with the NSF

1. Lloyd Berkner suggested that in conjunction with our proposed visit with the NSF, he and Dr. Waterman might join for some of the discussions. Accordingly, I have checked and determined that Dr. Waterman will be free on the afternoon of May 21 and he is holding this open until he hears more definitely from us.
2. Accordingly, we have moved up our travel plans one day for your scheduled departure to be a sleeper to Washington on the night of Monday, May 20.
3. I have checked with Dr. Edmondson and he is free on the 21st, but did not make a special call to determine if Messrs. Roberts, Shepard, etc. would be free that day. Inasmuch as Mr. Roberts' letter was addressed to you, would you want to call directly and make arrangements.

cc: L.V. Berkner
C.F. Dunbar

Signed in Dr. Emberson's Absence

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May 14, 1957

Mr. James M. Mitchell
Associate Director
National Science Foundation
1520 H Street, N. W.
Washington 25, D. C.

Dear Jim:

This will confirm our telephone conversation of Tuesday morning, May 14. I am enclosing a dozen copies of a tentative agenda for the 2:00 p.m. meeting in Dr. Waterman's office on May 21. I am not sending copies directly to Dr. Waterman or anyone else of the Science Foundation, and will depend upon you to take care of the internal distribution for me.

I plan to come to Washington the previous evening and I believe Mr. Burchill and Mr. Dunbar will be ^{down} on the night train, so it should be easily possible for us to be in your office at 9:00 a.m. on the 21st for some preliminary discussions prior to your departure for your 10:00 a.m. appointment. If necessary or desirable we will be able to return to your office after the meeting with Dr. Berkner and Dr. Waterman.

Sincerely yours,

RME

Richard M. Emberson
Assistant to the President

RME:lc
Encls.
12 Agendas

cc: L.R. Burchill ✓
C.F. Dunbar

TENTATIVE AGENDA

May 14, 1957

May 21, 1957. 2:00 p.m.

Meeting at NSF, Dr. Waterman, et al, with Dr. Berkner, et al.

1. Budgets (reference - contract, letter October 8, 1956)
 - 1.1 - Review of procedures
 - 1.1.1 - Fixed dates - Congressional, BOB, internal NSF, etc.
 - 1.1.2 - Hearings and justifications
 - 1.1.3 - AUI responsibilities
 - 1.2 - Current Status
 - 1.2.1 - FY 1958
 - 1.2.2 - FY 1959
 - 1.2.3 - FY 1960 and beyond
2. AUI Financial Plan
 - 2.1 - Revision of Plan FY 1957-8
 - 2.2 - Specific action re 85 foot telescope
3. Site
 - 3.1 - Consolidation of site description; recorded in West Virginia
 - 3.2 - Documentation; transfer to AUI (Oct. 17)
 - 3.3 - Management - grazing, renting or lease to U.S. Forest service; revolving fund or management and maintenance
 - 3.4 - Maintenance of Observatory equipment and buildings
 - 3.5 - Covenants
 - 3.6 - Closing County road across site
4. Name of Observatory
5. Approval of construction
 - 5.1 - Development of master plan
 - 5.2 - 85 foot telescope
 - 5.3 - 140 foot telescope
 - 5.3.1 - Bidding procedures
 - 5.3.2 - Contractual arrangements - lump sum/c.p.f.f.
 - 5.4 - Principal buildings
6. Transfer of funds - mechanism
7. Director and other Staff Appointments