



NEW YORK CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS
115 EAST 40th STREET, NEW YORK (16)

Dear Chapter Member:

The accompanying bill for regular Chapter dues carries provision for a special contribution to implement the work of the Chapter in its enlarged scope for 1945, as approved by the Chapter at the Dec. 13th meeting. The following summary of the 1945 Budget, also as approved by the Chapter at the Dec. 13th meeting, is included for your information:

Income from dues (based on our present 480 dues paying members)	\$7223.00	
Income from sales of Documents	75.00	
Income from Contingent Reserve Fund	478.00	\$ 7776.00
Office Administration, including salaries and overhead	\$5552.75	
10% of dues income into Contingent Reserve Fund	722.00	
Annual dues to other organizations	937.00	
Publications (Year Book and Oculus)	295.00	
Medal Awards	69.00	7575.75
Balance		\$ 200.25

The balance is not even sufficient to cover expenses normally incurred by committees, such as the cost of printing and distributing reports, charges for incidentals at Chapter meetings, cost of memorial flowers, etc.

In addition to these normal expenses, you have authorized the retaining of a publicist, Mr. J. P. Lohman, to assist in publicizing the work of the Chapter by advising us which activities would have news value, by putting the news in readable form and by placing it at the disposal of newspapers or magazines. \$2500.00 will assure the continuance during 1945 of this service which has already resulted in news of the Chapter having appeared in the public press at the rate of once every two days.

If further funds were available for committee work it would be possible for the Chapter to expand the Oculus and restore the quality of its format, to put on exhibits such as that proposed by the Committee on Fields of Practice, and generally to increase the value of the Chapter to its members, to the public and to the profession. It is estimated that \$2000 is the absolute minimum that should be provided for this purpose,

The total needed is \$4500 or an average of \$10 per member. It is requested that you keep this in mind in determining the amount of your contribution.

January 22, 1945

William B. Spelman
President



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Jan. 1945

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Announcements

DINNER MEETING WEDNESDAY, JANUARY 17

Subject: THE WEST POINT COMPETITION

The SUPERINTENDENT of the U. S. MILITARY ACADEMY, the JURY and the PROFESSIONAL ADVISOR will be the guests of the Chapter, and will discuss the recent competition by means of LANTERN SLIDES.

Cocktails at 6:45 p.m. Dinner at 7:30 p.m. at the League.
Reservations must be made in advance -- Card enclosed.

Meeting open to members of the Chapter only.

OPEN MEETING OF TECHNICAL COMMITTEE, FRIDAY, JANUARY 26, Subject: AIR CONDITIONING

Panel Discussion at 8:00 p.m. at the League, conducted by KENNETH K. STOWELL, as Moderator, with the following panel of Experts:

ALFRED J. OFFNER on New Units, New Developments and the Future of Air-Conditioning.
CHARLES LECPOLD on Commercial and Residential Air-Conditioning.
ALFRED C. BUENSOD on the Architect's Part in Providing for Air-Conditioning; Its Installation and Maintenance.
JOHN HAINES on Air-Conditioning Equipment Controls.

OPEN MEETING OF COMMITTEE ON CIVIC DESIGN AND DEVELOPMENT, MONDAY, FEBRUARY 5

Subject: THE WASHINGTON PLAN

The American Academy of Arts and Letters, 633 West 155th Street, (corner Broadway) is showing a comprehensive Exhibit of Drawings and Models of the Past and Future Development of Washington.

GILMORE D. CLARKE, Chairman of the Fine Arts Commission, will be at the Academy on Monday evening, February 5th, at 7:30 p.m. to discuss the Exhibit.

All members are invited to be present. Those who wish to dine in the neighborhood should meet at Maguire's Chop House, 3772 Broadway, (opposite the Academy) at 6 p.m.

77th ANNIVERSARY DINNER OF THE CHAPTER, WEDNESDAY EVENING, FEBRUARY 14th.

A figure of national importance has been invited to make the main address. RESERVE THIS DATE NOW! More detailed information later.

