Department of Mathematics

February 26, 1974

Professor Basil Gillam Drake University Des Moines, Iowa 50311

Dear Basil:

I am finally sending you two copies (I thought Joe might like one) of the program for the April 19 meeting of the Iowa Section of MAA. Will you please send out a mailing to MAA members? Also, I have to contact someone at Upper Iowa to arrange to have some coffee and donuts available outside our meeting room at 2:40 for our coffee break. Do you have any suggestions as to who I might contact at U.I. to do this little chore for us? I have assumed we have sufficient funds to cover this. If not I'll take care of it myself.

Below are the items that we should take up at the business meeting. If you or Joe see any omissions please let me know.

- 1) election of officers
- 2) report of the governor
- 3) report, if any, from the articulation committee
- 4) report on the visiting lecturer program
- 5) recognition of the work of various individuals and committees.

See you in April and I will be in touch again nearer April 19.

Regards,

Donald 🕲 Bailey

DRB:cb enclosures