

K E E P T H I S L E T T E R

TO MEMBERS OF THE PAN AMERICAN ROUND TABLE OF AUSTIN

SUBJECT: Pan American Round Table Convention, Committee
 Assignments, Definitions of Committees, and Program

 Mrs. Albert R. Davis, Chairman of Convention
 Telephone 6-4891

DATE: April 14 and 15, 1955

PLACE: Driskill Hotel

STEERING COMMITTEE

Mrs. Albert R. Davis, Chairman 6-2891
Mrs. W. E. Allen
Mrs. C. F. Arrowood

The steering committee shall formulate plans for the entire convention. They shall promote the execution of these plans.

FINANCE COMMITTEE

Mrs. J. Lloyd Mecham, Chairman 8-8437	Mrs. Harry Power
Mrs. V. G. Okie	Mrs. Arno Nowotny
Mrs. William K. Miller	Mrs. D. C. Reed
Mrs. Aaron Schaffer	

It is the task of the finance committee to collect all funds, make a budget, and pay all bills in connection with the convention. The local Round Table shall pay the registration fees, and the price of the three suites for the State Director, the Alliance Director, and the Director General of Round Tables in the United States.

REGISTRATION COMMITTEE

Mrs. Henry W. Taylor, Chairman 2-2911	Mrs. Edgar Rach
Mrs. H. Y. McCown	Mrs. Claude Wild
Mrs. Hal P. Bybee	

The registration committee shall take complete charge of registration. Registration hours are from 7 to 9 p. m. on Wednesday, April 13, and from 8:30 to 9 a. m. on Thursday, April 14.

They shall prepare the envelopes for delegates, and shall include in them pencils, pads, name cards, tickets, and a page of instructions to delegates. A member of the finance committee should be at your table to collect registration fees.

The committee shall plan with the hotel for a table on the Mezzanine floor. They shall take the name of the person registering, the city or town and the Round Table which they represent. They shall find out whether they are delegates or visitors. The \$10.00 registration fee is to be paid at this time.

At the end of registration the committee should make six reports. One copy should be given to the secretary of the convention, one copy to the chairman of the credentials committee, one copy to Mrs. Henry Henze, reservations chairman, and one copy to the finance chairman, Mrs. J. L. Mecham, and one copy to the press chairman, Mrs. J. E. Hickman. The chairman of the registration committee should retain a copy.

The registration fees of the State Director, Mrs. A. B. Pumphrey, of the Alliance Director, Mrs. L. G. Waltrip, and of the Director General of Round Tables in the United States, Mrs. Darcy Cashin, are to be paid by the local Round Table.

The committee shall inform the transportation chairman as to how many delegates are registered.

PROGRAM COMMITTEE

Mrs. W. E. Allen, Chairman	53-3865	Mrs. Logan Wilson
Mrs. C. T. McCormick		Mrs. E. W. Doty
Miss Opal Leonard		Mrs. C. E. Castaneda
Mrs. C. F. Arrowood		Mrs. Lewis Hanke

It is the duty of the program committee to plan the entire program for the convention.

FOODS COMMITTEE

Mrs. J. C. Dolley, Chairman 6-3427
Mrs. Carl Swanson
Mrs. Harry Akin

The foods committee will plan the menus for all meals.

TRANSPORTATION COMMITTEE

Mrs. Marvin Hall, Chairman	2-0859	Mrs. W. R. Spriegel
Mrs. E. R. L. Wroe		Mrs. John T. Lonsdale
Mrs. Jerre Williams		Mrs. Charles Sandahl
Mrs. Alvia Thomas		Mrs. C. W. Chewning
Mrs. Karl Dallenbach		Mrs. Hubert Smith

Mrs. Joe Bailey
Mrs. James Pollard

Mrs. Leon Green
Mrs. Robert Miller

The transportation committee will see that cars are available at the north door of the Driskill Hotel at the times when members of the convention will be going from one place to another and to return the members to the hotel.

It shall be the duty of this committee to bring the members of the board from the hotel to Mrs. Ralph Ogden's home, 1704 Windsor Road, for dinner at 6:00 p. m. and to take them back to the hotel after the board meeting.

SUPPLIES COMMITTEE

Mrs. H. T. Manuel, Chairman 2-3784 Mrs. Robert Kimball
Mrs. Loren Mozley Mrs. Arch Adams
Mrs. T. J. Hemphill Mrs. M. A. Taliaferro

The supplies committee will provide all supplies needed for the convention, including pads, pencils, name cards, hostess ribbons, delegates' ribbons, and car stickers.

PRESS COMMITTEE

Mrs. J. E. Hickman, Chairman 53-0431 Mrs. Perry Jones
Mrs. John G. Varner Miss Lillian Wester

The press committee shall take complete charge of all articles or pictures for the press. They shall write for pictures to the following persons: *Send pictures and write up to:*

Mrs. L. G. Waltrip, Alliance Director General
5421 West Mockingbird Lane
Dallas 9, Texas

Mrs. A. B. Pumphrey, State Director General
100 Pumphrey Drive
Fort Worth 14, Texas

Mrs. Darcy Cashin, Director General of Pan American Round
Tables, United States
3403 Yoakum Boulevard
Houston, Texas

Dallas News
Houston Post
Fort Worth Star
Telegram
Austin American
Statesman
These were
requested.

There are twenty-four Round Tables in the United States, and thirteen in Central and South America. The Austin Round Table was organized in 1922. Among the founders in Austin were Mrs. Florence Griswold of San Antonio, now deceased, and Clara Driskill Sevier. *Also deceased.*

For further information on the history, the committee can contact Miss Lillian Wester, Miss Opal Leonard, Director of the Austin Round Table, or the historian.

DECORATIONS COMMITTEE

Mrs. Milton Overstreet, Chairman 53-4961

Mrs. Wayman Adams	Mrs. W. Lynn Brown
Mrs. T. S. Painter	Mrs. C. W. Hackett
Mrs. John Rudd	Mrs. Robert L. Pugh
Mrs. Don Cummins	Mrs. James Lindeman
Mrs. Francis Johnson	Mrs. C. B. Maynard
Mrs. H. B. Armstrong	Mrs. Powell Maynard

The committee on decorations shall take complete charge of all decorations, including the decorations of the convention room, the Maximilian Room at the Driskill Hotel. The Pan American flags should be in evidence at all meetings, and favors and place cards will be the responsibility of this committee.

TELEPHONE COMMITTEE

Mrs. Hume Cofer, Chairman 7-2488	Mrs. Irby Carruth
Mrs. Tom Bradfield	Mrs. Thomas Black
Mrs. Raymond Hill	Mrs. Eldon Harris
Dr. Eleanor Pace	Mrs. Glenn Mellenbruch
Miss Annie Maxwell	Mrs. Rogan Giles

The telephone committee shall take all reservations from members of the Austin Round Table and report the exact number of reservations to the chairman of the reservations committee, Mrs. Henry Henze, 309 Moore Boulevard.

CORRESPONDENCE COMMITTEE

Mrs. Joe Neal, Chairman 6-4192	Mrs. C. P. Boner
Mrs. S. A. Garza	Mrs. Glenn Courtney
Mrs. Martha Ann Zivley	

It shall be the duty of the correspondence committee to type and mail all letters of information to all Round Tables including the Austin Round Table. They shall receive letters from the Round Tables and compile the information received.

The committee shall compile a list of the names of delegates and the number of guests planning to attend the convention, and they shall send one copy of the list to Mrs. Henry Taylor, chairman of the registration committee and one copy to Mrs. Albert R. Davis, chairman of the convention.

HOSPITALITY COMMITTEE

Mrs. Homer Garrison, Chairman 7-6077

Mrs. Fay Barnes

Mrs. B. F. Thompson

Mrs. Joe Baumgardner

Mrs. D. J. Friedell

Mrs. Lillian Sutton

Miss Eleanor Buckley

Miss Priscilla Buckley

Mrs. Ernest Harris

Mrs. D. A. Schofield

Mrs. Earl Erhard

Mrs. Herman Pressler

Mrs. John Winters

Mrs. James O. Smith

Mrs. P. M. Ynsfran

Mrs. H. B. Granberry

Mrs. Ralph Ogden

Mrs. William Wiseman

Mrs. J. C. Calhoun

Miss Sarah Gaskill

Dr. Dorothy Schons

The hospitality committee shall attend to the decoration of the suites to be occupied by the Alliance Director, the State Director, and the Director of Round Tables in the United States. In each suite they shall place a card expressing the compliments of the Austin Pan American Round Table. Certain members of the committee should be available to answer questions and to give directions.

Certain members should be at the hotel on Wednesday evening, April 13, to direct delegates to the registration desk on the Mezzanine floor and to meet the delegates as they come in.

PRINTING COMMITTEE

Mrs. Ogden Baur, Chairman 5-1520

Mrs. Fred Nagle

The printing committee shall take charge of all printing for the convention. They shall let the contract for printing and do all proofreading. It shall be the duty of this committee to deliver all printed matter to the proper place.

RESERVATIONS COMMITTEE

Mrs. Henry Henze, Chairman 2-8930

Mrs. Alexander Moffit

It is the duty of the reservations committee to make all reservations for each meal and to report the exact number of reservations to Miss Corbitt at the Driskill Hotel, Mrs. Martinez-Dopez for the Mexican luncheon at El Toro, and Mrs. Marion Fowler, 2-1201, for the boat trip and supper.

*Tickets: Mainly for general members.
Mrs. Corbett, Mr. & Mrs. H. Winters*

*Also the tickets for the trip up
the Rio at Brown's, & for the dinner at the
Hotel El Toro*

*Also the tickets for the dinner at the
Hotel El Toro*

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Each committee chairman should check with the finance chairman, Mrs. J. L. Mecham, to find out how much money has been allowed in the budget for each particular project.

Come to the registration desk and get your hostess ribbons, name cards, and car stickers.

I have taken the liberty of telling the chairman of transportation, Mrs. Marvin Hall, that all members of the Round Table stand ready with their cars if they are needed.

Should it be impossible for any committee chairman to function, ask a member of your committee to serve in your place. Also, notify the chairman of the convention.

Mrs. Albert R. Davis
Chairman of Convention

P R O G R A M

APRIL 13, 1955

6 P. M. Board meeting at the home of Mrs. Ralph Ogden, 1704 Windsor Road.

7 to 9 P.M. Registration

APRIL 14, 1955

8:30 to 9 A.M. Registration

9 A.M. Opening Session with Miss Opal Leonard, Director of the Austin Pan American Round Table, presiding

Invocation

Welcome Address by Mayor McAden

Response by Mrs. A. B. Pumphrey

12 Noon Luncheon at the Crystal Ballroom of the Driskill Hotel

Dr. Bullard, Speaker

3:00 P. M. Latin-American Collection, University of Texas

4:00 P. M. Lecture at the Home Economics Building Auditorium, sponsored by the Latin American Institute of The University of Texas.

Dr. C. Harrington, Professor Emeritus, Harvard University, Speaker

5:00 P. M. Reception, Patio of the Home Economics Building, Dean and Mrs. Haskew and Dr. and Mrs. Boner receiving.

7:00 P. M. Buffet Supper, Driskill Hotel

8:00 P. M. Business Meeting, Maximilian Room

APRIL 15, 1955

9:00 A. M. to 11:30 A. M.

Business Meeting, Maximilian Room

12:00 Noon

Luncheon, El Toro

2:00 to 4:00 P.M.

Business Meeting, Maximilian Room

5:00 P. M.

Boatride to Green Shores

Smorgasbord

Mrs. Albert R. Davis
Chairman of Convention

These were sent to our local members

NAME _____

I shall attend the following functions (check the ones for your reservations):

*Luncheon, Driskill Hotel, April 14, 12:00 A. M. (\$2.50) _____

Buffet Supper, Driskill Hotel, April 14, 7:00 P.M. (\$1.50) _____

Mexican Luncheon, El Toro, April 15, 12:00 A. M. (\$1.50) _____

*Boatride and Supper, Green Shores, April 15, leaving
at 5:00 P. M. from the LCRA Building (\$3.50) _____

*You are permitted to bring guests to the April 14 luncheon and you can also bring your husbands to the boatride and supper at Green Shores.

Please turn in this form at the business meeting at the Driskill Hotel or mail it to Mrs. Henry Henze, 309 Moore Boulevard, Austin.

Make check to Mrs. J. D. Meehan, Finance
Chairman for Convention. (This is important as Mrs. Meehan is not our regular Treasurer) (E.H.)

*Sent one to Mexico City. This letter was sent to
The Table of Texas, New Mexico,
Reynosa, Monterrey, State Officers*

TO THE PAN AMERICAN ROUND TABLES OF TEXAS

and.

SUBJECT: Convention

Alleeance

TIME: April 14-15, 1955

Officers

PLACE: Maxmilian Room, Driskill Hotel, Austin, Texas

EJO

REPLY TO: Mrs. Joe W. Neal, 2209 Shoal Creek Blvd., Austin 5, Texas

RESERVATIONS: A card is enclosed for you to make your reservation with the Driskill Hotel, directly. Book early, as the Legislature is in session and another convention is being held at the same time.

Price of rooms: Single room (1 person) - \$5.00 and \$6.00
Double room (2 persons) - \$3.50 each
Room with twin beds - \$4.00 each
Room with two double beds
(4 persons) - \$3.00 each

REGISTRATION FEE: Ten Dollars - includes four meals

REGISTRATION HOURS: Wednesday, April 13, 7:00 P.M.-9:00 P.M.
Thursday, April 14, 8:30 A.M.-9:00 A.M.

PLACE OF REGISTRATION: Mezzanine Floor, Driskill Hotel

INSTRUCTIONS:

1. Send names of delegates and guests who will attend the Convention to Mrs. Neal, designating delegates, by April 1.
2. Bring wraps suitable for the boat ride. It is cool on the river even on warm days. A dinner dress is not necessary.
3. There will be tickets available for each event for those who do not plan to spend the whole time at the Convention.

BOARD MEETING: Wednesday, April 13, at 6:00 P.M. Only members of the State Official Board will attend this meeting which will be followed by supper at the home of Mrs. Ralph Ogden, 1704 Windsor Road, Austin.

COME ONE, COME ALL. WE ARE LOOKING FORWARD WITH MUCH PLEASURE TO SEEING YOU IN AUSTIN.

Mrs. Albert Davis
Convention Chairman
Pan American Round Table of Austin