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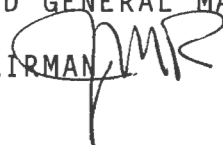
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MEMORANDUM FOR: MIKE DEEVER ✓ GENERAL CHAIRMAN  
RON WALKER, CHAIRMAN  
JOHN ROGERS, DIRECTOR AND GENERAL MANAGER

FROM: JOE RODGERS, FINANCE CHAIRMAN 

DATE: NOVEMBER 28, 1984

SUBJECT: INAUGURAL FINANCE PLAN

The purpose of this memorandum is to outline for you our plans for raising the money necessary to meet the financial obligations of The Committee for the 50th American Presidential Inaugural.

- I. **The Situation.** During the next few weeks, the Committee for the 50th American Presidential Inaugural must raise a total of \$9 million to fund operations related to the inauguration of Ronald Reagan and George Bush. The \$9 million total includes the following:
  - A. **Interest-Free Advances:** The committee must raise \$8 million in interest-free advances to provide the cash flow necessary to fund start-up operations. It is anticipated that these advances will be fully repaid by the end of February 1985.
  - B. **Contributions:** The committee must raise \$1 million in cash to pay for public, non-revenue-generating events such as the Inaugural parade and the fireworks displays.
- II. **Special Considerations.** Raising money to finance a Presidential Inaugural raises a number of unique and unusual problems, including:
  - A. **Speed.** The money must be raised quickly. The Inaugural is less than two months away. \$1.5 million is needed by December 1.
  - B. **Complexity.** The committee must raise both short-term interest-free advances and direct tax deductible contributions.
  - C. **Interest-Free Advances.** Once we receive a contribution in the form of an interest-free advance, we will provide the contributor with a notice of receipt and thank you. There is no guarantee that these advances will be repaid. The agreement with the contributor is that the advance will be repaid from funds generated through the sale of tickets to events, television fees, souvenirs, etc., by the end of February. The past six inaugurals have all raised enough to

pay back the advances, but there is no guarantee that this one will. However, the Inaugural leadership's credibility is on the line and I assure you everyone thinks they will get this money fully refunded.

**D. Political Ramifications.** It is important that the Finance Committee remain aware of and work to avoid potential problems relating to political considerations and personalities.

**E. Public Profile.** As demonstrated by the 1980 effort to raise money, inaugural-related fundraising programs have potential for exploitation and mis-reporting by the news media to create negative publicity for the President, First Lady, Vice President and others. The Finance Committee must remain aware of these potential problems and maintain a low public profile.

**F. Tickets.** Because of the limited number of tickets, extreme caution must be used so that we make as few people mad as possible. It is absolutely necessary that our ticket quota be maintained so that we will be able to fulfill our commitments.

**III. The Inaugural Guaranty Fund.** We will raise this \$8 million through two specific programs:

**A. Capitol Committee.** We will contact about 40 key individuals and ask them to become members of the Capitol Committee. To become a member of the committee, an individual must raise \$250,000 in interest-free advances.

1. **Goal:** \$5,000,000
2. **Co-Chairmen:** Brad Cook, Ed Forgotson and Rick Hohlt.
3. **Staff Assistant Director:** Victoria Hughes.
4. **Approach:** Individuals to be invited to participate will be contacted through three vehicles:
  - A "registered mail" letter from Joe Rodgers, mailed on Friday, November 23, 1984.
  - A follow-up letter from Mike Deaver, mailed on Thursday, November 29th.
  - Follow-up phone calls by Co-Chairmen beginning Tuesday, November 27th.
5. **Support:** Once a volunteer agrees to participate, the Finance Committee's role will be one of providing the support, encouragement and motivation necessary to help the volunteer achieve his/her goal.

6. **Reporting:** Committee members will submit reports on progress in raising money each week. The first meeting will be on December 4, 1984. Our goal is to reach at least \$1.5 million by December 1st.
7. **Benefits/Capitol Committee Members:** Individuals who meet their goals of raising \$250,000 will receive the following benefits:
  - An opportunity to buy two tickets to the inaugural parade, an inaugural ball and either the Vice Presidential or Presidential gala.
  - Assistance (but no guarantee) of locating housing, transportation, tickets to other inaugural events, and other special requests.
  - A medallion or other memento.
  - Invitation to a reception at the Sheraton Grand during the weekend of the Inaugural.
  - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
8. **Benefits/Contributors:** Those making interest-free advances to the Inaugural Committee will receive the following benefits:
  - An opportunity to buy one ticket to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala for each \$10,000 in advances (i.e., a corporation which contributes \$100,000 will be entitled to buy 10 tickets to each event).
  - Assistance (but no guarantee) of locating housing, transportation, tickets to other Inaugural events, and other specific requests.
  - A medallion or other memento.
  - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
9. **Membership in Exclusive Clubs:** Based on their contribution level, donors will automatically become members of one of the following exclusive clubs which will be listed in the official Inaugural program and other publications.
  - **President's Club -- Over \$100,000**

- Vice President's Club -- \$50,000 to \$99,999

- Cabinet Club -- \$25,000 to \$49,999

- Congressional Club -- \$10,000 to \$24,999

**10. Committee Prospects:** The following people have been invited to become members of the Capitol Committee:

David Broome	Ms. Fae F. Evans	Stacey Mobley
Fred Bush	Hon. Tom Evans	Patrick O'Donnell
Oliver T. Carr	Stephen D. Harlan	Roy Pfautch
Anna C. Chennault	William H. Hecht	Ms. Frances A. Pollack
Samuel Chilcote	William Hermelin	Jackson Ritchie
A. James Clark	James Johnston	B. Francis Saul, II
Don V. Cogman	James H. Lemon, Jr.	Richard Schweiker
Kent Colton	Anthone Makris	Hon. Marion H. Smoak
Richard Creighton	Arthur K. Mason	George Webster
Kenneth Crosby	Jack McDonald	Clyde A. Wheeler, Jr.
Chic Cudlip	William McManus	Eleanor L. Williams
Ken Duberstein	Bill McSweeney	

Members will make 15-20 calls from a prospect list of 400 corporations with D.C. representatives, many of which contributed in 1981. All of these corporate prospects are good supporters of President Reagan's causes.

**B. States Committee.** The Finance Committee will contact about 130 key individuals and ask them to become members of the States Committee. To become a member of the committee, an individual must raise \$100,000 in interest-free advances.

1. **Goal:** \$5,000,000.

2. **Chairman:** Ann Ascher

3. **Staff Assistant Director:** Lynn Collins-Urbanski

4. **Approach:** Individuals to be invited to participate will be contacted through three vehicles:

- A "registered mail" letter from Joe Rodgers, mailed on Friday, November 23, 1984.

- A follow-up letter from Mike Deaver, mailed on Thursday, November 29th.

- Follow-up phone calls by States Committee Chairman on Monday and Tuesday, November 26 and 27.

5. **Support:** Once a volunteer agrees to participate, the Finance Committee's role will be one of providing the support, encouragement and motivation necessary to help the volunteer achieve his/her goal.
6. **Reporting:** Committee members will submit reports on progress in raising money each week.
7. **Benefits/States Committee Members:** Individuals who meet their goals of raising \$100,000 in interest-free advances will receive the following benefits:
  - An opportunity to buy two tickets to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala.
  - Assistance (but no guarantee) of locating housing, transportation, tickets to other Inaugural events, and other special requests.
  - A medallion or other memento.
  - Invitation to a reception at the Sheraton Grand during the Inaugural celebration.
  - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
8. **Benefits/Contributors:** People and/or corporations which make advances to the Inaugural Committee will receive the following benefits:
  - An opportunity to buy one ticket to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala for each \$10,000 advance (i.e., if someone contributes \$100,000 they will be entitled to buy 10 tickets to each event).
  - Assistance (but no guarantee) of locating housing, transportation, tickets to other Inaugural events, and other special requests.
  - A medallion or other memento.
  - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
9. **Membership in Exclusive Clubs:** Based on their contribution level, donors will automatically become members of one of the following exclusive clubs:

- President's Club -- Over \$100,000
- Vice President's Club -- \$50,000 to \$99,999
- Cabinet Club -- \$25,000 to \$49,999
- Congressional Club -- \$10,000 to \$24,999

**10. Committee Prospects:** The following people have been invited to become members of the States Committee:

Mrs. Catherine Cabaniss	M/M John Fitzpatrick	Stephen Jernigan
Mayor Emory Folmar	John R. Gnau, Jr.	Robert L. Parker
Hall W. Thompson	Mrs. Ronna Romney	Paul D. Guth
Burton S. Kruglick	Robert Evans	Remo Butera
Chesley R. Pruet	Max Fisher	John Dorrance
M/M Henry Salvatori	Tom Burnham	Robert Yeargin
Margaret M. Brock	M/M George Pillsbury	Charles H. Lien
Gordon Luce	William D. Mounger	Oscar M. Austad
Holmes Tuttle	Mrs. Dudley Hughes	Steve Brumfield
Joe Coors	George H. Walker, III	Sam Bartholomew
Howard Callaway	George B. Cook	Guilford Dudley
Murray Hayutin	Richard Fore	Barbara M. Clark
James R. McManus	Lawrence Bathgate	Luke Simmons
Mrs. Wm. Lee Hanley	George Ball	William Green
Richard P. Taylor	Robert Stanley, Jr.	Ted Welch
Guy Hatfield	Jeremiah Milbank	William Campbell
Linda McCausland	Peter Dawkins	David K. Wilson
Alec Courtelis	Grant Gregory	T. Boone Pickens
Nicholas Morley	James Robinson, III	Robt. Mosbacher
J.E. Davis	Hon. Nicholas Brady	Wm. B. Blakemore
Carl Knobloch	Coleman Burke, Sr.	Dan W. Cook, III
Sara Giles Moore	Amory Houghton, Jr.	James E. Lyon
Richard L. Heffner	Preston Long	Edward Vetter
Joe Rogers, Jr.	Mrs. Lois Evans	Robert B. Holt
Marguerite Williams	Robert H.B. Baldwin	Sam Barshop
Philip E. Spalding	John C. Whitehead	Bill Heiligbrodt
Harold Byron Smith	Morton Farber	Robt. Albritton
William F. Farley	Dan Bayes	John Flahavin
Clement Stone	Fred Lennon	Dot Vannerson
Van Smith	Carl Lindner	Jon Huntsman
C.A. Doolittle	Edward Lozick	Dale Hogue
B.B. Andersen	John Berry, Sr.	Jim Munn
Howard Wilkens	Tim Timken	Della Newman
Robert Gable	Raymond Hefner	F.E. Ferguson
Phyllis Taylor	Marlene Mee	H.A. True
Joseph Canizaro	Raymond F. Kravis	Roy Cohn
M/M Dalton J. Woods	John Cassidy	Robert Cashell
Mrs. Lyn Meyerhoff	Lew Ward	Geoffrey Shepard
Michael A. Valerio	Carl Anderson, Jr.	Farid Srouf
Tom Bolan		

- IV. **Inaugural Trust.** The Inaugural Trust is a 501(c)(3) organization established for the purpose of raising the \$1 million necessary to fund public, non-revenue-producing events during the weekend of the Inaugural.
- A. **Goal:** \$1,000,000
  - B. **Chairman:** Bobby Holt
  - C. **Staff Assistant Director:** Betsy Gehring
  - D. **Approach:** The Trust will solicit tax deductible contributions from individuals and corporations.
  - E. **Reporting:** The Trust Chairman will submit weekly reports of progress in fundraising.
  - F. **Benefits:** Contributors to the Trust will receive the following benefits:
    - 1. **White House Reception:** For each \$5,000 in contribution, a donor will receive two tickets to a White House reception. This reception will be the only one scheduled for the White House during the Inaugural weekend and will be strictly limited to 400 people.
    - 2. **Tickets:** \$5,000 contributors will receive an opportunity to buy two tickets to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala.
    - 3. **Program Listing:** Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
- V. **Organizational Structure.** The Finance Committee's staff and volunteer operations will be organized along the following lines:
- A. **Finance Chairman:** Joe M. Rodgers
  - B. **Divison Director's Office:**
    - Division Director: Craig Helsing
    - Administrative Assistant: Elizabeth Winston
  - C. **Consultants:** Ann Ascher, Steve Brumfield



**D. Administration/Accounting:**

Executive Assistant/Office Manager: Lisa Gillon  
Administrative Assistant/Secretary: Eileen Rainey  
Accounting Technician: John Summers  
Administrative Assistant: Doug Edwards  
Administrative Assistant: Tom Woodford  
Secretary: To be named

**E. Programs:**

**1. Capitol Committee:**

-Co-Chairmen:

Brad Cook  
Ed Forgotson  
Rick Hohlt

-Assistant Director: Victoria Hughes

**2. States Committee:**

-Chairman: Ann Ascher

-Assistant Director: Lynn Collins-Urbanski

**3. Inaugural Trust:**

-Chairman: Bobby Holt

-Assistant Director: Betsy Gehring

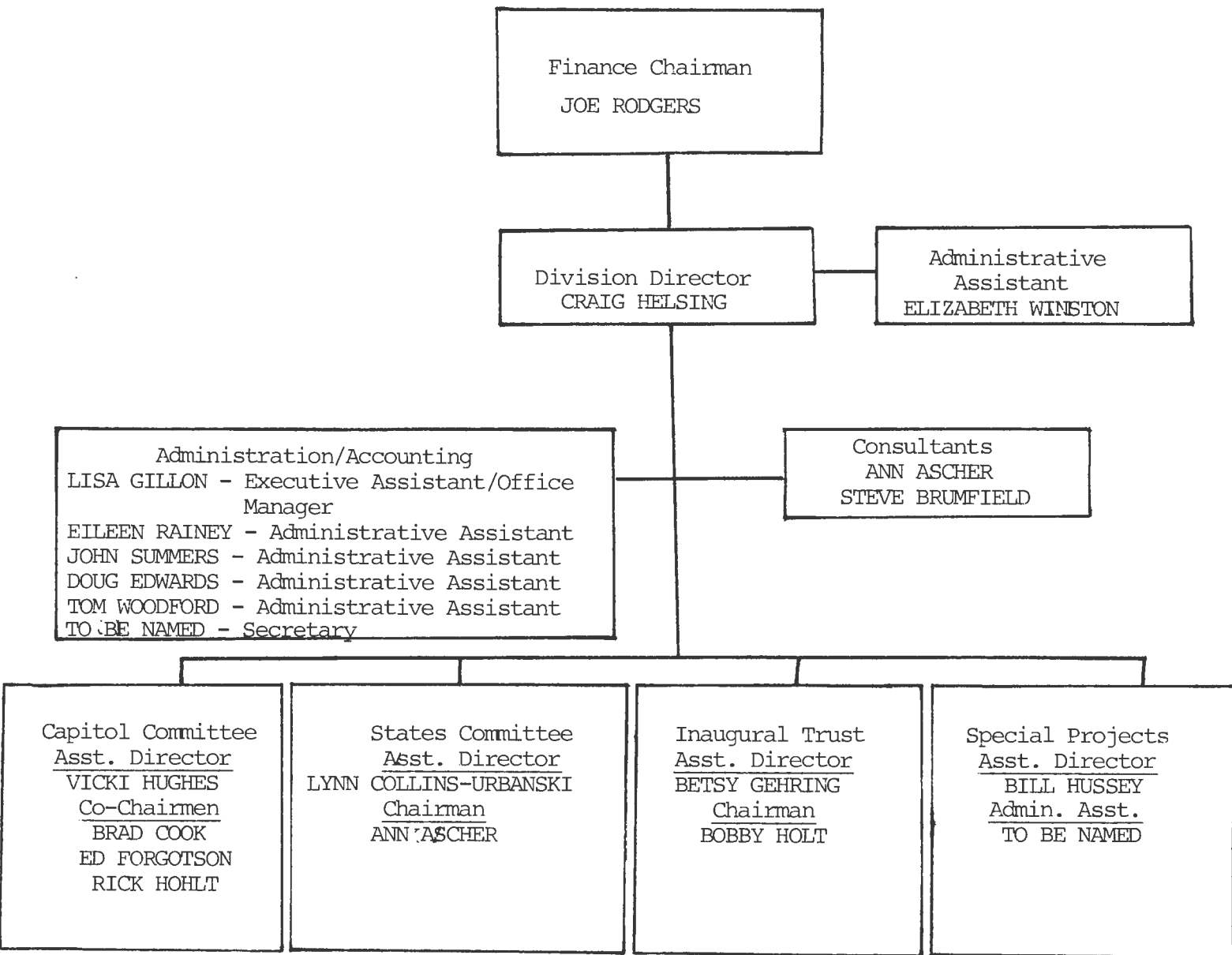
**4. Special Projects:**

-Assistant Director: Bill Hussey

- Administrative Assistant: To be named

**VI. Budget:** The following is a preliminary budget for the Finance Committee operations:

Automobile Rental	\$1,500
Catering	3,000
Consultant Services	15,000
Delivery Services	500
Entertainment/Report Mtgs./	
Inaugural Work	10,000
Event Occupancy	4,000
Event Transportation	1,000
Inaugural Merchandise/	
Committee Gifts	40,000
Meetings & Conferences	3,000
Misc./Contingency	10,000
Payroll	70,000
Payroll burden	11,000
Printing	6,000
Travel and Entertainment	15,000
	<u>\$190,000</u>



ADVISORY BOARD

FRED BIEBEL - CHAIRMAN

STEVE BULL  
BILL CARRUTHERS  
DWIGHT CHAPIN  
DEWEY CLOWER  
MIKE DUVAL  
CRAIG FULLER  
JOHN GARTLAND  
JACK GOLDSBOROUGH  
ROY GOODEARLE  
ASHTON HARDY  
HOMER LUTHER  
MIKE MCMANUS  
BILL MOELLER  
DCIK MOORE  
JIM OATES  
DAVE PARKER  
BILL TIMMONS

HONORARY CHAIRPERSONS

THE HONORABLE ANNE L. ARMSTRONG  
MAYOR AND MRS. MARION BARRY  
MRS. ALFRED BLOOMINGDALE  
MR. & MRS. JOSEPH COORS  
MR. & MRS. THEODORE CUMMINGS  
MRS. JUSTIN DART  
MR. & MRS. FRANK FAHRENKOPF  
MRS. HELEN HAYES  
MR. & MRS. CHARLETON HESTON  
MR. & MRS. JAQUELIN H. HUME  
MR. & MRS. EARLE M. JORGENSEN  
MR. & MRS. LESTER KORN  
SENATOR & MRS. PAUL LAXALT  
THE HONORABLE & MRS. DREW LEWIS  
MR. & MRS. J.W. MARRIOTT, SR.  
MR. & MRS. MAXWELL RABB  
MR. ED ROLLINS  
MR. & MRS. HENRY SALVATORI  
THE HONORABLE & MRS. WILLIAM FRENCH SMITH  
MR. & MRS. JAMES STEWART  
MR. & MRS. DANIEL TERRA  
MR. & MRS. HOLMES TUTTLE  
AMBASSADOR & MRS. BILL WILSON  
MR. & MRS. JACK WRATHER

VIP's

SUSAN BAKER  
CAROLYN DEAVER  
URSELA MEESE  
MARY JANE WICK  
MAUREEN REAGAN  
DENNIS REVELL

# REAGAN-BUSH'84

The President's Authorized Campaign Committee

## M E M O R A N D U M

TO: ALL INAUGURAL COMMITTEE DIVISION DIRECTORS  
FROM: JIM LAKE  
RE: ANNOUNCEMENT OF THE INAUGURAL COMMITTEE  
DATE: NOVEMBER 12, 1984

Tomorrow, November 13, we would like to release to the press the announcement of those members of the Inaugural Committee who will hold the position of Division Directors. In order to make the process of putting the release together smoother, would you please take a moment and fill in the spaces below.

Description of task and position with the 1984 Inaugural Committee: \_\_\_\_\_  
\_\_\_\_\_

Current Position: \_\_\_\_\_  
\_\_\_\_\_

Position, if applicable, in Reagan-Bush '84 Campaign: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Political Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Activity with Inaugural Committees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Phone Numbers and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any information you would particularly like to include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you very much for your help in putting the release together.



THE RITZ-CARLTON  
NEW YORK

May 21 Carolyn  
Comp Tickets  
Luncheon, Dinner  
or reception  
✓ Kithypham Speech



THE RITZ-CARLTON  
NEW YORK

Cong Liaison  
WCR

Kindly St Cyr





GRAY AND COMPANY

ROBERT KEITH GRAY  
CHAIRMAN

October 22, 1984

The President  
The White House  
Washington, D.C. 20500

My dear Mr. President:

After your knock-out performance in Kansas City last night it is not premature to lay plans for the second Inaugural. As always I want only to be helpful and in that spirit offer these suggestions:

After the four Carter years, the country deserved the giant celebration of January 20, 1981. But I suggest the coming Inaugural be on a lesser scale and expense than your first.

Next January 20th falls on a Sunday and the private swearing-in to take place that day will make the public ceremony on the 21st a comparative anticlimax. I recommend you take advantage of that opportunity to change both the size and some of the events.

Inaugural Balls

Last Inaugural you and Nancy began your evening at 7:45 p.m. and we did not return you to the White House, after a breathless run to eight different locations, until 1:30 a.m. Saddest of all, the most enjoyable Inaugural ball events were ones you did not attend. Across the land more than 100 balls were connected by satellite.

Next January, I suggest you consider scaling down the size, while upgrading the quality by having only one official Inaugural Ball. At the White House, attended by your Cabinet, Diplomatic Corps, and your personal friends, this ball could provide the satellite feed to as many community balls as can be put together, including those in Washington, D.C. More than ever before, the Inaugural Ball will be a top-quality event and more than ever with modern technology the people can share in it as never before.

The Opening Ceremony

We created it for the first time last year. It was easily funded, easily one of the most impressive of the events even though some important parts of it were weather casualties. I recommend you continue it and make it a Reagan contribution to the Inaugural tradition.



The President  
October 23, 1984  
Page Two

### The Parade

In Inaugurations past, parades have run as long as 9 hours! Your first ran one hour and 35 minutes, although we aimed for one hour. Sixty minutes in the cold is long enough. I recommend we increase the cadence, hold to the hour.

### The Gala

This big moneymaker will pay for the satellite casting to hundreds of community balls and most public events. If you wish its funds could be used to make all other Inaugural events open to the public at no charge.

Importantly, I believe you and Nancy enjoyed it last time. I recommend its repeat.

### Fireworks

Since the last Inaugural, I have spent several hours with fireworks craftsmen who tell me a plan conceived too late for the last Inaugural could provide a delight for those who see it in person and an extraordinary spectacular for national television viewing.

Fireworks could be launched from red, white, and blue helium balloons tethered above the Mall and monument grounds. The designers have perfected the process and I am told the result of fireworks going on into the heavens from a sky-launch defies description.

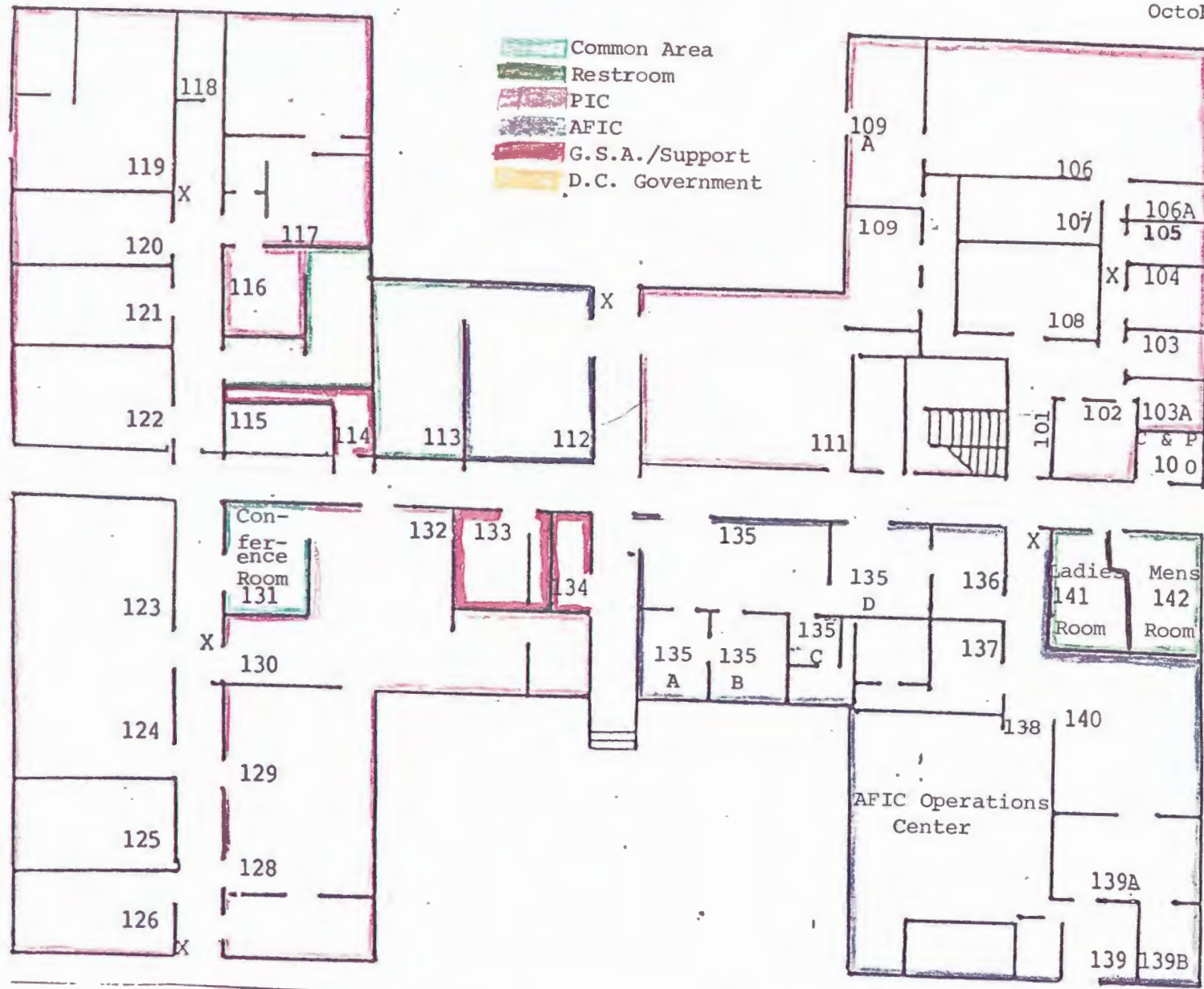
### The White House

The White House becomes much more central for the Inauguration of an incumbent president. Dinners, receptions, prayer breakfasts before the private swearing-in, are examples. There are all kinds of options not open to a president-elect who has to wait until noon on January 20 before the House is his.

With continuing pride,

Cordially,

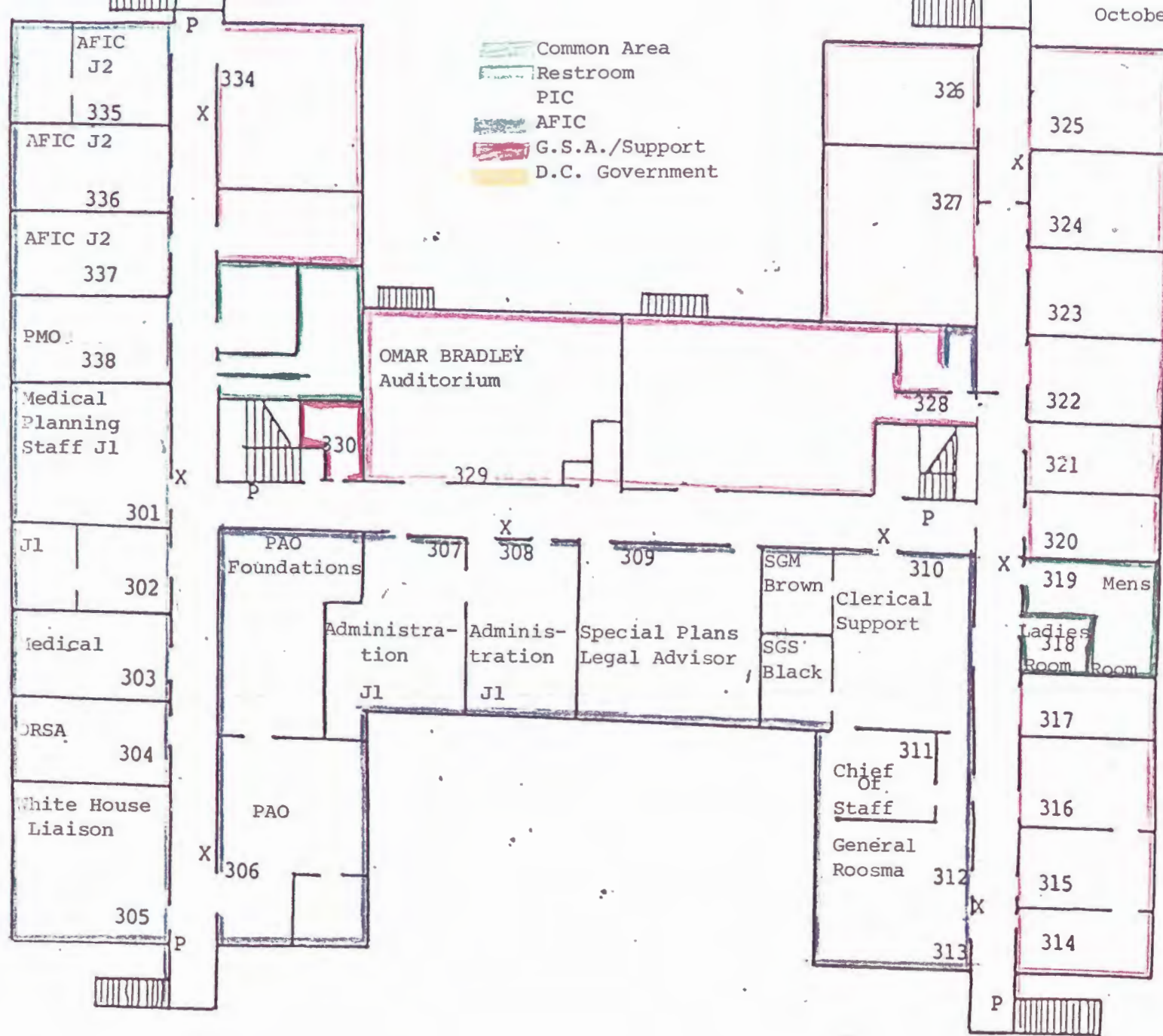
October 23, 1984



P-PULL BOX  
X-FIRE EXTINGUISHER

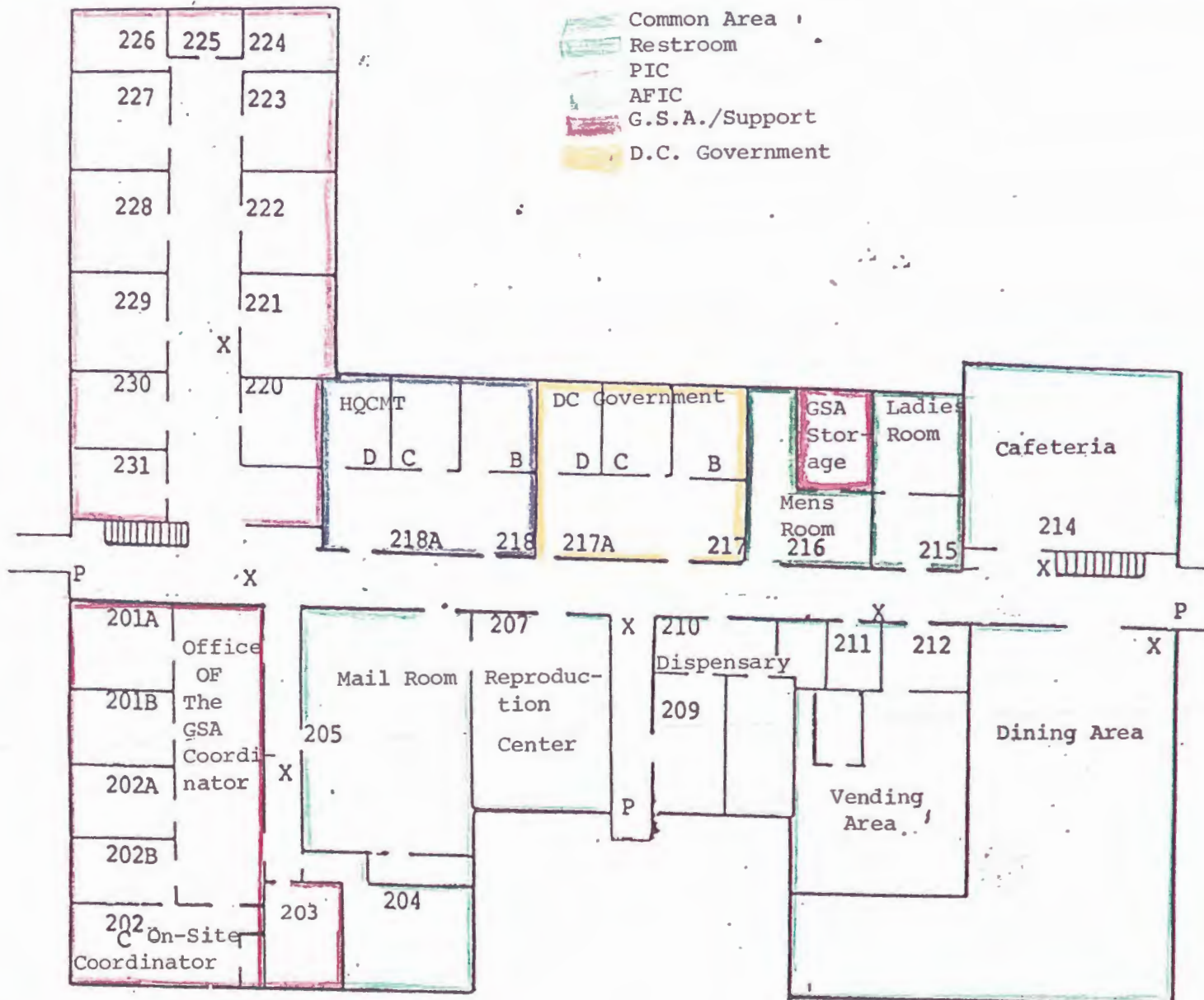
FIRST FLOOR  
BUILDING T-5





P-PULL BOX  
 X-FIRE EXTINGUISHER

SECOND FLOOR  
 BUILDING T-5

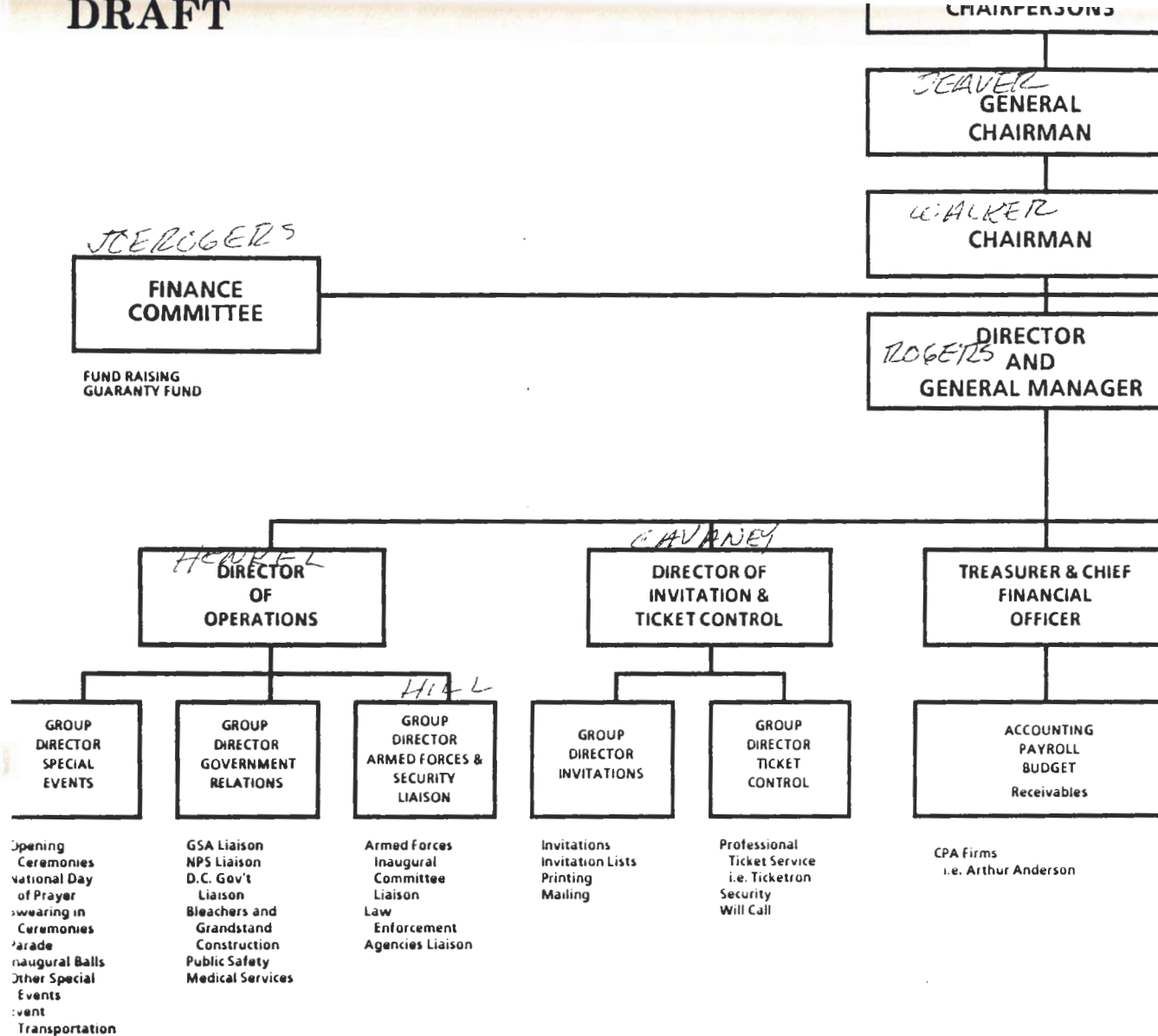


P-PULL BOX  
X-FIRE EXTINGUISHER

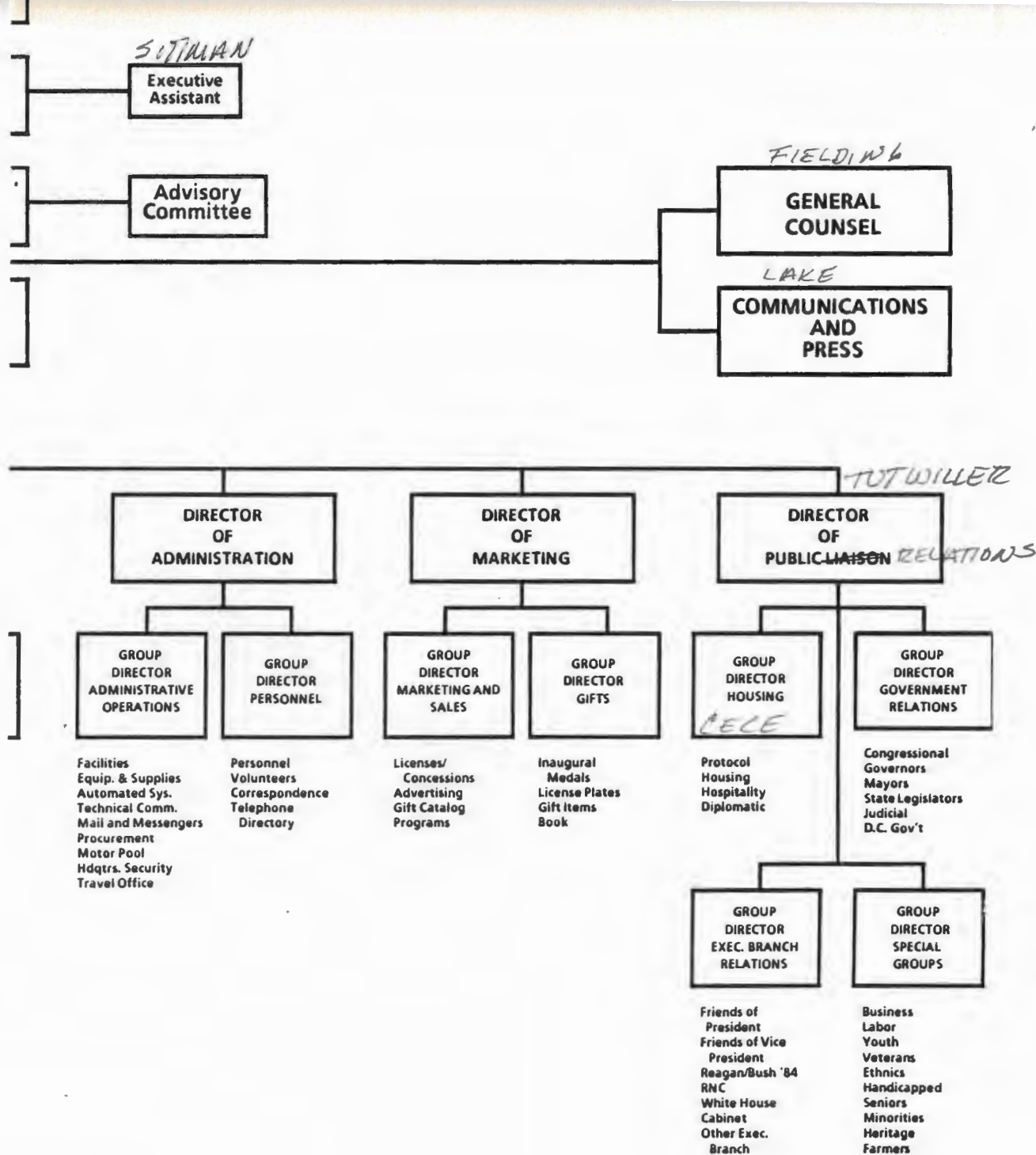
FIRST FLOOR  
BUILDING T-28



DRAFT







WEEK OF:	JT. 14	OCT. 21	OCT. 28	NOV. 4
Design organization chart	Begin to design fundraising structure (rogers, Buchanan)	Discuss announcement procedure -Date- 11/7/84 -Spokesperson - Speakes -Content - Deaver, Walker, Rogers -Release	Meet with Congressional Committee -Military -GSA -NPS	
Identify potential personnel	Discuss Guaranty Fund	Begin to identify personnel to be detailed from gov't	Contact Ticketron, Sears on ticket plan	
Identify Advisory Board		Discuss legal authority to detail from gov't	Insurance	
Identify potential Honorary Chairpersons		Begin to contact key personnel at Director and Group Director level	Office space operational	
	DETERMINED TO BE A ADMINISTRATIVE MATTER E.O. 12958, Sec. 1.3(a) By NARA <u>603</u> 7/18/4	Seed money from 1981 Inaugural (Fitzgerald)	Meeting of Advisory Board	
		Identify Chairman for Fund-raising activities (Rodgers, Welch, etc.)	Hire Directors	
		Discuss staff salary levels	Assess availability of event space	
		Discuss personnel ceiling	Assess availability of hotel space	
		Refine event calendar	Discuss gift catalogue -item selection -available by 11/19/84	
		Develop theme	Discuss license plates	
		Develop preliminary budget		
		Discuss Golden Anniversary concept		
		Meet with Chairman of Advisory Board		
		Discuss Honorary Chairpersons		
PRE-OCT. 14				
Survey military installation (blueprint/floor plans)				
GSA pre-election action plan				

WEEK OF: NOV. 11

NOV. 18

NOV. 25

DEC. 2

Appoint State Coordinators  
Order Invitations  
Identify/hire calligraphers  
State invite lists to PIC  
by 11/15

Special invitation requests  
from Mrs. Reagan  
Gift Catalog in mail 11/20

Invitations in mail 11/29

THE WHITE HOUSE

WASHINGTON

October 11, 1984

INAUGURAL MEETING  
October 11, 1984

10:00 AM  
Mr. Deaver's Office

PARTICIPANTS:

Senator Charles Mathias  
John Chambers  
John Rogers  
Bill Sittmann

- Musical Event
- Metro opera
- Invitation (How many)
- moonman? down get?
- Private ceremony
- Chief Justice
- Bush - swearing-in.
- Reconciliation
- Speaker / Majority Leader

This meeting will be a chance to interchange ideas with the Senator who is Chairman of the Congressional Inaugural Committee and Chairman of the Senate Rules Committee.

1. Let him know that you are the White House rep. until formulation of the Inaugural Committee.
2. Discuss planning and Inaugural/Transition.
3. Ask him to explain his function.
4. Ask him what he feels we should be doing until formation of the Committee.
5. Ask him what were problems encountered at last ceremony.
6. Ask him to submit recommendations.



1 Theme - What message do we want to convey

2 Gen. Question that

3 Honorary chairmen - your ideas

4 Discuss Fred Ryan's idea of 50<sup>th</sup> Ann.

5 Daily meeting concept.

6. Joe Rogers

7. Margaret Tutwiler

8. Pauglies

9. Jim Davis

10. JP → Luncheon.

DIRECTOR OF INVITATION AND TICKET CONTROL  
RED CAVANEY

GROUP DIRECTOR-INVITATIONS  
KAREN HART

GROUP DIRECTOR-TICKET CONTROL  
EMILY FORD

TREASURER AND CHIEF FINANCIAL OFFICER  
BAY BUCHANAN - HONORARY  
FRED HALE  
CAROL DILLON (ACCOUNTING/BUDGET/PAYROLL)

DIRECTOR OF ADMINISTRATION

GROUP DIRECTOR-SERVICES  
H.D. LEWIS

GROUP DIRECTOR-PERSONNEL

GROUP DIRECTOR-AUTOMATED SYSTEMS  
PATTY BONNEY

DIRECTOR OF MARKETING  
DOUG BLASER

DIRECTOR OF PUBLIC LIAISON  
FRED RYAN

GROUP DIRECTOR OF COMMUNITY RELATIONS  
JIM LOW

GROUP DIRECTOR OF SPECIAL GROUPS LIAISON  
KEN BASTIAN