

MEMORANDUM

J. S. CULLINAN
HOUSTON, TEXAS

Houston, Texas, May 5, 1926.

HOUSTON NEGRO HOSPITAL
Advisory Committee

W. W. Moore, Esq.,
Building.

Referring to your communication of April 19th, addressed to persons nominated for the above Committee. Further, to acceptances received, which I understand to include all but that of Mrs. R. D. Randolph, this assuming that Dr. Slaughter, who was absent, will accept when your communication reaches him or when he returns.

I would now suggest that

- First: That a date, place and hour be determined for holding the initial meeting, probably securing one of the rooms at the Houston Club, selecting an hour in the afternoon, probably four or four-thirty, as most likely meeting the convenience of all. Further, setting the date for the early part of the coming week.
- Second: Issuing notices to all parties who have accepted, including Dr. Slaughter, requesting that they meet at the time and place to
- Third: Discuss matters outlined in your previous communication. And
- Fourth: Meantime formulating, at least, skeleton by-laws that may be enlarged as experience demands later. And
- Fifth: Preparing a form along the lines of our application blank that may be distributed later to those who are recommended for the Board of Directors, officers or personnel of the organization. This in order that complete records, references and endorsements may be retained in the Advisory Committee's files for future reference as required.

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W.W.Moore, Esq.

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As to the selection of the additional member, it would be in order to ask all present to submit the name or names of such persons as they would recommend, who were known to be interested and qualified to act in harmony with the other members of the Advisory Committee. That point, of course, is a matter of very great importance in order to insure harmonious consideration and action.

It might be desirable that at the end of the first meeting, which I take will not consume much time, to have the entire Committee visit the premises in order that they might thus come to better understanding regarding the needs to be met prior to the opening ceremonies on June 19th.

J. S. Cullinan.

JSC:CZX

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