

January 10, 1969

MEMORANDUM

TO: Mr. Cecil A. Alexander, Chairman
Housing Resources Committee

This seems an appropriate time to review the organization, list of members and current procedures of the HRC.

These are some suggestions:

- a. Designate Chairmen and Vice-Chairmen of all panels.
- b. Streamline the membership list by dropping those who never or seldom participate (unless it is desired to retain their names on the membership list for other reasons).
- c. Assign specific continuing type or limited time projects to each panel.
- d. Change time of meeting to 10:30 a.m. (We have been encountering increasing difficulty in getting attendance, particularly from members of the Coordinating Group). The later meeting time may help.
- e. In order to create more interest and improve attendance at Executive Group meetings, endeavor whenever possible, to include in the notice of the meeting, mention of appropriate matters to be taken up at that particular meeting.
- f. Try to call for discussion and formal action by the Executive Group on more matters pertaining to the work of the Committee. This would give those who do attend the meetings a feeling of participation, rather than of just coming and listening.