

ADMINISTRATIVE REPORT

By the National Coordinators:

October 9, 1967

FACILITIES

A short-term (6 month) lease was executed in late September for 1900 square feet of space in the Federal Bar Building West (1819 H Street, N.W.); and the coordinating office was completely moved in and functioning by September 26. The decision to move from 1717 Massachusetts Avenue, where Urban America is located, was made after it was determined that the 1300 square feet of space at the 1717 Building would have cost \$7,000 to remodel and the remodeling, taken a month to complete. No remodeling costs were incurred in the Bar Building lease. Furniture and equipment has been obtained on short-term rental contracts.

PUBLICATIONS

Weekly reports on coordinating staff activities to be sent to Steering Committee and Working Committee members have been initiated. A monthly action report will be sent the last of each month to the entire mailing list. The roster of those who registered for the Convocation was mailed the week of October 2, and the full proceedings of the Convocation will be mailed in late October. Agenda papers will be mailed at least a week prior to all Steering Committee meetings and minutes of Steering Committee and working committee meetings, mailed immediately after meetings.

PERSONNEL

Budget limitations have held the the national coordinators' full-time paid staff to four professional and five clerical. However, arrangements have been made with the Potomac Institute and the Southern Regional Council to provide extensive part-time assistance from Mr. James Gibson and Mr. Vernon Jordon. The full-time professionals are Mr. Christopher Mould, Mr. Mel Cotton, Miss Olga Corey for press relations, and Mrs. Mary Terpak as administrative coordinator. Several component organizations of the Coalition have indicated that additional personnel will be available on a loaned basis as needed.

FINANCES AND BUDGET

At the August 23 Steering Committee meeting, a tentative generalized budget was approved. Attached is an adjusted budget, based upon experience and more accurate projections. The August Convocation occurred

prior to the institution of financial arrangements, and the cost has been listed as a lump-sum item rather than distributed under individual categories. The Convocation costs totaled \$21,735, more than twice the anticipated costs and substantially more than can be budgeted and still maintain realism in the balance of budget needs.

Through September 15, expenses and obligations totaled \$30,214.41. Projected expenses based on the attached budget, September 15 to January 31, are \$83,000. Thus current the budget has been exceeded by \$13,214, as a result of the Convocation.

PROPOSED FINANCIAL AND BUDGET CONTROL

Problems of financing the Coalition can be expected to continue to arise. While the national coordinators have accepted responsibility for managing the finances of the Coalition and the Conference of Mayors has agreed to serve as fiscal agent, it is believed that the Steering Committee should be more directly involved. Therefore, it is recommended that a three-member Budget and Finance Committee be appointed from the Steering Committee.

Attachment