

MEMORANDUM:

Date: July 23, 1997
To: M. Buyarski
From: J. Young
Subject: AFS Keystone Chapter Scholarship Committee

Thank you for your continued efforts and willingness to participate in the activities of the scholarship committee. While the committee by-laws state that the chairman shall be elected by the committee members, past practice has been that a responsible individual with initiative has been utilized. Therefore, I see no problem with your assuming these duties and I am grateful for your acceptance of same.

The committee is comprised of four appointees chosen by the Chapter Chairman and approved by the Board of Directors at the annual (June) organizational meeting. Each appointee will serve a four year term. The immediate past chapter chairman automatically becomes a voting member of the committee for a one year period. Current appointees and their expiration dates are as follows:

Jim Young, Unimin Corp. - (my term actually expired in June '97. Since there was no appointment and I have the most experience, Rick Boyd has requested I remain a member. I have agreed to do so for one year. This means that it will be necessary to make two appointments in June '98).

Mike Buyarski, Colonial Metals - term expires June '98.

Carol Nicoll Hill, Preston Associates - term expires June '99.

The committee is short one member at this point. M. Buyarski will contact Pete Quigley in the hope he will agree to serve a four year term (he is a past recipient of this award). Another name suggested was Jim Kelly, Precision Technology.

Scott Thomas, Buck Co. (immediate past chapter chairman) - term expires June '98.

Past practice has been to invite the chapter sec./treas. (Rick Boyd) to committee meetings. While he has no voting privileges, his input is valuable in many instances and he provides financial information.

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For your records, I have enclosed copies of the following:

- Scholarship Financial Report - '96/'97. While there is no strict requirement, it has been a practice that awards not invade the principal investment.

- Meeting agenda and minutes from the two immediate past meetings.

- Scholarship Committee by-laws

- CMI Award Guidelines

- Current members, names and addresses.

- 1997 Scholarship Applications (6)

Awards are generally presented at the November chapter meeting. A committee meeting for review of applications and selection of award recipients is held usually in late August or early June. A dinner meeting at a convenient location is the usual practice. I will not be available before Monday August 18th. I am also not available on August 25th and 26th.

I am hopeful all of the above will be helpful to you. Please do not hesitate to call should you have any questions. ***Best regards!***

cc: R. Boyd
R. Heffner, Chapter Chairman
(cc's memorandum only)