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To: Chapter Secretaries  
From: George W. Flach, President  
Subject: Building Fund

Members of the Board of Directors have overwhelmingly voted in favor of purchasing a building at 930 Busse Highway to be used as our international office.

During discussions among the Building committee members on the pros and cons of purchasing a building, the subject of finances came up. The committee decided that a Building Fund should be established and requests for contributions should be directed to Sections, chapters, members, other organizations, etc.

Since the building will cost \$250,000 and moving, cleaning, new office partitions, etc. may cost as much as \$50,000, we are looking at a total expenditure of approximately \$300,000. With \$150,000 already allocated to the building fund, we need another \$150,000. Although this amount of money can be taken from our reserves, which would leave very little surplus for emergencies, it would be much better for us to obtain these funds from other sources. This background information is furnished to give you the rationale for establishing a \$150,000 Building Fund campaign.

Although I do not know the finances of each Chapter, a figure of \$1,000 per Chapter was mentioned during the Building committee meeting as a reasonable amount of money to expect from each chapter. We will certainly accept a larger sum of money if you have a large surplus. I know that some Chapters have a surplus that increases each year and others barely survive from one dues distribution to the next. But this is a good investment for your IAIE, so please be generous.

I assume that an expenditure of this magnitude will need Executive Committee approval and possibly ratification by the membership. Therefore, I am requesting that this subject be made an agenda item for your next Executive Committee meeting.

Individual contributions are also encouraged. An announcement at your next Chapter meeting that dollars are needed for the building fund will get everyone involved and assure success of this campaign.