



ROTARY INTERNATIONAL

Service Above Self - He Profits Most Who Serves Best

DAN F. WILLIS
Governor-District 589
1983-1984

6103 Hurst Street
Houston, TX 77008

Home: (713) 862-7172

October 31, 1983

Mr. William Webb
819 Forrest Lake Drive
Seabrook, Texas 77586

Dear Bill:

You and your club sure know how to make a person feel at home. I appreciated the courtesy shown me, and the excellent reports. I always appreciate the written reports and the orderly way they were presented.

Fern enjoyed being with Anne and the other ladies. I think they must have had a great time.

Bill, you have a great club and I know you must be proud of it. You and Anne deserve all the good things in life. If I can assist you, please call.

Sincerely,

DAN WILLIS

MEMO OF OFFICIAL VISIT

OF THE DISTRICT GOVERNOR

TO THE ROTARY CLUB OF SPACE CENTER, TEXAS U.S.A.
(City) (State) (Country)

CONFERENCE WITH PRESIDENT AND SECRETARY 10/24/83 1 hour
(date) (Length of Conference)

MEETING WITH 10/24/83 30 1½ hours
CLUB ASSEMBLY (date) (Number Present) (Length of Assembly)

ADDRESS TO CLUB 10/24/83 130
(date) (Number Members Present)

SIGNED _____ DIST. 589
District Governor NO. _____

(Please leave this space blank)

TO THE GOVERNOR: This memo is for the information of the R.I. Board of Directors, committees, and Secretariat. Please prepare it promptly following your official visit and mail the original copy, together with the Summary of Club Plans and Objectives and a copy of your follow-up letter, to the office of the R.I. Secretariat with which you maintain contact. Retain a carbon copy for your own files. PLEASE TYPE OR PRINT LEGIBLY.

1. My general impression of this club is:

Excellent club. This club is active. Their members are excited. This will no doubt be one of the leading clubs in this District.

2. In my opinion these are the club's:

AREAS OF STRENGTH:

Community involvement.
District involvement.
Good and experienced leadership.

AREAS NEEDING STRENGTHENING:

If any, community service,
International Service.

3. PRESIDENT

William Webb Bill
Name Name by which he
is familiarly known

Evaluation of effectiveness:

Very effective. Well liked.
Enthusiastic

SECRETARY

Robert J. Wren Bob
Name Name by which he
is familiarly known

Evaluation of effectiveness:

Young man but very effective.
Great aid to the President.
Is a leader for tomorrow.

4. How often are regular board meetings held? monthly Club assemblies? annually
5. Is the president using the *Club President's Workbook*? yes
6. Had he distributed the committee leaflets to his chairmen? yes
7. Is the committee structure adequate? yes

8. How effectively are the committees functioning? very good
State which committees may need special help:

I don't know of any at present.

9. I made the following specific suggestions to club officers and committee chairmen:
(other than those described under Numbers 10 and 11 below.)

Keep on doing what they are doing. Continuously update classifications and research community for additional needs.

10. Is the club's roster of filled and unfilled classifications up-to-date? yes If not, when will it be? _____ Number of unfilled classifications? N/A What are the club's plans for adding new members? What suggestions did you make?
Continue to list open classification, and exhort members to help fill them.

11. Does the club have an effective program for assimilating new members? yes I made the following suggestions:
Fireside meeting with wives. Use new members as greeters.

12. A meeting was held with the president/secretary of an Interact club no; a Rotaract club no. Results from this meeting were:

13. Is there any special service the Secretariat can provide? Not at present.

Please do not use this space to order materials for the club. Clubs should be encouraged to use the regular order blank. (Note: The thousands of Rotary clubs in the world preclude the possibility of the Secretariat writing letters of commendation to club committee chairmen.)

14. Give name, address, and Rotary club of the member you have appointed as your special representative to make a survey for the possibility of organizing a Rotary club.

name	address	prospective locality
name	address	prospective locality
name	address	prospective locality