

MEMO

TO: ALL COFO WORKERS

FROM: BOB MOSES

RE: STAFF MEETING AT TOUGALOO COLLEGE BEGINNING AUGUST 17

In order to make plans for fall and to make some basic decisions about COFO operations in the state over the next few months, there will be a meeting of all staff and all volunteers who are staying in the state this fall. The meeting will begin at 10 am on Monday, August 17. In order to facilitate the meeting and to allow for clear decision making, we are making the following suggestions:

1. WHAT YOU MUST DO IN PREPARATION FOR THE MEETING: PROJECT MEETINGS

On Saturday, each project should have a meeting of staff and volunteers. At that meeting you should decide what you want to carry on in your project from the summer program. This means you should decide:

- a. What programs to continue
- b. What staff will be staying
- c. What volunteers will be staying
- d. What additional staff-volunteer help you need
- e. How much money you will need to
 - 1) Lease a Freedom House
 - 2) Pay for transportation costs
 - 3) Pay for phones and other communications costs
- f. What cars you need in addition to what you have

2. MEETING TO PLAN FOR STAFF MEETING: SUNDAY

On Sunday, the people listed below should come to Tougaloo. They should arrive by 1 pm at the Tougaloo Student Union. This group will review the reports above and will have a report ready for the staff meeting on plans for the state at this point and further resources that are needed. The people who should come to the meeting on Sunday are:

R. Moses	J. Bradford	C. Weaver
D. Dennis	G. Raymond	T. Hewitt
J. Wheeler	J. L. Watts	L. McNair
S. Carmichael	A. Green	H. Bailey
C. Hayes	L. Sureny	J. Black
R. Lombard	D. Newman	W. Shaw
L. Guyot	D. White	H. Watkins
S. Leigh	R. Zellner	B. Garman
C. Cobb	E. Zaretsky	
I. Donaldson	M. Lane	
E. Morton	W. McFee	
S. Hayden	D. Frey	
D. Moses	J. Harrison	
R. Jewett	D. Smith	
M. Damstein	M. Sharp	
S. Lynd	C. Sellers	
B. Gore	F. Mitchell (or someone from Jackson communications)	
E. Hamlet	H. Morey	
C. Cox	J. Harris	
M. Suarez	H. Featherstone	
J. Bolton	J. Jones	
	C. McLaurin	
	. Barnes	

3. SCHEDULE FOR STAFF MEETING

MONDAY

Report from planning committee so everyone will know status of current plans.

Review of programs which will be in operation in the fall: (Written reports to be prepared beforehand. Brief oral reports to be given.)

Programs:

Freedom Democratic Party	Food and Clothing
Freedom Schools	Medical Committee
White Communities	Pre-School Education
School Programs	Mississippi Student Union
Community Centers	Legal
Federal Programs	Public Relations and Communica
Literacy	Communications
Libraries	Printing
Education Program	Work-Study

TUESDAY

Meetings by project. (The thinking is that Projects should re-group after hearing about fall program plans and see what they want to add to their currently planned programs. They will also have to decide what additional resources would be needed. The second thing to do is to designate one person to attend the meetings the next day.)

Staff Meetings. Core and SNCC staffs meet. Volunteers have time off.

WEDNESDAY

Reports on additional program and needs for each project.

Committee Meetings.

Finance	
Discipline	
Transportation	plus a committee on each of the above
Communications	program areas
COFO Structure	
Work-Study Project	

The person who attends these meetings will be the person who will be the contact on the local project for the Jackson office person working on a given program.

Committee Reports and discussion.

THURSDAY

Complete any leftover discussions.

Note: Please bring a phone book from your project area so Jackson will have it on hand.

Bring project cars. We are making arrangements to have them serviced at Tougaloo.

The Medical Committee is providing free medical check-ups for all staff at the staff meeting.