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THE SECRETARY

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address.

The secretary is to take minutes of meetings, and send and receive reports whenever the situation warrants.

Notices about the opening exercises need to go to the ministers in town. It is suggested that they choose sermon topics that are related to the REW theme if possible.

It is the secretary's responsibility to inform the committee chairmen about meetings and requests progress reports. A mailing list has to be compiled and made available for use as early as possible.

Write to all the Church Foundations, and remind them to include REW in their programs as much as possible.

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- 3:30 Luncheon
- 4:30 M. Advisor - Panel of Americans
- 4:30 Coffee Hour
- 6:00 YMCA - YWCA meetings
- 7:30 Nurses Convocation
- 8:00 Secretary Hall Sessions