

First Memo to National Board Members

November 29, 1966

MEMO TO: NOW Board Members

FROM: Kathryn F. Clarenbach, Chairman of the Board

By now you have all received a first mailing of materials and know that NOW is in business. The November 20th Board meeting in New York was well attended (18 members present) and we worked out temporary operating procedures to enable orderly functioning until the constitution is redrafted and approved. Minutes of that meeting as well as the October 29th and 30th meeting in Washington will be distributed by mail prior to the next Board meeting.

Will each of you please send me a letter of acceptance of your Board position? In the informality of getting organized this step was by-passed.

In the same letter will you also specify preference of dates of the next Board meeting? We agreed in New York to convene next in Chicago during the week of February 20, 1967. This will be a two-day meeting to consider constitution and task forces. As we want to accommodate schedules of the largest number of Board members, will you please indicate at least whether mid-week or week-end would be possible and which would be preferable. We will notify you as soon as possible of precise dates and place in Chicago.

At least two weeks prior to the February Board meeting you will receive a copy of the re-drafted constitution, and a short statement prepared by the temporary convener of each task force indicating philosophy, scope and possible implementation. We can all arrive at the meeting on somewhat the same wave length and make the best use of our time together.

Task force statements will be prepared by:

Education – Elizabeth Drews

Employment – Dorothy Haener

Legal and Political Rights – Jane Hart

Family Life (Social Innovation) – Sister Mary Joel Read

Poverty – Anna A. Hedgeman

Mass Media Image – Dean Lewis

NOW Membership – Gretchen Squires

Finances – to be assigned

A suggested outline for the brief presentation as been prepared by Sister Mary Joel Read and will go out tomorrow to each of the above.

The press conference in New York on November 21st was remarkably well-attended and handled. Muriel Fox and Betty Friedan gave an enormous amount of themselves in setting up the entire weekend.

On Tuesday, November 22nd, the three E.E.O.C. Commissioners received a NOW delegation for an hour and a half. Betty Friedan, Anna Hedgeman, Phineas Indritz, Marguerite Rawalt (our legal counsel) and I were all present. Prior to that Betty Friedan, Jane Hart and I were interviewed on television in D.C., and Betty and I had an inspection tour of our Washington headquarters – Courtesy Services. The Headquarters Committee is to be commended in its choice of this service and the smooth procedure it has set up.

The executive Committee (Betty Friedan, Anna Hedgeman, RichardGraham, Caroline Davis and I) will function between Board meetings. Any steps beyond those which we five have been empowered to take will be referred to the entire Board. I look forward to receipt of your response regarding Board position and February dates.

Thank you.