

PROCTION MATERIALS STANDARDS INSTITUTE, INC., 370 LEXINGTON AVENUE, NEW YORK 17, N.Y.

JUNE 9, 1952

RE M I N D E R

ANNUAL MEETING

WEDNESDAY, JUNE 18, 1952

10:00 A. M.

HOTEL COMMODORE, NEW YORK, N.Y.

THE ANNUAL MEETING WILL BE HELD IN THE CLUB SUITE OF THE
HOTEL COMMODORE ON JUNE 18, 1952.

IN ORDER TO ELIMINATE THE NECESSITY OF RE-READING OR
SUMMARIZING THE MINUTES OF THE LAST ANNUAL MEETING,
WE ARE INCLOSING, HEREWITH, ANOTHER COPY.

H. G. DUSCHEK
SECRETARY

DISTRIBUTION: ACTIVE MEMBERS (A & B)

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FRICTION MATERIALS STANDARDS INSTITUTE, INC., 370 LEXINGTON AVENUE, NEW YORK 17, N.Y

APRIL 30, 1952

NOTICE OF ANNUAL MEETING

WEDNESDAY, JUNE 18, 1952
10:00 A. M.
HOTEL COMMODORE, NEW YORK, NEW YORK

THE ABOVE DATE AND PLACE HAVE BEEN SELECTED FOR THE 1952 ANNUAL MEETING OF THE INSTITUTE IN ACCORDANCE WITH OUR CONSTITUTION AND BY-LAWS.

THE PLANS FOR HOLDING THIS MEETING IN CHICAGO, OUT OF DEFERENCE TO OUR WESTERN MEMBERS, UNFORTUNATELY HAD TO BE ABANDONED. SATISFACTORY HOTEL ACCOMMODATIONS WERE NOT AVAILABLE AT ANY TIME DURING JUNE DUE TO FULL CONVENTION BOOKINGS IN CHICAGO.

YOUR OFFICERS AND BOARD OF DIRECTORS DESIRE EVERY MEMBER'S PARTICIPATION IN THIS MEETING AND URGE STRONGLY THAT EVERY MEMBER COMPANY BE REPRESENTED.

PLEASE ADVISE AT THE EARLIEST POSSIBLE HOW MANY REPRESENTATIVES YOUR COMPANY PLANS TO HAVE ATTEND THE MEETING.

IF YOU WISH THIS OFFICE TO MAKE HOTEL RESERVATIONS FOR YOU, WE WILL GLADLY CO-OPERATE UPON RECEIPT OF DETAILS OF REQUIREMENTS, ARRIVAL DATE, ETC. WE ARE ADVISED JUNE WILL ALSO BE A BUSY CONVENTION MONTH IN NEW YORK SO EARLY PLANNING IS URGED.

H. G. DUSCHEK
SECRETARY

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