

August 20, 1945

Mr. John Littlefield, Treasurer,
American Industrial Hygiene Association,
400 S. Sixth Street,
La Grange, Illinois.

Dear Littlefield:

On my return to my office I found your letter of July 14 with the enclosed treasurer's report for the past fiscal year and with the federal income tax forms duly prepared. In accordance with your request I signed and forwarded the original of the latter to the Collector of Internal Revenue. I have been out of touch with the situation, and therefore I have no very clear idea at present of what is required of me at the present time. I have written to Allen Brandt about a number of things, and I would also appreciate it if you would bring to my attention any matters of consequence which I should look after. As you are aware I have not appointed any committees, and therefore I have no idea whether there is an auditing committee at the present time or whether one should be appointed. I can look over my files when I have time and find out what has been done previously, but I would appreciate it very much if you would make any suggestions which occur to you in connection with the auditing committee or any other activities of the Association. I dare say we shall want to get together at some time in the not too distant future to consider plans for this year's meeting, since it seems likely that such a meeting can be held in the spring.

Sincerely yours,

Robert A. Kenoe, M. D.

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