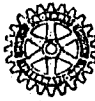


Potter-Dist
Gov'n



ROTARY INTERNATIONAL

Service Above Self - He Profits Most Who Serves Best

RAY H. POTTER
Governor-District 589
1985-1986

10497 Town and Country Way
Suite 828
Houston, Texas 77024

Office: (713) 827-9812
Res: (713) 493-3208
Telex: 794 608 TCIH HOU.
Cable: RAYLEX

December 12, 1985

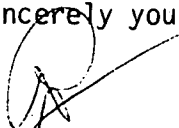
Mr. Robert Wren
P.O. Box 1466
Friendswood, Texas 77546

Dear Bob:

Thank you very much for your information and reception and hospitality on the occasion of my official visit. Eileen certainly enjoyed the ladies reception and being with me during my address. Space Center deserves its reputation of being a friendly Rotary Club offering true Rotary fellowship. May I urge you to give more attention to your vocational service and international service. I also feel that with the proper inspiration, your club should become a 100% club whereby all of the members are either a Paul Harris Fellow or Sustaining Member. That would be an addition to many jewels in your Club's crown. May I remind you that I think your biggest problem may be to continue the momentum developed through the years rather than developing momentum.

Best wishes for your year. If we may be of assistance at the District level, please advise.

Sincerely yours,


Ray H. Potter

RHP/bh

cc: Ron Carlson
Rotary International

**MEMO OF OFFICIAL VISIT
OF THE DISTRICT GOVERNOR**

District Gov'r
Offic' visit
1985-86

THE ROTARY CLUB OF Space Center (Houston) Tx USA
(City) (State) (Country)

CONFERENCE WITH PRESIDENT AND SECRETARY 4 Nov 85 one hour
(date) (Length of Conference)

MEETING WITH CLUB ASSEMBLY 4 Nov 85 31 one hour
(date) (Number Present) (Length of Assembly)

ADDRESS TO CLUB 4 Nov 85 130
(date) (Number Members Present)

SIGNED [Signature] DIST. NO. 589
District Governor

(Please leave this space blank)

TO THE GOVERNOR: This memo is for the information of the R.I. Board of Directors, committees, and Secretariat. Please prepare it promptly following your official visit and mail the original copy, together with the Summary of Club Plans and Objectives and a copy of your follow-up letter, to the office of the R.I. Secretariat with which you maintain contact. Retain a carbon copy for your own files. PLEASE TYPE OR PRINT LEGIBLY.

1. My general impression of this club is: Excellent. PDG Boze continues to inspire his club to greater heights and more activity. They may outgrow their space but continue to seek more good members. Their problem will be to continue their momentum.

2. In my opinion these are the club's:

AREAS OF STRENGTH:

Club Service
Community Service
Followship

AREAS NEEDING STRENGTHENING:

Vocational Service
International Service
More contributions to R Foundation

3. **PRESIDENT**

Robert Wren Bob
Name Name by which he is familiarly known

SECRETARY

James McNatt Jim
Name Name by which he is familiarly known

Evaluation of effectiveness:

Good. Bob is quiet but works hard. He seems to have confidence of members

Evaluation of effectiveness:

Good and efficient

4. How often are regular board meetings held? monthly Club assemblies? quarterly

5. Is the president using the Club President's Workbook? yes

6. Had he distributed the committee leaflets to his chairmen? yes

7. Is the committee structure adequate? yes - excellent

8. How effectively are the committees functioning? well
State which committees may need special help:

Vocational Service
International Service

9. I made the following specific suggestions to club officers and committee chairmen:
(other than those described under Numbers 10 and 11 below.)

Encourage more members to donate to R. Foundation

10. Is the club's roster of filled and unfilled classifications up-to-date? yes If not, when will it be? _____ Number of unfilled classifications? adequate What are the club's plans for adding new members? What suggestions did you make?

Compile target list of potential members

11. Does the club have an effective program for assimilating new members? yes I made the following suggestions:

12. A meeting was held with the president/secretary of an Interact club _____; a Rotaract club _____. Results from this meeting were:

13. Is there any special service the Secretariat can provide?

Please do not use this space to order materials for the club. Clubs should be encouraged to use the regular order blank. (Note: The thousands of Rotary clubs in the world preclude the possibility of the Secretariat writing letters of commendation to club committee chairmen.)

14. Give name, address, and Rotary club of the member you have appointed as your special representative to make a survey for the possibility of organizing a Rotary club.

name	address	prospective locality
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name	address	prospective locality
------	---------	----------------------

name	address	prospective locality
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