

CONFIDENTIAL

September 2, 1969

To: Board of Directors and Chapter Presidents, Tennessee ACLU.  
From: John W. Cleland, President, TACLU.  
Subject: TACLU Executive Director and Affiliate Office

The TACLU has established an office at 713 Market Street in Knoxville, and established a mailing address-- American Civil Liberties Union of Tennessee, P.O. Box 91, Knoxville, TN, 37901. A telephone will be added shortly. The TACLU has also employed Mrs. R.W. "Syd" Childers as a part-time Executive Director. Mrs. Childers organized the Lay Court Observers Program for the Knox Area Chapter several years ago, has worked extensively on Bail Bond Reform in this area, and has resigned as President of the Knox Area Chapter, ACLU, to accept this new assignment. We predict great things for ACLU in Tennessee.

During 1969 the State Affiliate Office has operated on the basis of an assumed total budget of \$14,000, to be obtained on the basis of an \$8,000 grant from the National ACLU, and an anticipated \$6,000 from new and renewal membership income. Mr. Bruce Clayton, Field Development Officer, National ACLU, has now advised that renewal membership in Tennessee in 1969 is only 236 members (through 6/30/69) as compared to 332 members in 1968; hence, total membership income from Tennessee is such that the monthly check for membership income has been reduced from \$510 to \$320 as of August 1, 1969.

Mrs. Karen Ennis, Executive Director, TACLU, submitted a Financial Statement to the Board of Directors as of June 30, 1969, and has requested an audit of her records as of the date of her termination, August 31, 1969. It must be recognized that checks from the National ACLU are not received until the month following that budgeted, that certain items such as moving expenses and increase in office rent were not budgeted, and that the decrease in membership income was not anticipated.

Mrs. Ennis, the President, and the New Executive Director will provide a current Financial Statement as soon as possible; however, the Board of Directors, TACLU, must adopt an interim budget for the balance of 1969 at its next meeting, September 20th, and the Tennessee Affiliate, ACLU, was supposed to make a formal application for any extension of the Affiliate Development Grant by September 15, 1969. Mr. Clayton has advised that he will extend this deadline, but must have our proposal as soon as possible.

The Board of Directors, TACLU, voted on July 12, 1969 to (1) maintain an Affiliate office and (2) employ an Executive Secretary or Director. The Executive Committee, in a subsequent meeting, urged an increase in Chapter income, and local participation as regards litigation, publicity, newsletters, telephone listing, office space, etc. It is recognized that these two concepts are not mutually exclusive; however, Mr. Clayton has stated that a fully staffed Affiliate office costs nearly \$20,000/year, and that Chapters must sacrifice income, raise moneys for local problems, and even consider the prospect of raising local monies to support the State Affiliate office. Mr. Clayton concluded that TACLU might consider, or be forced by economics, to give up the State office, unless the Chapters were willing to make the sacrifices necessary.

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Monies are received from the National at \$665/ month- grant, and \$320/ month as reduced membership income. These would indicate that we might expect:  $665 \times 4 = \$2,660$  and  $\$320 \times 4 = \$1,280$ — or a total of \$3,940 for the balance of 1969.

The following are listed as fixed expenses, as based on the original budget for 1969, and as adjusted for the 4 months that remain in 1969.

Rent (@ \$65/mo)	\$260	Supplies	\$197	Travel	\$333
Telephone	320	Postage	133	Miscellaneous	168
Answering Service	82	Newsletters	156	Equipment Loan	<u>123</u>
				Total:	\$ 1,772.

These numbers indicate that the TAGLU can pay the Executive Director, including any secretarial assistance, a total of \$2,170 during the next four months, less any monies that are required for Chapter programs. This amount is comparable to that paid the previous Executive Director, with no provision for any secretarial assistance.

Mrs. Childers has expressed a willingness to start out on a part-time basis—one half day, three days a week, which might be estimated as:

$\$4/\text{hr} \times 4 \text{ hrs/day} \times 3 \text{ days/week} = \$48/\text{wk} = \$200/\text{month} = \$800 \text{ for } 1969.$

Expansion of this to 5 days/week =  $\$80/\text{wk} = \$320/\text{month} = \$1,280 \text{ for } 1969.$

Part-time secretarial assistance might then be estimated as:

$\$3/\text{hr} \times 4 \text{ hrs/day} \times 3 \text{ days/week} = \$36/\text{wk} = \$150/\text{month} = \$600 \text{ for } 1969.$

Expansion of this to 5 days/wk =  $\$60/\text{wk} = \$240/\text{month} = \$960 \text{ for } 1969.$

It is evident that adoption of one-half day, 3 days a week, operation of the State Affiliate office would permit a possible return of \$800 for local Chapter programs during the balance of 1969, whereas one-half day, 5 days a week operation would consume all anticipated income.

A proposed budget for the balance of 1969 will be worked out by the Executive Committee on Friday night, September 1969, and submitted to the Board of Directors, TAGLU, for approval on Saturday, September 20th. A proposed budget for 1970 will be worked out at the same time, for approval by the Board of Directors, and for submission to the Steering Committee of the National Board on October 2 and 3, 1969.

Sincerely,

John W. Cleland, President  
TAGLU.