



Irene Gomez-Bethke Papers.

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October 7, 1985

Ms. Irene Gomez-Bethke
4649 Decatur Avenue North
New Hope, MN 55428

Dear Ms. ~~Gomez-Bethke~~,


Several of your colleagues in the community have forwarded your name to me in the hope that you might be interested in a new group being formed by the Midwest Voter Registration Education Project. You are perhaps familiar with the MVREP, but if not, let me briefly describe this agency.

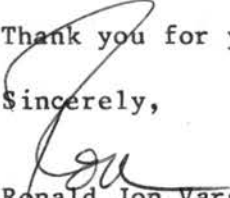
The MVREP, based in Columbus, Ohio, provides voter registration and education programs through local conduits to ten states in the midwest, including Minnesota. In the last two years, MVREP has helped this agency in particular to register over 20,000 new voters in Minnesota.

The group we hope you will be interested in is known as COPS, the committee for organizing, planning, and support. I have enclosed a position paper and description of the function of this committee for your information. Please review this document carefully. If you have any questions, feel free to contact either myself at 645-0853 or Juan Andrade, director of MVREP, at (614)-464-1116.

The first meeting of Minnesota's COPS body will be held at the MVREP conference in Chicago on October 11th, 12th and 13th. If you plan on attending this conference, please let me know. We can discuss this idea further at that time. If you are not planning on going to Chicago but are interested in COPS, please call me before October 11th.

Thank you for your cooperation in this matter.

Sincerely,


Ronald Jon Vargas
Executive Director

Enc.

for Jose Trejo
Jose Cruz
John Pacheco
Sandra Vargas
JoAnn Enos

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VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MIDWEST VOTER REGISTRATION EDUCATION PROJECT

MIDWEST C.O.P.S.

PROPOSAL

Midwest Voter Registration Education Project

50 W. Broad Street, Suite 1225

Columbus, Ohio 43215

(614) 464-1116

1985 - 1986

50 W. Broad Street • Suite 1225, Columbus, Ohio 43215



MIDWEST C.O.P.S.
PROJECT IMPLEMENTATION STRATEGY

It is not by accident that MVREP proposes to implement the innovative concept of Midwest C.O.P.S. (Committee for Organizing, Planning and Support). The planned and controlled growth of a non-partisan, non-profit organization should include ample consideration of the need to become less dependent upon traditional sources of support and work towards building a base for self-support. The concept of Midwest C.O.P.S. has evolved over a period of three years and is now the thrust of our fourth year program (FY 85/86). As a special project, the calculated implementation of Midwest C.O.P.S. will parallel the continued development of MVREP's conventional field service.

Our field operations component, which has been primarily responsible for all voter registration activities, was our top organizational priority during our first year (FY 82/83). It was our fundamental belief that a convincing track record evidencing our ability to professionally plan, organize and conduct non-partisan voter registration campaigns in cities throughout the Midwest was vital to our effectiveness and longevity as a respected and reliable organization. To this end we have organized and/or funded 85 non-partisan voter registration campaigns through which approximately 475,000 persons have registered to vote in 35 cities in our 10-state region.

Our top organizational challenge during our second year (FY 83/84) was to develop a research capability which was second to none among 4945(f)s in the country and which would support and reinforce the fundamental thrust of our field operation. It was our belief that there existed an uncompromising need for a principal source of political information and that MVREP should strive to meet that need. The dearth of information on Hispanic political demographics posed many serious problems which needed to be addressed. Our research component has published thirty-eight studies including 26 political and demographic profiles of Hispanics in selected Midwest cities, 6 exit poll reports analyzing Hispanic political behavior, and 6 special reports on women, youth, political opinions, a directory, the delegate selection process, and a manual for organizing a voter registration campaign. Though we have only just begun and 20 more reports are planned for the current fiscal year, MVREP has become recognized as a principal source of political information in the Midwest.

At the start of our third year (FY 84/85), by which time our field and research capabilities were becoming increasingly effective, we made another tactical decision and that was to direct more resources towards the full development of our communications capability. It was our firm belief that we could not move effectively closer towards accomplishing our goal of becoming a comprehensive service organization without fully developing our capabilities in the communications

field. To this end, in addition to the conventional use of buttons, bumper stickers, posters, flyers, and brochures, MVREP has developed an extensive series of audio visual aids for radio and television as well as for use at home or other small group meetings. With this added dimension, MVREP can provide a more comprehensive array of professional services to the field which should result in more effective non-partisan voter registration campaigns and greater voter participation.

MVREP is committed to the belief that all organizational components exist for the principal purpose of providing support to the field. We are first and foremost a field service organization. The registration and maximum participation of eligible voters in the American political process remains our basic mission and purpose. Midwest C.O.P.S. is the result of three years of developing more and working closely with community leaders, building public trust and confidence, establishing a positive track record, and earning the respect of others as a professional, effective and reliable field service organization. Now is the time for MVREP to embark upon this new bold mission towards greater self-sufficiency through the institutionalization of effective organizing, planning, and (financial) support systems.

MVREP proposes to frame the concept of Midwest C.O.P.S. in the following manner:

A. CENTRAL COMMITTEE

MVREP will organize a Midwest C.O.P.S. Central Committee of 100 members consisting of 10 members per state. Like the Central Committee, the 10 members per state will include Hispanic women, youth, and public officials, and other key individuals. The 100-member Central Committee will include some key members of each respective Executive Committee of the Women's Leadership Conference, Youth Leadership Conference and the Midwest Conference of Hispanic Elected and Appointed Officials. The 100 members will include urban, suburban and rural representatives and leaders of national and state membership organizations. Preferably, the Central Committee will consist of Mexican Americans, Puerto Ricans, Cubans, Central and South Americans. All 100 members will be appointed at-large by the Executive Director.

The Central Committee will be responsible for the following:

1. **ORGANIZING** - The Central Committee will provide the thrust for enlisting the membership and participation of all groups committed to voter registration and the maximum participation of eligible voters in the political process. All potential membership

groups in the Midwest will be identified and an organizing strategy for their enlistment will be devised and implemented by the Committee.

2. **PLANNING** - The Central Committee will provide the mechanism through which a general plan for the political development of Hispanics and similarly under-registered and under-represented groups can be properly developed and effectively implemented. The Central Committee will also oversee the planning process for the Midwest Hispanic Leadership Conference.

3. **SUPPORT** - The Central Committee will identify new sources of financial support including corporations, community foundations, and individual philanthropic sources whose contributions are limited to the support of only those activities which provide a citizenship service to persons residing within a particular city, county, or state. Due to the precise nature of our work, in the past MVREP has been generally unable to accept

contributions from many of these sources because we have not been doing the kinds of things they are willing to fund nor doing things in places they will fund, and because of funding requirements to which MVREP must adhere. Through Midwest C.O.P.S., MVREP will be able to qualify for and attract these funds.

B. MEETINGS

The Central Committee should meet twice annually, once in October during the annual Midwest Hispanic Leadership Conference and once in the spring. In addition to its normal responsibilities, in October the Central Committee will evaluate the usefulness, effectiveness and impact of the annual conferences as well as the effectiveness of MVREP in the field to date. In the spring, the Central Committee will meet to plan the program for the annual conference and the strategy for promoting and organizing maximum participation among Midwest Hispanic leaders.

C. ROLE OF THE 10 CENTRAL COMMITTEE MEMBERS PER STATE

The 10 representatives on the Central Committee from each state will primarily serve the following purposes in each of the 10 states:

1. **ORGANIZING** - A state chapter of Midwest C.O.P.S. will be organized followed by the identification and enlistment of prospective C.O.P.S. members in each state. The state chapter will organize political forums and other opportunities through which voter education can be conducted. The state chapter will also be responsible for a organizing and enlisting participation in a one-day voter registration/education conference in each respective state.

2. **PLANNING** - The state chapter of Midwest C.O.P.S. will identify solid, reliable persons for voter registration campaigns in every city and community in the state. The state chapter will plan a broadly-based voter registration and get-out-the-vote strategy for each respective state and plan training workshops on organizing voter registration campaigns. The state chapter will also assist in planning, organizing and promoting leadership development programs in selected

cities and communities. Finally the state chapter will plan, organize, promote, and conduct a one-day annual voter registration/education conference. The state conference will also serve as the annual meeting for the state C.O.P.S. chapter and would be expected to attract at least 500 members per state.

3. SUPPORT - The state chapter will raise funds from businesses, corporations and local foundations whose charter, policies, or guidelines prohibit their funding of multi-state or national non-partisan activities. The funds would be used for state conference expenses and other voter registration/education activities sponsored by the state chapters. Finally, another vital role of the state C.O.P.S. chapter would be to build volunteer contact list which would include all persons with an expressed interest in participating in voter registration campaigns, voter education programs, G-O-T-V

campaigns, leadership development programs, and the state chapter of C.O.P.S..

D. PURPOSE

Within three years Midwest C.O.P.S. will have the organizational capability (funds, contracts, etc.) to sponsor major voter registration conferences in each of the 10 Midwestern states.

Within three years, through the professional organization of state chapters, Midwest C.O.P.S. will have 10,000 members.

Within three years Midwest C.O.P.S. will become a self-sustaining membership-based organization with as many as 10,000 dues-paying members potentially generating as much as \$250,000 per year in tax-deductible contributions. The first goal will be 2,500 members (\$62,500), the second year 5,000 (\$125,000), and the third year 10,000 (\$250,000).

Within three years MVREP and Midwest C.O.P.S. will have the field capability to organize, plan, and support non-partisan voter registration campaigns in at least 75 cities and communities, hold one regional and 10 state voter registration/education annual conferences, involving 7,500-10,000 politically active members, train 500 prospective officials per year,

mobilize 10,000 members for voter registration/education and G.O.T.V., and potentially raise \$250,000 in tax-deductible contributions from membership support.

SUMMARY

A predominantly membership supported organization is a bold, innovative and challenging concept whose time has come. MVREP has spent the last three years carefully laying the groundwork for this ambitious undertaking.

The need for non-government supported, non-profit groups to become increasingly self-sustaining is one from which most organizations would shy away, preferring to rely solely on charitable sources for support. MVREP has always believed that political independence and financial dependence is a contradiction whose respective effect would thwart the other's stability. More often than not, every group is initially largely or wholly dependent upon a finite number of sources for support. To begin this way is understandable, to remain so would be short-sighted and ill-advised.

Midwest C.O.P.S. needs \$50,000 to launch this campaign not only to survive organizationally but to survive with independence and dignity with a clearly defined sense of mission and purpose. In the first year Midwest C.O.P.S. will recover all of the initial investment plus a 25% return which will cover the cost for the second year and then the third.

This one time need, if granted, will catapult MVREP into a new phase marked by a departure from a precarious existence to one filled with hope, promise and the strong belief that independence, both political and financial, are the only two compatible allies within the American electoral system.

Midwest Voter Registration Education Project

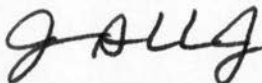
October 28, 1985

Dear Irene:

Only two short weeks ago we concluded the highly successful third annual Midwest Hispanic Leadership Conference in Chicago. The Conference was everything we expected and more. We are still receiving calls and letters of congratulations from Hispanic brothers and sisters throughout the region. With nearly 1,200 participants, what was the largest Hispanic leadership gathering in the Midwest is now the largest in the nation. Even more importantly, the Conference is also now rated as the best.

For this and more we are extremely grateful to you. There is no doubt that without the Executive Committees for youth, women, and public officials, the Conference would have been neither the largest or the best. The Executive Committees were very effective in their program planning, organizing support, and promoting as well as conducting the Conference. The Board and Staff of MVREP appreciates everything you did to help. Thanks again and good luck in your continued involvement.

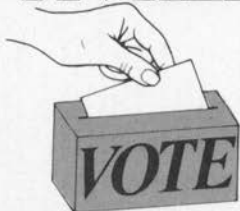
Sincerely,



Juan Andrade, Jr.
Executive Director



MVREP



**SU VOTO ES SU VOZ
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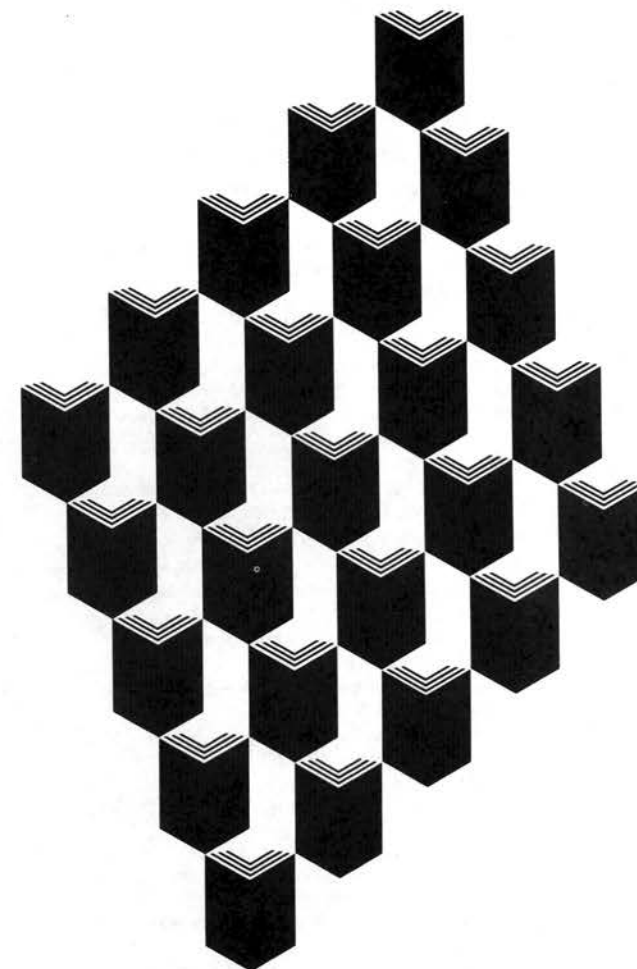
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36. **Training Salesmen to Serve Industrial Markets**
Available only from SBA.
37. **Financial Control by Time-Absorption Analysis**

No.

38. **Management Audit for Small Service Firms**
A questionnaire for service firms.
39. **Decision Points in Developing New Products**
Provides a path from idea to marketing plan for the small manufacturing or R & D firm.
40. **Management Audit for Small Construction Firms**
A questionnaire for construction firms.
41. **Purchasing Management and Inventory Control for Small Business**
42. **Managing the Small Service Firm for Growth and Profit**
43. **Credit and Collections for Small Stores**

Starting and Managing Series

This series is designed to help the small entrepreneur "to look before leaping" into a business.

No.

1. **Starting and Managing a Small Business of Your Own**
101. **Starting and Managing a Small Service Firm**

Nonseries Publications

A Basic Guide to Exporting

003-009-00349-1 (Commerce Dept.)

U.S. Government Purchasing and Sales Directory

A directory for businesses interested in selling to the U.S. Government. Lists the purchasing needs of various Agencies.
045-000-00153-9

Managing for Profits

Discusses the various management functions. 045-000-00206-3

Buying and Selling a Small Business

045-000-00164-4

Strengthening Small Business Management

Emphasizes management self-improvement.
Available from SBA only.

The Best of the SBI Review—1973-1979

Management ideas for the small business owner-manager.
045-000-00172-5

Business Basics

Each of the 23 self-study booklets in this series contains text, questions, and exercises that teach a specific aspect of small business management.

No.

1001. **The Profit Plan**
 1002. **Capital Planning**
 1003. **Understanding Money Sources**
 1004. **Evaluating Money Sources**
 1005. **Asset Management**
 1006. **Managing Fixed Assets**
 1007. **Understanding Costs**
 1008. **Cost Control**
 1009. **Marketing Strategy**
- Continued on Back Panel

Order Form Check List

Small Business Management Series

No.	Stock No.	Price
1.	045-000-00020-6	\$3.50
9.	045-000-00162-8	6.00
15.	045-000-00208-0	4.50
20.	045-000-00150-4	4.50
25.	045-000-00137-7	4.50
28.	045-000-00130-0	4.25
29.	045-000-00151-2	4.25
30.	045-000-00209-8	5.00
31.	045-000-00149-1	4.50
32.	045-000-00142-3	5.50
33.	045-000-00152-1	5.50
35.	045-000-00125-3	4.50
37.	045-000-00134-2	5.50
38.	045-000-00203-9	4.50
39.	045-000-00146-6	4.25
40.	045-000-00161-0	4.25
41.	045-000-00167-9	4.50
42.	045-000-00165-2	4.25
43.	045-000-00169-5	5.00

Starting and Managing Series

No.	Stock No.	Price
1.	045-000-00212-8	4.75
101.	045-000-00207-1	4.50

Nonseries Publications

	Stock No.	Price
	003-009-00349-1	\$6.50
	045-000-00153-9	7.00
	045-000-00206-3	5.50
	045-000-00164-4	5.00
	045-000-00172-5	5.50

Business Basics

No.	Stock No.	Price
1001.	045-000-00192-0	\$4.50
1002.	045-000-00193-8	4.50
1003.	045-000-00194-6	4.75
1004.	045-000-00174-1	5.00
1005.	045-000-00175-0	2.75
1006.	045-000-00176-8	4.75
1007.	045-000-00195-4	3.25
1008.	045-000-00187-3	4.75
1009.	045-000-00188-1	4.75
1010.	045-000-00177-6	4.50
1011.	045-000-00190-3	4.50
1012.	045-000-00178-4	4.75
1013.	045-000-00179-2	4.50
1014.	045-000-00180-6	4.75
1015.	045-000-00181-4	4.75
1016.	045-000-00182-2	4.75
1017.	045-000-00183-1	4.75
1018.	045-000-00184-9	4.50
1019.	045-000-00189-0	4.75
1020.	045-000-00185-7	4.50
1021.	045-000-00186-5	4.50
1022.	045-000-00191-1	4.50
1023.	045-000-00196-2	4.50

IMPACT

100 N. 6th Street • Butler Square/Suite 440B
Minneapolis, Minnesota 55403
(612) 333-3600

To:

Minneapolis/St. Paul

**MINORITY
BUSINESS
DEVELOPMENT
CENTER**

Funded by:

**U.S. Department of Commerce
Minority Business Development Agency**

Operated by:

IMPACT

100 North Sixth Street
Suite 440B
Minneapolis, MN 55403
(612) 333-3600

Our Clients

The Minneapolis/St. Paul Minority Business Development Center assists Black, Hispanic, Native American and Asian-American potential and existing business owners. Other racial or ethnic minorities may become clients with regional approval from the Minority Business Development Agency.

Our Services

In-depth management and technical assistance is provided to enrolled clients by qualified business analysts. Specific services include procurement assistance, business loan packaging, business plan development, marketing analysis and financial planning. Other services include assistance in construction management, the use of our Dodge Scanner/Plan Center Services, general management assistance in all areas of business, and MBE certification procedures.

We provide initial general business counseling and referral services free of charge to minority businesses located in the Minneapolis/St. Paul area. In-depth management and technical assistance is provided on a fee-for-service basis to enrolled minority firms & potential entrepreneurs.

Other Services

We are an important information link in the local small and minority business community. We know about, participate in, and invite you to participate in seminars, workshops and minority vendor fairs, where you can learn how to improve your business operations and also be informed of how and where to sell your product or service.

Our Staff and Resources

We have number of Business Analysts who work with clients based on a written work plan developed together by the client and Business Analyst. The Business Analysts have access to extensive computerized information for use in assisting clients, access to the resources of the U.S. Department of Commerce, and a vast information network provided by both government and private sources. Our staff understands the needs of small and growing business and can determine the most effective and appropriate work plan for your business.

Our Goals

We exist to promote the economic development of minority business in the Minneapolis/St. Paul metropolitan area. This means we can help you to start a new business, expand a current business, or attempt to save a business that's in trouble. We can assist you in establishing and maintaining a healthy business, providing jobs, and contributing to your community. We are committed to your success.

Our Offices

We are located in downtown Minneapolis in the Butler Square Building. Ample parking is available in surrounding lots. Please call for an appointment or for additional information, and our Project Secretary will be able to answer your initial questions.

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Friends of Midwest Voter Registration Education Project
FROM: Juan Andrade, Jr. *JA*
DATE: January 31, 1985
RE: Update on project plans and activities

The following is some brief information on some of the things we plan to be involved in during 1985 and 1986. As you can see, most of the activities provide for greater citizen participation in all aspects of our work. I sincerely hope that you will want to take advantage of this opportunity to get involved in one or more of the activities planned. If things go the way I hope, over 2,000 of you will become directly involved in planning, organizing and conducting these activities. Lord knows we need the help and I for one welcome it.

1. We are in the process of organizing a PROJECT PLANNING AND ADVISORY COMMITTEE consisting of 20 members, two per state. This Committee will have a two-day annual meeting with MVREP staff to review and evaluate all aspects of our work (communications, field operations, research, planning, grants management, etc.), recommend new strategies and new goals.
2. We would like to organize a STATE PLANNING COMMITTEE in each of our ten states consisting of 100-150 people each and to meet annually. Each committee would meet to recommend sites for non-partisan voter registration campaigns, propose budget recommendations for voter registration campaigns, advise MVREP staff on up-coming election and registration deadlines, recommend state goals and propose strategies to meet such goals, and assist in organizing state and local workshops, seminars, conferences, etc. In all, between 1,000 and 1,500 of you could participate in this extremely important part of the work we should do together.
3. We would like to organize a STATE PLANNING COMMITTEE in each of our ten states for a MIDWEST HISPANIC WOMEN'S LEADERSHIP CONFERENCE. Each Committee should consist of



20-30 members and meet twice per state per year. Each Committee should recommend program activities, organize participation, and promote the Midwest Hispanic Women's Leadership Conference to be held in Chicago on October 11-13, 1985. In all, between 200 and 300 women should help in planning, organizing and promoting this very important conference.

4. The EXECUTIVE COMMITTEE of the MIDWEST HISPANIC WOMEN'S LEADERSHIP CONFERENCE, temporarily appointed by the Executive Director, should consist on ten members and ten alternates, one of each per state, and meet twice per year. This Committee should work closely with MVREP staff to finalize the program, set the agenda, and conduct the Midwest Hispanic Women's Leadership Conference in Chicago on October 11-13, 1985. This Conference is long overdue. Our studies show that while Hispanic women comprise 48.1% of all Hispanic voters in the Midwest they comprise only 26.6% of our officials.
5. We want to organize PLANNING COMMITTEES in each of our ten states for a MIDWEST HISPANIC YOUTH LEADERSHIP CONFERENCE. The Planning Committees will form a 100-campus network consisting of five members per campus and to meet twice per year per state. The Planning Committees should recommend program activities, organize campus and non-campus participation, and promote the Midwest Hispanic Youth leadership Conference to be held in Chicago on October 11-13, 1985. We must provide our young people a mechanism through which they can more effectively and visibly participate in the political process. This approach will enable at least 500 young people to participate in planning, organizing and promoting their own Leadership Conference.
6. The EXECUTIVE COMMITTEE of the MIDWEST HISPANIC YOUTH LEADERSHIP CONFERENCE, temporarily appointed by the Executive Director, should consist of ten members and ten alternates, one of each per state, and meet three times per year. This Executive Committee should work closely with MVREP staff to finalize the program, set the agenda, and conduct the Midwest Hispanic Youth Leadership Conference in Chicago on October 11-13, 1985. This will be our second such Conference. While the first one was successful, better planning and organizing should result in an even more successful second Conference.

7. The EXECUTIVE COMMITTEE of the MIDWEST CONFERENCE OF HISPANIC ELECTED AND APPOINTED OFFICIALS, temporarily appointed by the Executive Director, will meet and organize itself in Chicago on February 15-16, 1985. This Committee will be responsible for expanding its membership and developing strategies through which Midwest Hispanic officials can influence or impact the national debate on major issues of importance to Hispanics in the Midwest. Also, this Committee will discuss the program and agenda for the Midwest Conference of Hispanic Elected and Appointed Officials to be held in Chicago on October 11-13, 1985. As many as 300 Hispanic officials in the Midwest could join in and attend what will be a historic conference.
8. We are now beginning to plan the program for the third annual MIDWEST HISPANIC POLITICAL LEADERSHIP CONFERENCE to be held in conjunction with the Women's Leadership Conference, the Youth Leadership Conference, and the Midwest Conference of Hispanic Elected and Appointed Officials in Chicago on October 11-13, 1985. This can and should be an incredible Conference. Imagine! Four conferences going on concurrently! Only in the Midwest could something so tremendous be accomplished.
9. We would really like to start the LEADERSHIP DEVELOPMENT PROGRAM this spring and summer. All we need is a few interested people in enough communities that want it. Please look at the attached page for more information. If we can get 20-30 people in each of ten cities, we can train 200-300 Hispanics for public service. This is yet one more step toward more and better Hispanic political representation.

I believe this can be our most exciting year to date. I strongly urge you to participate in one or more of these activities. There is so much that needs to be done and so much that you can do, so let's do it together. Please call or write and tell me that you want to help.

Finally, attached also find some preliminary results of our analysis of the Hispanic vote in the Midwest in the November, 1984 presidential election. The final report will contain about 225

Page 4
Memorandum
January 31, 1985

very informative tables breaking down the Hispanic vote in detail. It will be the most comprehensive analysis of Midwest Hispanic voters ever compiled. The report is based on a survey of Hispanic voters in Cleveland, Toledo, Detroit, Each Chicago, Chicago, Milwaukee, and Kansas City. While we can afford to print the report, we can't afford to mail one to each of you. Besides, I don't know if you really want one. So, if you are willing to pay for the shipping cost to get a copy, I'll gladly mail you one if you send me a check for \$3.00. I'm sure you will think it's worth that and more.

Finally for real, please let us know if/when you would like to do a voter registration campaign. We are ready to go! We have a new Field Director, R. Luis Gonzalez, who is anxious to meet you and work with you. He was our 1984 Volunteer of the Year recipient because of his outstanding work in East Chicago, Indiana. What can I say? I'm sure you will like him and I urge you to call on him for assistance. Starting February 18, he will be working out of our Chicago office located at 343 S. Dearborn, Suite 910. His telephone number will be 312-427-VOTE. If you can't reach him, call me collect in Columbus. Both of us would like to hear from you.

LEADERSHIP DEVELOPMENT PROGRAM

- PURPOSE:** TO ORGANIZE AND CONDUCT A SERIES OF SEMINARS TO TRAIN LOCAL HISPANIC LEADERS IN SELECTED ASPECTS OF MUNICIPAL, SCHOOL AND COUNTY GOVERNMENTS;
- OBJECTIVE:** TO BETTER EDUCATE A CORE GROUP OF COMMUNITY LEADERS OR OTHER INTERESTED PERSONS ON GOVERNMENTAL POLICIES, PRIORITIES, AND PROCEDURES AND THEIR DIRECT AND INDIRECT EFFECT ON THE LOCAL HISPANIC COMMUNITY;
- METHODOLOGY:** THE SERIES WILL CONSIST OF NINE WEEKLY SEMINARS, THREE HOURS EACH IN DURATION, AND CONCENTRATE THREE WEEKS EACH ON MUNICIPAL, SCHOOL, AND COUNTY GOVERNMENTS. LOCAL ELECTED AND APPOINTED OFFICIALS WILL SERVE AS RESOURCE PERSONS. PARTICIPANTS WILL OBTAIN TWENTY SEVEN TOTAL HOURS OF INTENSIVE INTERACTION WITH THEIR LOCAL OFFICIALS ON IMPORTANT PUBLIC ISSUES INCLUDING: CITY PLANNING, CITY COUNCIL LEGISLATIVE PRIORITIES, CITY FINANCES, MUNICIPAL SERVICES, SCHOOL POLICIES, SCHOOL FINANCES AND ADMINISTRATION, SCHOOL CURRICULUM, SCHOLASTIC PROGRAMS, COUNTY FINANCES AND ADMINISTRATION, COUNTY JUDICIAL SYSTEM, COUNTY LEGISLATIVE PRIORITIES, AND COUNTY BOARD OF ELECTION POLICIES AND PROCEDURES;
- OUTREACH:** A PLANNING MEETING WILL BE HELD IN EACH OF TEN SELECTED CITIES (ONE PER STATE) WITH KEY INTERESTED PERSONS. THIRTY TO FORTY PROSPECTIVE PARTICIPANTS WILL BE IDENTIFIED; TENTATIVE DATES FOR THE SERIES SELECTED; A COORDINATOR CHOSEN; AND A TENTATIVE PROGRAM OUTLINE DEVELOPED. THE COORDINATOR WILL CONTACT ALL PROSPECTIVE PARTICIPANTS AND ENSURE SUFFICIENT PARTICIPATION.
- RESOURCES:** THE COORDINATOR WILL IDENTIFY, CONTACT AND CONFIRM THE PARTICIPATION OF ALL NECESSARY RESOURCE PERSONS, ARRANGE ALL MEETINGS, AND ENSURE THE ADEQUATE AVAILABILITY OF PRINTED RESOURCE MATERIALS. MVREP WILL PROVIDE A LEADERSHIP DEVELOPMENT MANUAL ON LOCAL GOVERNMENTS. FLYERS, AGENDAS, ETC. WILL BE PRINTED BY MVREP;
- GOAL:** TO TRAIN APPROXIMATELY THREE HUNDRED HISPANIC COMMUNITY LEADERS ON A BROAD RANGE OF PUBLIC POLICY ISSUES FOR PUBLIC SERVICE AS ELECTED OR APPOINTED OFFICIALS AND/OR FOR MORE EFFECTIVE LEADERSHIP ROLES.

I. THE HISPANIC VOTE IN SUMMARY

Table 1. First Time Voters (N=1346)

	Total
Yes	26.7%
No	73.3

Table 2. Presidential Preference (N=1262)

Walter Mondale	78.2%
Ronald Reagan	21.8

Table 3. Political Preference (N=1317)

Strong Democrat	60.0%
Not so strong Democrat	13.0
Independent, close to Dem.	7.5
Strictly Independent	3.0
Independent, close to Repub.	3.0
Not so strong Republican	3.3
Strong Republican	4.3
Not Sure	5.0
Other Party	0.9

Table 4. Ancestry (N=1302)

Mexican	54.1%
Puerto Rican	41.1
Cuban	2.2
Central American	2.1
South American	0.6

Table 5. Born in the continental United States (N=1332)

Yes	70.5%
No	29.5

Table 6. Ability to speak Spanish and English (N=1333)

Speak Spanish only	9.1%
Speak Spanish better	16.0
Speak both about the same	37.3
Speak English better	26.2
Speak English only	11.5

I. The Hispanic Vote In Summary

Table 7. Issues

	Total
a. The Equal Rights Amendment (ERA), a constitutional amendment to give women equal rights under law (N=1304)	
Favor	70.2%
Oppose	15.2
Not sure	14.7
b. The economic program of the current administration (N=1270)	
Favor	28.7%
Oppose	50.4
Not sure	20.9
c. Increased defense spending (N=1253)	
Favor	28.3%
Oppose	54.7
Not sure	17.0
d. Increased spending on bilingual programs for children in public schools (N=1289)	
Favor	76.5%
Oppose	13.3
Not sure	10.2
e. Cuts in social programs to reduce federal budget deficit (N=1282)	
Favor	19.8%
Oppose	63.3
Not sure	16.9
f. More military aid to the government in El Salvador (N=1272)	
Favor	19.3%
Oppose	57.6
Not sure	23.1
g. More military aid to the rebels ("contras") in Nicaragua (N=1271)	
Favor	18.4%
Oppose	57.3
Not sure	24.3
h. A verifiable freeze on the production of nuclear weapons if the Soviet Union agrees to do the same (N=1277)	
Favor	55.4%
Oppose	27.3
Not sure	17.3

I. The Hispanic Vote In Summary

Cont. Table 7. Issues

	Total
i. A law making it unlawful to hire an immigrant who has come to the U.S. without papers (N=1273)	
Favor	37.1%
Oppose	44.5
Not sure	18.5
j. An amnesty program so illegal immigrants presently in the U.S. can remain here legally and work if they wish (N=1277)	
Favor	55.0%
Oppose	26.3
Not sure	18.7
k. Normalization of relations with Cuba (N=1264)	
Favor	32.9%
Oppose	38.9
Not sure	28.2
l. Talks with Cuba about agreements for travel, visits and emigration (N=1264)	
Favor	40.3%
Oppose	31.7
Not sure	28.0

Table 8. Ability to read Spanish and English (N=1334)

Read Spanish only	9.4%
Read Spanish better	14.3
Read both about the same	31.0
Read English better	26.0
Read English only	17.9
Do not read either one	1.3

Table 9. Media source you relied on most for political information concerning the November election (N=1322)

Spanish radio	13.3%
Spanish television	15.1
Spanish newspaper	3.4
English radio	14.6
English television	42.1
English newspaper	11.4

Table 10. Voters by gender (N=1289)

Male	51.9%
Female	48.1

I. The Hispanic Vote In Summary

Table 11. Length of time

registered to vote (N=1327)

Total

less than 3 months	13.6%
more than 3 months	
but less than 1 year	13.1
more than 1 year but	
less than 2 years	11.7
more than 2 years but	
less than 4 years	12.1
4 years or more	49.5

Table 12. Employment status (N=1311)

Employed Full time	34.6%
Employed Part time	14.1
Unemployed	27.1
Full-time student	4.3
Full-time homemaker	11.9
Retired	5.7
Other	2.4

Table 13. Educational Background (N=1307)

Some high school or less	37.2%
High school graduate	37.0
Some college	17.4
College graduate	5.9
Postgraduate	2.5

Table 14. Age of respondents (N=1328)

18 - 25	31.0%
26 - 35	31.2
36 - 45	16.9
46 - 55	11.6
56 - 65	6.3
66 or older	3.1

Table 15. Total family gross income of respondents (N=1274)

Under \$5,000	36.3%
\$ 5,000 to \$ 9,999	21.0
\$10,000 to \$19,999	20.1
\$20,000 to \$29,999	13.8
\$30,000 to \$39,999	5.9
\$40,000 to \$49,999	1.3
\$50,000 and over	1.5

Fri. June 28, 1985

Staff Joanna Martinez

W Dodge City Kansas

Maria Elena Moreno (Neva)

Louis Gonzales - Chicago

Judith A. Hayward - OH

Mon. Mon. 25 Women - to Conf.

Mailing List of Women for MVREP

500 Women.

1. Programs: Friday Sat. Sun. 8:00 AM

Keynote

Short.

Sat. Dinner

Workshops

3-5 -

1) Leadership Training

Sun. Optional

2) Panel discussion -> Entering

11:00 Luncheon

3) How to be a candidate ^{the public arena}

banquet

4)

1:00 - pm fin

Oct. 11, 12, 13

8-12

12-5

3-5

Key Note Speaker.

1) how.

Call for Poster

117

Hispanics: An Emerging Force in Leadership.

Agenda Sat.

8:00 Registration Press Conference

9:00 Introduction

9:30 Key Note Speaker: Patricia Rivera

~~10:15~~

10:15 Q + A.

10:30 ~~Verita~~

10:45 Wrap Up.

11-12 Open On your own.

Work Shops 3-512:30 General Conference. Kick Off.
adjourn to Work Shops. 3-5

1. Leadership Training

Anna R. KC. Maria/Denise Linda ^{Texas} & Financial Planning

2. Assertiveness Training

3. Self Actualization

5:00

6:00 Cash Bar.

7:00 Banquet - Awards. (\$20.00 ^{per place})
State Flag. / Organization Flag.Hispanics in the 90's: An Emerging Force.

9:00 Pageant for Latin America

9:30 Dance

Oct 1985

11

12

13

Friday
Registration

planning
meeting



Fundraiser
\$100.00 person
ticket

or 5: Mto

6 Registration

7 9

Reception

speaker

/Bailados

\$0.00

Latino

7:00

Salute to the

P agent honor guard
dance

Sat

8:00 - 11a.m.

Registration

9 - 9:30 Intro

Keynote

9:30 Speaker

1) Patricia Rivera

Linda

2) Verita VanCott

Sun.

Eccumenical
Mass Service

Financial
Management
Workshop

Verita VanCott
Dispidio

3-5 Workshops
Leadership
Training

Workshops
Names Leadership 2 hr. (1) +

Anna P	KC
Maria	Denver
Linda	S Antonio
Alt. Lucy	Lake County
Salazar	Chicago
Maria Torres	

Assertiveness 1 hr. (2)
Alicia ~~Cobaron~~ Colorado
Rosemary Barron Villalourine

Networking — 1 hr. (3) 1 hr.
Mary ~~Bosquez~~ Gonzalez Chicago
Rusty Varcelom Iowa

2 hr. Barriers to ^{effective} Participation (4) X

Maria Elena Torralba San Antonio
V Lynette Velez — Wise

\$ Parcel / barra - Tapeha
Joyce Romero

Finance - Women / Money - (5) 1 hr.
1 hr.

\$5,000

Patsy
Tones

Work Assignments:

Registration SuperBecy Julie Allie Dorothy

Workshop facilitators

Conference facilitators Irene

Traffic Control → Irene ←

Host

Workshops

1 Leadership Joanne

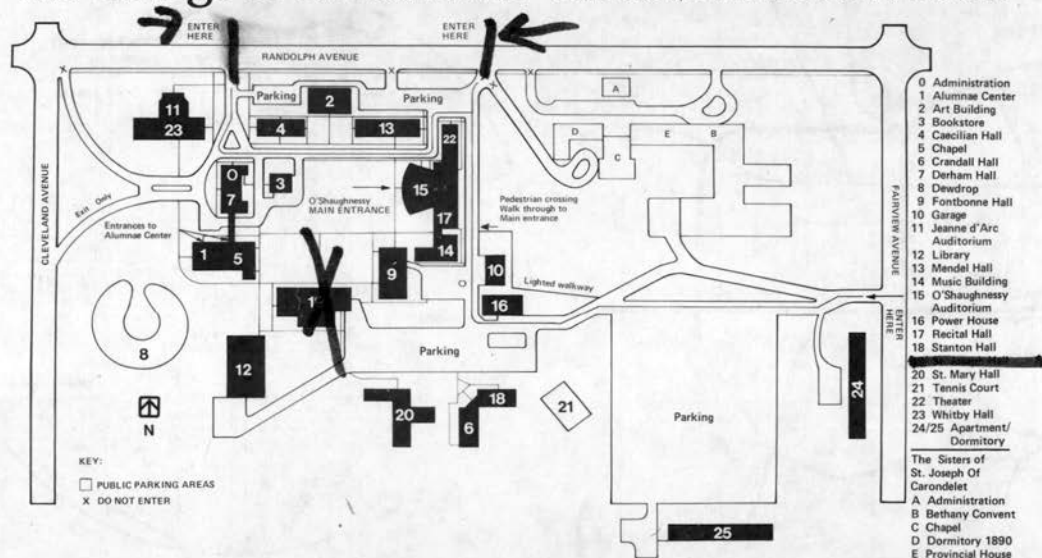
2 Assertiveness

3 Networking - Emma

4 Barriers

5 W/M - Maria

The College of St. Catherine ~ St. Paul, Minnesota 55105

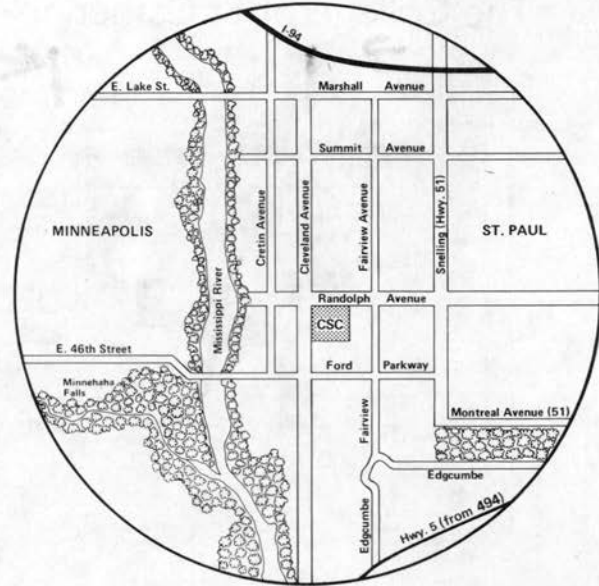
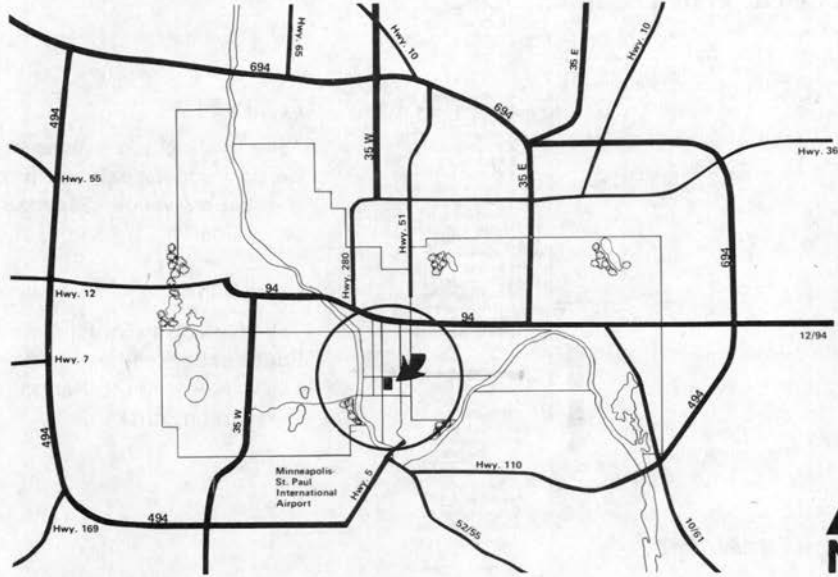


From I-94:

Take the Snelling Avenue or the Cretin-Vandalia exit south to Randolph Avenue. See map on other side.

From I-494:

Take Hwy. 5 to St. Paul, exit on Edgumbe Road and take Fairview Avenue to Randolph Ave. See map on other side.



The Hispanic Motivational Program
in cooperation with
The Hispanic Woman's Development Corporation
Cordially invite you to the
UN PRIMER PASO OPEN HOUSE

July 10, 1985
10:00 a.m. - 12:00 noon
The College of St. Catherine
2004 Randolph Avenue
St. Paul, Minnesota
in West Marion Lounge
of St. Joseph Hall

You will have the opportunity
to visit with the students
of the Summer Institute
which is in progress
at the College.

R.S.V.P. by July 6, 1985
690-6014

XXXXXX
070105476
IRENE GOMEZ-BETHKE
4649 DECATUR AVE NO
NEW HOPE
MN 55428

UNIVERSITY OF MINNESOTA
ROCHESTER CENTER
FRIEDEL BUILDING
1200 SOUTH BROADWAY
ROCHESTER, MINNESOTA 55904

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LIVING BY CONSTRUCTIVE RISK

Friday, July 12, 1985

IMAGING: PROGRAMMING THE MIND FOR SUCCESS

Wednesday, July 17, 1985

Featuring Alan R. Zimmerman, Ph.D.



Rochester Center
Continuing Education and Extension
UNIVERSITY OF MINNESOTA

General Information

THE INSTRUCTOR

Alan R. Zimmerman (Ph.D., University of Minnesota) is an Associate Professor of Speech-Communication at Mankato State University. He comes to us with fourteen years of teaching experience, having been awarded the "Outstanding Faculty Award" at two different universities. He also serves as a management and communication consultant for a variety of organizations and corporations in the United States, Canada, and Japan.

ACCREDITATION

Each of these workshops will provide .7 of a CEU.

The University of Minnesota is accredited as a provider of continuing education in nursing by the Central Regional Accrediting Committee of the American Nurses Association. **Each of these workshops will offer a certificate of attendance for 7 contact hours.** It is the responsibility of the participant to ascertain if these offerings meet with the Minnesota Board of Nursing guidelines for mandatory continuing education.

LOCATION

Both of these workshops will be held at the University of Minnesota's Friedell Building, 1200 South Broadway, Rochester, MN (located at the intersection of U.S. highways 14 East and 63--entrance off highway 63). **All participants must use the parking lot south of Denny's Restaurant.**

REGISTRATION FEE

The fee for each of these workshops is \$45.00, which includes all materials. **Make checks payable to University of Minnesota.**

ENROLLMENT

Registration will be accepted in the order received. Payment must be included with the registration form to insure your place in a program. When both have been sent in, assume you are registered unless notified otherwise. Your cancelled check will be your receipt. If you wish to verify your registration, you may contact the Registrar at (507) 288-4584 or (612) 224-3106.

REFUND POLICY

A \$5 handling fee will be charged for cancellation. "No shows" who have failed to cancel prior to a workshop will be charged the full registration fee. Alternates will be accepted at any time.

Living by Constructive Risk

DATE AND TIME

Friday, July 12, 1985
9:00 am to 4:30 pm
(Check-in begins at 8:30 am)

DESCRIPTION

If your life is ever going to get better, you'll have to take risks. There is simply no way you can grow without taking chances.

Taking a risk is central to everything worthwhile in life. Without taking a risk, no one finds true love, no one develops real power, and no one gains prestige. Everything you really want in life involves taking a risk.

But risk means letting go of the known, to step outside your comfort zone, and reach for something you are not entirely sure of but you believe is better than what you now have. That can be exhilarating as well as frightening.

In this practical, involvement-oriented workshop, Dr. Zimmerman will deliver short lectures and lead a variety of activities that will help you determine when a risk is reasonable, when you should pass, and when you should go for broke. So come and learn how to manage the risks and opportunities in your life.

OBJECTIVES

Upon completion of this workshop, you should be able to:

- Understand the nature and types of risk
- Establish criteria for the taking or avoiding of risk
- Nurture courage for the risks we decide to pursue

SCHEDULE

8:30 am	Check-in
9:00 am	Importance of Risk
9:30 am	Styles of Risk Taking
10:00 am	Rules for Risk Taking
10:30 am	Break
10:45 am	Blocks to Change and Getting Unstuck
12:00 noon	Lunch (on your own)
1:00 pm	Risks for Growth
2:00 pm	Emotional Risks
3:00 pm	Break
3:15 pm	Risks of Autonomy and Change
4:00 pm	Risk Planning and Application
4:30 pm	Conclusion

FOR FURTHER INFORMATION

Contact: Raymund T. Fitzpatrick
University of Minnesota
Rochester Center
Phone: (507) 288-4584 or (612) 224-3106

Imaging: Programming the Mind for Success

DATE AND TIME

Wednesday, July 17, 1985
8:30 am to 4:30 pm
(Check-in begins at 8:00 am)

DESCRIPTION

Why a workshop in imaging?

There is considerable evidence that you can persuade yourself through your imagination to do anything that is physically possible to do. You can use imaging to gain control of your mind, emotions, and body. You can bring about desired changes in your behavior--to overcome the stress syndrome, enhance recovery from illness, and facilitate the accomplishment of positive goals.

By forming an image, you make a clear mental statement of what you want to accomplish. By repeating this image again and again, you come to expect that what you want will occur. Because of this positive expectation, you start behaving in ways that are consistent with achieving your desired goal, and actually help bring it about.

OBJECTIVES

Upon completion of this workshop, you should be able to:

- Understand the communication dynamics of the imaging process
- Learn how to use imaging in your personal and professional life

SCHEDULE

8:00 am	Check-in
8:30 am	Testing Your Imaging Capacity
9:00 am	Enhancing Your Imaging Capacity
10:00 am	Break
10:15 am	Guided Imagery for Self-Awareness
11:15 am	Self-Hypnosis for Personal Growth
12:00 noon	Lunch (on your own)
1:00 pm	Imaging for Goal Accomplishment
2:00 pm	Imaging for Problem Solving
2:45 pm	Break
3:00 pm	Imaging for Health
3:30 pm	Imaging to Conquer Fear
4:30 pm	Conclusion

UPCOMING SEMINARS WITH ALAN ZIMMERMAN

Managing Your Time

Monday, August 26, 1985
with David Lee, Control Data Corporation

Healthy Mind, Healthy Body

Thursday, August 29, 1985
with Diane Capa, Nutrition Consultant, New York City

REGISTRATION FORM

I will be attending the workshop(s) indicated below. My payment (\$45 per workshop) is enclosed.

☐ LIVING BY CONSTRUCTIVE RISK (85404)
Friday, July 12, 1985

☐ IMAGING: PROGRAMMING THE MIND FOR SUCCESS (85405)
Wednesday, July 17, 1985

NAME _____ STREET ADDRESS _____

CITY/STATE/ZIP CODE _____

RESIDENCE TELEPHONE _____ BUSINESS TELEPHONE _____

For identification purposes:

SOCIAL SECURITY NUMBER _____ BIRTHDATE _____

Return this form and full payment to: Registrar
University of Minnesota
Rochester Center
Friedell Building
1200 South Broadway
Rochester, Minnesota 55904

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Executive Committee Members
Midwest Hispanic Women's Leadership Conference

FROM: Maria Elena Molina *MEM*

DATE: July 25, 1985

RE: PRESS RELEASE

Enclosed please find the press release that was requested during the Executive Committee meeting. The press release can be distributed as is. However, before you submit the release please type in the date underneath FOR IMMEDIATE RELEASE. It should look like this:

Example - FOR IMMEDIATE RELEASE
 July 25, 1985

If you have any questions, please feel free to call me at your convenience.



MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1110

PRESS RELEASE

FOR IMMEDIATE RELEASE

CONTACT: Irene Gomez Bethke
612-537-0469 (H)

CHICAGO - Midwest Voter Registration Education Project is sponsoring the third annual Midwest Hispanic Leadership Conference and the first Midwest Hispanic Women's Leadership Conference. A 20-member Executive Committee of Midwest Hispanic women, appointed through MVREP, will work to plan, organize, promote and conduct the Women's Leadership Conference which will be held in Chicago at the McCormick Center Hotel on October 11-13, 1985.

The Executive Committee met in Chicago June 28-29, 1985 to finalize plans and recommend speakers and workshop presenters for the Women's Leadership Conference. The theme for the conference will be: **Hispanas: An Emerging Force In Leadership.** Approximately 500 women from the states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Nebraska, Ohio and Wisconsin tentatively plan to attend the conference which will seek to bring more women into the political process, provide leadership training and substantially increase the number of Hispanic women public officials in the Midwest. With nearly 50% of the Midwest Hispanic voters being women, the time for this is absolutely necessary.

Workshop topics include: Leadership training, Assertiveness training, Financial Opportunities for Women, Networking, and

- MORE -

50 W. Broad Street • Suite 1225, Columbus, Ohio 43215



Barriers to Effective Participation. Some of the invited speakers for both the Women's Conference and the Midwest Hispanic Leadership Conference include: Governor Rafael Hernandez Colon of Puerto Rico, Senator Edward M. Kennedy, Ms. Irene Natividad of the National Women's Political Caucus, Senator Paul Simon, and Mr. Cesar Chavez, President of United Farmworkers. Over 1,000 Midwest Hispanic moral, cultural, social, academic, community, business and political leaders are expected to attend the Midwest Conference of Hispanic Elected and Appointed Officials, the Midwest Hispanic Youth Leadership Conference and the Midwest Hispanic Women's Leadership Conference all which are a part of the third annual Midwest Hispanic Leadership Conference. This conference is already the largest Hispanic leadership assembly in the Midwest and will soon be the largest in the nation.

<input type="checkbox"/> \$11.00	<input type="checkbox"/> \$7.00	<input type="checkbox"/> \$6.75
<input type="checkbox"/> \$12.25	<input type="checkbox"/> \$7.75	<input type="checkbox"/> \$9.00
<input type="checkbox"/> \$9.50	<input checked="" type="checkbox"/> \$6.00	<input type="checkbox"/> _____
<input type="checkbox"/> TRANSFER TO:	<input type="checkbox"/> O'HARE	<input type="checkbox"/> MIDWAY
DRIVER WILL COLLECT RECEIPTS MARKED		<input checked="" type="checkbox"/> TRANSFER
DATE <u>6-28-85</u>	DRIVER <u>[Signature]</u>	NO. <u>[Signature]</u>

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DRIVER WILL COLLECT RECEIPTS MARKED		<input checked="" type="checkbox"/> TRANSFER
DATE _____	DRIVER <u>ROBERT KUCHARSKI</u>	NO. _____

Irene: Enclosed please find CK. #1692 to cover your expenses incurred JUNE 28-29 M. H. W. L. C.

Thanks for your patience
July 15, 1985
Joanna

provided a wonderful opportunity that impacted and created a vision for the future. Please, also extend to your very capable staff, my sincere thanks for their assistance.

the great courtesy, you have shown me. You are so many dynamic women,

I am enclosing the receipts for the transportation to and from the airport, as you requested. I have been in contact with Ms. Mona Capiz of Capiz World Travel Agency, to see if we can get a discount by arranging for a group rate booking from Minnesota if we book travel flights early enough. I have asked her to get in contact with your office for the details.

I am also enclosing the business card for Jesse Bethke, for the Youth Leadership Conference. He is a Pre-College co-ordinator for Inroads, Inc. He works with Minority youth, especially, Hispanics. If you should need other names I can give you some.

Please send me a press release quickly, as some of the Spanish Speaking newsletters are printed on a monthly basis, only.

I have been trying to get the name of the Hispana who did the art work for the "Un Primer Paso" conference. I will call it in to you as soon as I get it.

It has been a great pleasure to work with you, and I look forward to hearing from you.

Sincerely,

Irene

Irene Gomez-Bethke

Instituto De Arte Y Cultura
4649 Decatur Ave. North
New Hope, MN 55428

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Executive Committee Members
Midwest Hispanic Women's Leadership Conference

FROM: Juan Andrade, Jr. *JA*

DATE: July 18, 1985

RE: Our list of women per state

In keeping with our commitment made to you, enclosed please find a list of the women in your state to whom we have mailed information about the conference. I hope the list will help in your efforts to promote and organize participation in your state.

By next weekend we hope to start getting letters out to the speakers and workshop leaders requesting their participation. We still do not have addresses and phone numbers for all of them so please help. If you have an address or phone number for anybody, please call to see if we have it. Call collect. Every little effort counts in something this big. 9

Thanks for everything. Try to keep in touch.



MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Rey Gonzalez
Miriam Santos
Irene Santos
Ed Landron
Executive Committees

FROM: Juan Andrade, Jr. *JJ*

DATE: September 4, 1985

RE: CONFERENCE INFORMATION PACKETS

I know that all of you are extremely busy and we are very grateful for the time you have already contributed to this important work but we need some more help.

I know that between now and October 11-13 you will all be talking to many people about the conference and that will surely help. To make your effort a little easier and possibly more effective, I have enclosed a few Information Packets for you to give to those individuals whom you will be encouraging to attend. Please urge them to pre-register if they plan to attend. It will save them money and save us time while enhancing efficiency.

Thanks again for all your help and I'll see you in October if not sooner.



MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Executive Committee Members

FROM: Maria Elena Molina *MEM*
Communications Director

DATE: September 13, 1985

RE: DISTRIBUTION OF CONFERENCE POSTERS

Enclosed please find the second batch of posters concerning your conference plus the overall conference. Members of the Women's Executive Committee will be receiving their conference posters just as soon as they arrive to our office.

If you have any questions, do not hesitate to call our office at anytime.



MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Executive Committee Members
Midwest Conference of Hisp. Elected & Appointed Officials
Midwest Hispanic Women's Leadership Conference
Midwest Hispanic Youth Leadership Conference

FROM: Juan Andrade, Jr. *JAA*

DATE: August 17, 1985

RE: CONFERENCE FLYERS & LIST MANAGEMENT

*Reserve
Room -*

To help you in encouraging others to attend your conference this October, enclosed please find 80 flyers with basic conference information. Please get these flyers distributed as soon as possible in your area. Don't wait until some time in September to get these out because you will be receiving posters soon.

Conference pre-registration packets will be going out the weekend of August 23-25. We need each of you to submit the names and correct addresses of at least 20 people whom you have contacted personally and that you feel will be most likely to attend the conference. We need these names immediately because they have to be checked against our mailing list before being entered into the computer to avoid duplication and this is a very time-consuming process. Staff normally work 60-70 hours per week and delays in getting vital information from you adds 10-20 hours to our work week. Your role in all of this is crucial and we very much need your help if the job is going to be done properly.

In addition to the pre-registration packets going out next week, we plan to mail our conference posters to you, also for distribution. Please be thinking about the best places to put up the posters and who you can get to help. Expect to receive at least 100 posters. Please place them in highly visible and strategic locations.

The conference is only 8 weeks away. Let's really work hard and work together and I am certain everyone will be pleased with the results.

cc. MVREP Board of Directors
R. Luis Gonzalez

Our philosophy

The Minnesota Hispanic Women's Development Corporation (MHWDC) believes that the empowerment of Hispanic women will lead to the empowerment of the Hispanic family. MHWDC's challenge is to tap the natural leadership capabilities of Hispanic women and to bring forth a new vision born of living with two cultures. The Hispanics who participate in MHWDC and its programs are women who recognize that it is in maintaining our cultural identity that we are able to bring a voice to the institutions of the larger community and contribute to the future leadership needs of Minnesota.

Our history ...

The Minnesota Hispanic Women's Development Corporation was organized in response to needs identified at the Second Minnesota Hispanic Women's Conference held in May 1982. Recognition of problems faced by Hispanic women such as lack of support systems, and lack of access to resources led to a commitment to initiate solutions by and for Hispanic women through the formal organization of the MHWDC in December of 1982. MHWDC has incorporated resources from within the Hispanic community and the broader community to implement its innovative programs.

MHWDC Funders

College of St. Catherine
The McKnight Foundation
The Saint Paul Foundation
Charles Harrington Trust
The Dayton Hudson Foundation
The Minneapolis Foundation
General Mills Foundation
Bremer Foundation
Honeywell
3M Foundation
Northern States Power
First Bank Systems
Land O'Lakes
Josten's Foundation
Ripley Foundation
Norwest Bank



MINNESOTA HISPANIC WOMEN'S
DEVELOPMENT CORPORATION
2650 Nicollet Avenue
Minneapolis, MN 55408



MINNESOTA
HISPANIC
WOMEN'S
DEVELOPMENT
CORPORATION

MINNESOTA HISPANIC WOMEN'S DEVELOPMENT CORP

Our challenge ...

Hispanic women live in a society that has underutilized the positive values of the Hispanic culture and often times find themselves discriminated against not only as women but also as Hispanics. Hispanics have nurtured a supportive family system where the wisdom of the elders in our community is as valued as the promise of our youth. Hispanic women play a critical role in maintaining cultural traditions and family values. MHWDC's goal is to recognize the role Hispanas have to play in the family and in the community, and to tap the many unsung Hispanas as role models for the encouragement of other Hispanic women.

Our goals ...

The Minnesota Hispanic Women's Development Corporation has focused on the following issues: employment, higher education, business development and participation of Hispanic women in decision-making bodies of majority institutions.

1. To promote employment opportunities for Hispanic women in Minnesota.
2. To support job creation for Hispanic women in Minnesota.
3. To encourage and promote education opportunities for Hispanic women in Minnesota.
4. To encourage and promote the concept of self-reliance and confidence within Minnesota Hispanic women.
5. To support the Hispanic woman as an economically productive member of the family.
6. To demystify the "system" for Hispanic women.
7. To cultivate leadership of Hispanic women in Minnesota.
8. To lessen cultural and national origin discrimination toward Hispanic women in Minnesota.



Our beliefs ...

The programs and the work of MHWDC are based on the following beliefs:

1. That MHWDC must recognize and respect the Hispanic family value system.
2. That the empowerment of the Hispanic woman will lead to the empowerment of the Hispanic family.
3. That Hispanic women can mainstream without losing the positive aspects of the Hispanic culture.
4. That, in order to be equal allies in the movement for social justice, as Hispanic women we must speak for ourselves.
5. That, where possible we will work with other women's and Hispanic organizations to achieve common goals.
6. That the role of MHWDC is to assist Hispanas in knowing the many options that are open to them and to support them in making their own choices.
7. That, because of our life experiences, we as Hispanas bring a unique perspective to the issues faced by our society and to possible solutions.
8. That recognition of Hispanic women and their contributions is essential for the development of a positive self image.
9. That MHWDC will reach out first of all to those women who are disconnected from "the system", and will at the same time utilize the skills of Hispanic women who have experience with the system.

Our programs ...

Un Primer Paso Hispanic Motivational Program

The purpose of the Un Primer Paso program is to motivate Hispanic girls during the formative junior high school years to begin planning for higher education.

The program activities include a six week Summer Institute held at The College of St. Catherine during which students study Language Arts, Computer Science, Mathematics and Social Studies in an environment that enhances their self confidence and encourages pride in their bicultural heritage. During the school years there are parent and student workshops, tutoring by Peer Advisors (Hispanic college students) and a career fair. The key to the success of Un Primer Paso has been the development of a support system between the college students, junior high school students, parents and schools.

Un Paso Mas Project

The Un Paso Mas Employment Project is a bicultural employment training project developed after assessing the needs and desired solutions expressed by Hispanic women at meetings held by MHWDC. It is a project that addresses the root causes of under and unemployment. The three phases of the project focus on choices around bicultural values, career options and training opportunities.

Fiesta Cart Project

This project develops the natural entrepreneurial skills of Hispanic women. It will provide Hispanas with an opportunity to gain hands on experience, technical assistance and training in operating a business.

The Fiesta Cart Franchise will assist Hispanic women to realize their potential as entrepreneurs and as self-sufficient individuals. Confidence, self-respect and the "I can" attitude is what this MHWDC project is all about.

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Julia A. Haywood - OH
Dorothy Gonzalez - MI
Ollie Zuniga - MI
Carol Padilla - IN
Maria Tapia - IN
Hilda Frontany - IL
Irene Gomez-Bethke - MN
Irene Santos Garcia - WI
Barbara Medina - WI
Lupe Perez - KS
Jeannie Chavez-Martinez - KS
Ila Placencia - IA
Lori Urdiales - NE
Freda Mendez Smith - MO

FROM: Juan Andrade, Jr. *JA*

DATE: June 22, 1985

RE: Executive Committee Meeting

Plans for our meeting on June 28-29 in Chicago are coming along very well. While all members of the Executive Committee of the Midwest Hispanic Womens Leadership Conference have not been appointed yet, all ten states should be represented at this historic, organizational meeting. We will be contacting you regarding your own specific plans to attend or your inability to do so.

The meeting will be held at the McCormick Center Hotel and the following is a tentative agenda for the two days.

FRIDAY, JUNE 28, 1985

1:00 p.m. Arrival and check-in
2:00 p.m. First session begins - Room 18
6:00 p.m. First session concludes
7:00 p.m. Dinner at a local restaurant
9:00 p.m. Informal Session

SATURDAY, JUNE 29, 1985

8:00 a.m. Breakfast - Cafe' Le Moko (hotel lobby)
9:00 a.m. Final session begins - Room 18
1:00 p.m. Final session concludes
Check-out and departure

Prior to your arrival, please give considerable thought to the following:

- (1) How should the Midwest Hispanic Womens Leadership Conference be planned, organized, promoted and conducted?

50 W. Broad Street • Suite 1225, Columbus, Ohio 43215



Page 2
Memorandum
June 22, 1985

- (2) What issues should be addressed?
- (3) What should the October conference program include (workshops, topics, speakers, etc.)?
- (4) What assistance will be needed from MVREP?

Please come prepared with some suggestions as well as prepared to consider numerous other suggestions. I am sure we will all benefit from your individual and collective participation. Enclosed is the current list of the Executive Committee.

If you are driving to the meeting, please keep all gas receipts for reimbursement. If you fly into Midway, take a Share-A-Ride taxi (3 passengers) to the McCormick Center Hotel for \$8.00 and get a receipt. If you fly into O'Hare and arrive before 12:00 noon, take a South Loop bus to the Hotel for \$6.50 and get a receipt; after 12:00 noon take a Share-A-Ride taxi for \$12.00 or a solo taxi for \$25.00 and get a receipt. All expenses for travel, lodging and meals will be covered by MVREP. Please call us if you have any questions about the meeting or logistics. Thanks again.

cc: MVREP Board of Directors

Enclosure

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

PRESS RELEASE

Irene Gomez-Bethke, civil rights leader, and well known for her involvement in the community with various organizations was appointed by the Midwest Voter Registration Project to the twenty member, Executive Committee of Midwest Hispanic Women to plan, organize, promote and conduct the Women's Leadership Conference which will be held in Chicago at the Mc Cormick Center Hotel on October 11-13, 1985.

Irene is currently on the Board of Directors of the United Way of Minneapolis and is the President of the Board of Centro Legal Inc. an organization providing legal services to the Spanish Speaking and other disadvantaged people. In 1983, she was appointed by Governor Rudy Perpich as the Human Rights Commissioner for the State of Minnesota and served until 1984.

Irene has served in many volunteer capacities. She was part of the original ad hoc group that met and formed Centro Cultural Chicano. She was on the Executive Committee of Centro's Board for two terms and helped in successfully getting the building that the agency is now housed in. In 1978 she was appointed to the Spanish Speaking Affairs Council by Gov. Rudy Perpich and reappointed by Gov. Al Quie. She served the two terms as Vicechair and Chairman. In 1978, she was the first Chairman of the Hispanic Advisory Committee to Mayor Al Holstede. Her strong involvement in political work, through lobbying, precinct workshops, voter registration, fund raising, and advocacy for others has spanned the years.



MIDWEST

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343 S. Dearborn, Suite 910 • Chicago, Illinois 60604

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: FRIENDS OF MVREP
FROM: Juan Andrade, Jr. *JA*
DATE: June 24, 1985
RE: QUARTERLY PROGRESS REPORT

GOOD NEWS!

While hundreds of Hispanics were elected or re-elected to public office in 1984, Hispanics in the Midwest have already started chalking up more political victories in 1985. The following are a few highlights.

- * **FRANCES GARCIA** defeated an 8-year incumbent in Hutchinson, Kansas and has become the only Hispanic woman Mayor in the country. She lead all city-wide candidates in total votes received.
- * **HELEN JULIE RODRIGUEZ**, also from Hutchinson, Kansas, has been elected to the School Board and also lead all school board candidates in total votes received.
- * **ROSA ESCAMILLA** has become the first Hispanic elected to the City Council in Madison, Wisconsin.
- * **MARY HERNANDEZ SIMON** has become the first Hispanic elected to the School Board in Flint, Michigan.
- * **J. DAVID PEREZ** has become the first Hispanic appointed to the City Council in Saginaw, Michigan.
- * **ANA RIOJAS** lead all city-wide candidates in her election to the Board of Public Utilities in Kansas City, Kansas.
- * **SOFIA QUINTERO**, who was the first Hispanic appointed to the School Board last year, has been named President of the Board of Education in Toledo, Ohio.



MIDWEST CONFERENCE OF HISPANIC ELECTED AND APPOINTED OFFICIALS

A 20-member Executive Committee of Midwest Hispanic public officials has been appointed to provide a mechanism through which the nearly 400 Hispanic public officials in the Midwest can meet and become better organized. The Midwest Conference of Hispanic Elected and Appointed Officials will give the two million Hispanics in the Midwest a stronger voice in national and international affairs. Most of the nearly 400 Hispanic public officials in the Midwest are being expected to attend the organizational meeting to be held in Chicago at the McCormick Center Hotel on October 11-13, 1985. There will be more information about this in our next mailing later this summer. Posters and promotional literature will be available real soon.

MIDWEST HISPANIC WOMEN'S LEADERSHIP CONFERENCE

A 20-member Executive Committee of Midwest Hispanic women has been appointed to plan, organize, promote and conduct the Midwest Hispanic Women's Leadership Conference to be held in Chicago at the McCormick Center Hotel on October 11-13, 1985. At least 500 Midwest Hispanic women are being expected to attend this historic conference which will seek to bring more women into the political process, provide leadership training, and substantially increase the number of Hispanic women public officials in the Midwest. With nearly 50% of all Midwest Hispanic voters being female, it's about time we held this conference. There will also be more information about this in our next mailing later this summer. Posters and promotional literature will be available later this summer.

MIDWEST HISPANIC YOUTH LEADERSHIP CONFERENCE

A 20-member Executive Committee of Midwest Hispanic youth is in the process of being appointed to plan, organize, promote and conduct the Midwest Hispanic Youth Leadership Conference to be held in Chicago at the McCormick Center Hotel on October 11-13, 1985. A network of 100 campus, off-campus, non-student, and youth services organizations is being formed. At least 500 representatives of this network are being expected to attend this major event.

While everyone and anyone may attend the conferences for public officials and women, attendance at this particular conference is being limited to youth between 16-24 years of age. Youth leaders over 24 years of age may attend as observers and/or advisors only. With nearly 31% of all Midwest Hispanic voters being 18-24 years of age today, the need for this conference should be obvious. Again, there will be more information about this in our next mailing later this summer. Posters and promotional literature will be available real soon.

MIDWEST HISPANIC POLITICAL LEADERSHIP CONFERENCE
OCTOBER 11-13, 1985

Our third one is going to be the biggest and best ever. So far, over 200 Hispanics in the Midwest have met with MVREP staff offering suggestions, ideas and recommendations with respect to the conference program. We expect to hear from at least 200 more. That's one reason why the conference will be the best. The conference will be the biggest because it will consist of a joint assembly of the three concurrent conferences for public officials, women, and youth. That's right! We will just open the walls at strategic intervals and all conferences will be in one big hall to hear some of the best speakers in the country. I'm sure you are really going to like it. There will be more information about the program and pre-registration in our next mailing later this summer. Posters and informational literature will be available real soon.

RESEARCH

In our role as a principal source of political information on Hispanics in the Midwest, we have published 37 reports on Hispanic political demographics. This year we hope to publish 30 more. If you would like a list of what we have available just contact us. Or if you have a specific request, just ask.

COMMUNICATIONS

Communications has been the most expanded component of our entire operation. The following are a list of materials that are available to you at no cost.

- * A 17-minute tape produced for television on Hispanics in the Midwest;
- * A 31-minute video and cassette tape on Hispanic unity produced for small group meetings or individual home use;
- * A 38-minute video and cassette tape on the importance of the Hispanic vote produced for small group meetings or individual home use;
- * A 39-minute video and cassette tape on the issues of the 1984 election produced for small group meetings or individual home use;
- * A 31-minute video and cassette tape on the importance of the Hispanic women's vote produced for small group meetings or individual home use;

- * A 40-minute video and cassette tape on the importance of the '84 election produced for small group meetings or individual home use;
- * A series of seven radio PSAs focussing on Hispanic women, youth, children, and the importance of the Hispanic vote;
- * A project jingle which I believe you will like once we get the sound right;
- * A PSA for television featuring Chicago White Sox Coach Tony LaRussa and players Ron Kittle and Juan Agosto;
- * And two more PSAs for television featuring two MVREP Board members.

In addition to these materials we have posters, buttons and bumper stickers. Please feel free to make use of any of these materials. Remember, they have been produced or printed for your use and at no cost to you.

FIELD OPERATIONS

Our Field Director, Louie Gonzalez, is preparing our field operations calendar for voter registration. We plan to work with you in cities across the Midwest in at least 40 voter registration campaigns. We will do more if more of you are willing to help plan, organize and conduct a non-partisan voter registration campaign in your community. Contact Louie now at 312-427-VOTE if you would like to have a voter registration campaign in your community later this summer, fall or even next winter. The sooner your community gets on our field operations calendar the better.

THE END

Please bear with me. I really tried to be brief. You can't imagine how much information I had to leave out. Please keep in touch and let us know if your address has changed so we can correct our list. Thanks for your help and support and I hope to see over 1,000 of you at our conference in Chicago if not sooner.

cc. MVREP Board of Directors
R. Luis Gonzalez

Wh. Women ⁱⁿ Transition ; an
Eer
agenda .

Hisp Ws. Emp

1985

**MIDWEST HISPANIC WOMEN'S
LEADERSHIP CONFERENCE**

OCTOBER 11-13, 1985

**MCCORMICK CENTER HOTEL
451 E. 23rd STREET
CHICAGO, IL. 60616**



FOCUS

HISPANIC WOMEN IN POLITICS

**STATE PLANNING COMMITTEES NOW IN THE PROCESS
OF BEING FORMED TO BE RESPONSIBLE FOR PLANNING,
ORGANIZING, AND PROMOTING THE MIDWEST HISPANIC
WOMEN'S LEADERSHIP CONFERENCE.**

SPONSORED BY

**MIDWEST VOTER REGISTRATION EDUCATION PROJECT
50 W. BROAD ST, SUITE 1225, COLUMBUS, OH 43215**

614-464-1116

CONTACT: MARIA ELENA MOLINA

MIDWEST HISPANIC LEADERSHIP CONFERENCE
WORKSHOP SCHEDULE

*will be available at
General Assembly*

<u>TIME</u>	<u>WORKSHOP TOPIC</u>	<u>MEETING ROOM</u>
2:10 - 3:10 p.m.	1. Introduction To Politics	Rm. 5
2:10 - 3:10 p.m.	2. Organizing A Voter Registration Campaign	Rm. 10
2:10 - 3:10 p.m.	3. Networking	Rm. 11 & 12
2:10 - 3:10 p.m.	4. Educational Opportunities For Youth	Rm. 1 & 2
2:10 - 3:10 p.m.	5. Personal And Peer Empowerment	Rm. 3 & 4

3:20 - 4:20 p.m.	1. Community Service Opportunities	Rm. 6
3:20 - 4:20 p.m.	2. Hispanic Women: Economic Development/ Entrepreneurship Strategies	Rm. 5
3:20 - 4:20 p.m.	3. Hispanics & The Voting Rights Act	Rm. 11 & 12
3:20 - 4:20 p.m.	4. Current Political Issues	Rm. 7
3:20 - 4:20 p.m.	5. Networking	Rm. 20
3:20 - 4:20 p.m.	6. Midwest C.O.P.S.	1620 (PARLOR)

4:30 - 5:30 p.m.	1. Introduction To Politics	Rm. 17
4:30 - 5:30 p.m.	2. Educational Opportunities For Youth	Rm. 3
4:30 - 5:30 p.m.	3. Midwest C.O.P.S.	Rm. 9 & 10
4:30 - 5:30 p.m.	4. Community Service Opportunities	Rm. 20
4:30 - 5:30 p.m.	5. Personal And Peer Empowerment	Rm. 18 & 19
4:30 - 5:30 p.m.	6. Hispanic Women: Economic Development/ Entrepreneurship Strategies	Rm. 16

3:30 - 5:30 p.m.	1. Leadership Training	Rm. 1 & 2
3:30 - 5:30 p.m.	2. Career Opportunities For Youth	Rm. 4
3:30 - 5:30 p.m.	3. Barriers To Effective Political Participation	Rm. 15
3:30 - 5:30 p.m.	4. Organizing A Professional Political Campaign	Rm. 13 & 14

Gift

Yes, I would like to send a one year gift membership.

Gift from: (please print)

Name _____

Address _____

City _____

State _____

Zip _____

() _____

() _____

Residence _____

Business Phone _____

☐ Check or money order enclosed

☐ Please charge my:

☐ Visa

☐ American Express

☐ Mastercard _____ 4 Digit Interbank Number

Name on Card: _____

Signature: _____

Card No: _____ Expires: _____

Gift to: (please print)

Name _____

Address _____

City _____

State _____

Zip _____

() _____

() _____

Residence Phone _____

Business Phone _____

☐ Individual one year \$30

☐ Family one year \$35

Gift card to read "from _____."

Are you currently a Field Museum member? ☐ yes ☐ no

Transportation

The CTA #146 Marine/Michigan "Museum" bus runs every 15 minutes from The Loop to our south door. Parking is free in our north lot.

Field Museum is open 9:00 a.m. to 5:00 p.m. every day (with the exception of Thanksgiving day, Christmas day and New Year's day).

Field
Museum
of
Natural
History



Field Museum

Chicago's Largest Natural Resource

Field Museum of Natural History is Chicago's largest museum and has established itself as one of the four finest institutions of its kind in the world.

Invite

This is your invitation to *join us*. As a Member you'll have 362 days a year to experience and find out about the amazing variety of things that make up our natural world. It's *free* to Members.

Learn

You can wander and wonder at our vast collections and exhibits—all designed to stimulate your curiosity.

Being here is *fun*, and the opportunities for learning are endless!

We hope you'll join us and share our interest in Anthropology, Botany, Geology and Zoology. From dinosaurs to exotic plants, from mummies to meteorites, over a million objects are waiting to be discovered by *you*!

Benefits

As a Member of Field Museum of Natural History you'll receive:

Unlimited free visits.

Free admission to Members' Night, our annual "behind-the-scenes" event. Members are invited into the Museum's work areas, laboratories, exhibition production shops, and other usually "off-limits" areas.

Priority invitations to preview special exhibits—*before* the general public.

The *Bulletin*, a monthly magazine with feature articles on Museum-related topics, environmental issues and current exhibits and programs.

Discounts on a wide variety of enjoyable educational activities for adults and families. Evening and weekend courses are offered by our Education Department, as well as Field Seminars and Field Trips.

Craft demonstrations, lecture and film programs, children's self-guided journeys and tours led by knowledgeable Museum instructors.

Free Guest Passes. Bring your friends and share the experience. New Individual Members receive two free guest passes per year; New Family Members receive four free guest passes per year.

A 10% Discount at the Museum Shop. With over 5,000 items to choose from, you're sure to find the perfect gift.

Exclusive Museum members' international tour program. Opportunities to explore a variety of foreign countries, often under the leadership of a Museum curator.

Our 200,000-volume, fourth-floor library is available to Members (by special pass).

Join

Join by December 31, 1985 and you will receive a free gift. Fill out the attached application and mail it with your payment in the enclosed envelope. Your membership card, complimentary guest passes, and a coupon redeemable for a Field Museum adult or children's tote bag will be sent to you in approximately three weeks.

Then, on your first visit to the Field Museum stop by our Information Booth. Present your coupon to a Membership Representative and they will be happy to offer you your complimentary gift.

Don't forget—you'll save money by joining us for two years!

Support

New members only please.
This is not a renewal notice.

Yes, I want to join the Field Museum.

Please enroll me as an:

- ☐ Individual one year \$30 ☐ Family one year \$35
☐ Individual two years \$55 ☐ Family two years \$65.

Name (please print)

Address

City State Zip

() ()

Residence Business Phone

For office use only

☐ N ☐ R ☐ DM3

DR _____ AMT _____

☐ I wish to make an additional tax deductible contribution to Field Museum in the amount of \$_____. With your help, exhibits such as our Egyptian collections of mummies and tomb artifacts can remain one of the most outstanding in the world.

☐ Enclosed is my check or money order payable to: Field Museum of Natural History.

☐ Please charge my:

- ☐ Visa
☐ American Express
☐ Mastercard _____ 4 Digit Interbank Number

Name on Card: _____

Signature: _____

Card No: _____ Expires: _____

CK _____ MO _____



NORTHERN ILLINOIS COUNCIL
ON ALCOHOLISM
AND SUBSTANCE ABUSE

1113 Greenwood Avenue
Waukegan, Ill. 60087

(312) 244-4434

Discover
La Mujer
1985

DISCOVER 'LA MUJER'.....

DISCOVER 'THE WOMAN'!

This is the theme for the
1st HISPANIC WOMAN'S WELLNESS
CONFERENCE

After years of obscurity, hard work, tears, joy and strength, the Hispanic Woman will recognize herself, her accomplishments, and her needs.

The Northern Illinois Council on Alcoholism and Substance Abuse has decided to sponsor this historic event for several reasons:

- 1st: To recognize this Woman as a woman of uniqueness and great strength, who has offered so much to her culture and others around her.
- 2nd: To provide the chance for Hispanic women to network and share information of special relevance to their culture.

and

- 3rd: To inform the community at large of the need for services for this woman and her family.

This day-long conference will present speakers on issues of wellness to the Hispanic Woman.

It is open to all Hispanic women or anyone who is interested in learning more about the culture.

These issues will include...

- *Health - physical and mental
- *Substance Abuse
- *The Work Force
- *The Family

All topics will be presented from a culturally specific viewpoint. The speakers are women who are keenly in touch with the Hispanic Woman and her culture.

COME JOIN US for this day of sharing, celebration and recognition!

Date: October 19th, 1985

Time: 8:30am to 5:00 pm

Place: College of Lake County
19351 Washington St.
Grayslake, Illinois

A continental breakfast and lunch will be provided.

Childcare will be available for ages 3-10. This is limited and prior notice is necessary for availability. Child must be registered at the same time as the parent.

Conference Fee: \$10.00

For more information call (312) 244-4434 and ask for Maria.

Scholarships are available on a limited basis.

HISPANIC WOMAN'S WELLNESS CONFERENCE

Name: _____ first _____ last _____ Age: _____ Sex: _____
Address: _____ City _____ State _____ Zip _____ Phone: _____ home _____ work _____
Make checks payable to: NORTHERN ILLINOIS COUNCIL ON ALCOHOLISM Fee: \$10.00
Mail to: 1113 Greenwood Ave. Child care: yes _____ No _____
Waukegan, Ill. 60085 (Limit two children)
Attn: HWC-Hispanic Services

Pre-registration is required. Deadline is October 14, 1985. Time: 8:30am to 5:00pm

Call if hotel accommodations will be required. Information available.

For further information, please call: (312) 244-4434

RETURN THIS REGISTRATION FORM WITH YOUR CHECK PLEASE.



KANSAS ASSOCIATION OF HISPANIC ORGANIZATIONS

Marc Marciano, President
14th & Metropolitan
Kansas City, Kansas 66103
913/342-2121

Jeannie Chavez-Martinez, V-President
1119 North 21st
Parsons, Kansas 67357
316/421-4047 & 421-3904

Dr. Alfonso Nava, Secretary
WSU, Box 66
Wichita, Kansas 67202
316/689-3380

Hazel Gomez, Treasurer
3711 S.E. Oakwood Dr.
Topeka, Kansas 66606
913/266-8975

The needs and concerns of Hispanics in Kansas can best be met by KAHO, an association that structures the Kansas Hispanic Community as a functioning coalition of groups and individuals across the state, whose purpose is to advance the political, social and economic status of the Hispanic in a united and well orchestrated manner.

While a diversity of interests and philosophies exist within the groups, it is recognized how futile small, separate entities representing small areas and groups have been.

There are obvious advantages to uniting and networking these groups into one large association. One immediate advantage is the "clout" from visible unity. A strong KAHO will provide responsible cohesive input from our community resulting in an opportunity to amplify the Hispanic voice in Kansas to the degree that it cannot be ignored. By setting mutual, realistic goals and devoting the time that will be necessary to realize these goals, KAHO can reap unprecedented benefits for our people.

It is not an easy task; we must continue to come together, set aside differing philosophies and work for the mutual good of the community as a whole.

Join us in our endeavors-success is dependent on you!!



MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MIDWEST HISPANIC LEADERSHIP CONFERENCE

ANOTHER OPEN LETTER FROM JUAN ANDRADE, JR.

As we begin to nail down the final preparations for the third annual Midwest Hispanic Leadership Conference, we are becoming more and more excited about the great conference that awaits us all in Chicago on October 11-13, 1985. This year's program will certainly ensure that what is already the largest Hispanic leadership gathering in the Midwest will also be the best. With the help of those of you who plan to attend, the Midwest Hispanic Leadership Conference will also soon become the largest Hispanic leadership gathering in the nation.

In addition to attending and participating in this great conference, we need your help in another very valuable way. List building is a very high priority for us this year. We absolutely need to identify as many Hispanics in as many cities as possible whom you believe would be interested in becoming more involved in voter registration, voter education, leadership development, etc. if we contacted them. Between now and the conference we need for each of you to compile a good clean list of at least five such people and bring that list with you to the conference and submit it when you register. If 1,000 conference participants submit at least five names each, together we will have potentially identified 5,000 more Hispanics whom we can begin to enlist as participants in this historic struggle for political strength, representation, influence and respect. Each person on your list should be carefully identified by name, organization (if any), address, city, state, zip and county. Your participation in this invaluable process of list building could very well be the highlight of this conference. Please help. At least five people are depending on you.

The campaign to establish Midwest C.O.P.S. (Committee for Organizing, Planning and Support) will be officially launched at this conference. A 100-member Central Committee is now in the process of being formed and we will soon be talking to nearly 10,000 of you about this bold new concept in Hispanic politics. You will soon have the unique opportunity to give real life to a dream whose time has come. Imagine! A future greater than our past! I hope to see you in Chicago. **Don't delay, pre-register now!** If you have already pre-registered don't throw away the enclosed form. Give it to someone who needs it. **Every person counts!**



MIDWEST HISPANIC LEADERSHIP CONFERENCE
CONFERENCE INFORMATION

DATE: OCTOBER 11-13, 1985

LOCATION: MCCORMICK CENTER HOTEL
451 East 23rd Street
Chicago, Illinois 60616

ROOM RESERVATIONS: Only 150/175 rooms available through September 20; rooms subject to limited availability thereafter;
Call Toll Free: 1-800-621-6909
In Illinois Call Collect: (312) 791-1901
Call before September 20 to make your reservation. **Be sure to mention the Conference to get the following rates:**

ROOM RATES: Singles \$58.00 plus tax
Doubles \$68.00 plus tax

PARKING: \$5.25 (per night) for all registered guests for valet parking including in and out privileges.

DIRECTIONS: See attached map; Easy access from I-94, I-55, I-80 and all other major traffic arteries.

REGISTRATION FEE: There will be no fee for all persons who pre-register by **October 4**. There will be a \$10 fee for persons who wait until the conference to register.

OTHER COSTS: There will be two banquets. Admission will be by purchased tickets only. Total cost for both tickets will be \$25 and may be purchased at the conference.

WORKSHOPS: You have some tough choices to make. Given the quality and caliber of presenters, all workshops will be excellent. Select only one workshop per hour. Use the sample pre-registration form as a guide. Remember, a 2-hour workshop from 3-5 p.m. means you can attend only one other workshop, from 2-3 p.m.. Please mark the # of the workshop you will be attending in the space provided for each hour and/or 2-hour session. We must have this information to arrange space, assign rooms, etc.

BANQUETS Please plan to attend both banquets. Both banquet programs will be good and the keynote speakers will be among the best in the country. Please mark yes if you plan to attend or no if you don't in the space provided on the pre-registration form.

*******:** On the bottom line of the pre-registration form, please indicate whether your primary interest is in attending the conference for Youth, Women, Public Officials or the general conference. **(Circle one)**

DANCE: We are still trying to arrange a corporate sponsor for a dance on Saturday night. If we are successful, the dance will be free. If we are unsuccessful, there will be no dance.

SPECIAL REQUEST: PLEASE PRE-REGISTER SOON AND TAKE ADVANTAGE OF THE \$10 SAVINGS. THERE IS NO FEE IF YOU PRE-REGISTER.

MIDWEST

VOTER REGISTRATION EDUCATION PROJECT

Henry L. "Hank" Lacayo
Chairman

(614) 464-1116

MEMORANDUM

TO: Executive Committees for Women, Youth & Public Officials
FROM: Juan Andrade, Jr. *JA*
DATE: September 19, 1985
RE: **MIDWEST HISPANIC LEADERSHIP CONFERENCE**

Plans for the 1985 Midwest Hispanic Leadership Conference are all in place. All workshops are set and 38 out of 40 presenters are confirmed as well as 14 of 16 speakers. All should be confirmed by the time you receive this memo.

A lot of work has gone into planning a good program, organizing participation and promoting the conference. Approximately 10,000 flyers and 4,500 posters have been distributed. As oftentimes happens when posters are printed as an in-kind contribution, you receive them when they are done and not necessarily when you want them. For that reason, the 1,500 posters for the women's conference are just now coming out. We have mailed and/or mass distributed over 15,000 conference information packets. Due to your help in every phase of all this, we are confident that this third annual conference is going to be our very best ever. We are very grateful and we know each of you will be proud of the results.

I know you have been very busy with work or school, promoting and organizing conference participation, and going about your many other responsibilities, and generally too busy to do anything else. But let me respectfully urge you to send in your pre-registration form and make your own room reservation at the hotel as soon as possible. Pre-registration closes October 4 and hotel rooms are now on a first come first serve basis. Thanks again for everything and we all look forward to seeing you in Chicago.



AGENDA (2)

FRIDAY, OCTOBER 11, 1985

- 5:00 p.m. Registration
- 5:00 - 7:00 p.m. Reception/Fundraiser (Courtesy of Anheuser-Busch Co.)
- 7:00 p.m. Keynote Address - Senator Edward M. Kennedy*
- 7:30 p.m. Ballet Folklorico

SATURDAY, OCTOBER 12, 1985

- 8:00 a.m. Registration
- 9:00 - 11:00 a.m.

MIDWEST HISPANIC YOUTH LEADERSHIP CONFERENCE - ROOM 7

- Mr. William C. Velasquez, Southwest Voter Registration Education Project
- Dr. Martin Ramirez, University of Nebraska
- Dr. Samuel Betances, Northeastern Illinois University

MIDWEST HISPANIC WOMEN'S LEADERSHIP CONFERENCE - ROOM 6

- Ms. Patricia Barela Rivera, PBR Associates
- Ms. Irene Natividad, National Women's Political Caucus

MIDWEST CONFERENCE OF HISPANIC ELECTED & APPOINTED OFFICIALS - ROOM 5

- U.S. Senator Alan J. Dixon, Illinois*
- County Commissioner Irene Hernandez, Chicago
- Congressman Bill Richardson, New Mexico*
- Mr. Harry Pachon, National Association of Latino Elected & Appointed Officials
- Mr. Gabriel Guerra, Nat'l Democratic Institute for Internat'l Affairs

11:00 a.m. PRESS CONFERENCE

12:00 - 2:00 p.m.

GENERAL ASSEMBLY - ROOMS 5, 6, & 7

- Mayor Harold Washington, City of Chicago
- Mr. Juan Andrade, Jr., Midwest Voter Registration Education Project
- Mr. Cesar Chavez, United Farm Workers
- Ms. Irene Natividad, National Women's Political Caucus
- Attorney General Neil Hartigan, State of Illinois

2:10 - 3:10 p.m. WORKSHOPS

1. INTRODUCTION TO POLITICS

- Ms. Frances Garcia, Mayor - Hutchinson, KS
- Ms. Mary H. Simon, Board of Education - Flint, MI
- Moderator: Councilman Paul Vasquez - Flint, MI

2. ORGANIZING A VOTER REGISTRATION CAMPAIGN

- Mr. R. Luis Gonzalez, MVREP Field Director - Chicago, IL

3. NETWORKING

- Ms. Mary Gonzalez, UNO of Chicago - Chicago, IL
- Moderator: Ms. Emma B. Hauschild - Kenosha, WI

4. EDUCATIONAL OPPORTUNITIES FOR YOUTH

- Mr. George Munoz, Pres. Chicago Board of Education - Chicago, IL
- Mr. Arturo Sierra, University of Iowa - Iowa City, IA
- Moderator: Mr. Carlos Rojas - West Liberty, IA

5. PERSONAL AND PEER EMPOWERMENT

- Dr. Alicia Cuaron, Cuaron, Silvas & Assoc., Inc. - Denver, CO
- Moderator: Ms. Freda Mendez Smith - Kansas City, MO

3:20 - 4:20 p.m. WORKSHOPS

1. COMMUNITY SERVICE OPPORTUNITIES

- Ms. Irene S. Garcia, Spanish Center - Kenosha, WI
- Mr. Ed Landron, American G.I. Forum - Hutchinson, KS
- Ms. Paula C. Cortez, Iowa Civil Rights Commission - Des Moines, IA
- Moderator: Ms. Norma Hernandez - Adrian, MI

2. HISPANIC WOMEN: ECONOMIC DEV./ENTREPRENEURSHIP STRATEGIES

- Ms. Sandra L. Vargas, MN Economic Opportunities for Women-St. Paul, MN
- Moderator: Ms. Maria Tapia - Indianapolis, IN

3. HISPANICS & THE VOTING RIGHTS ACT

- Mr. Ray Romero, Mex. Am. Legal Defense & Ed. Fund - Chicago, IL
- Moderator: Mr. Narciso Aleman - Milwaukee, WI

4. CURRENT POLITICAL ISSUES

- State Senator Paul Feliciano - Wichita, KS*
- State Representative Jose Berrios - Chicago, IL
- State Representative Juan Soliz - Chicago, IL
- Moderator: Mr. Gary Sepulveda - Topeka, KS

5. NETWORKING

- Ms. Mary Gonzalez, UNO of Chicago - Chicago, IL
- Moderator: Ms. Emma B. Hauschild - Kenosha, WI

SATURDAY CONT'D

6. MIDWEST C.O.P.S.

- Mr. Juan Andrade, Jr., MVREP Executive Director - Columbus, OH

4:30 - 5:30 p.m. WORKSHOPS

1. INTRODUCTION TO POLITICS

- Ms. Rosa Escamilla, City Council - Madison, WI
- Ms. Helen J. Rodriguez, Board of Education - Hutchinson, KS
- Moderator: Councilman Richard Ruiz - Kansas City, KS

2. EDUCATIONAL OPPORTUNITIES FOR YOUTH

- Ms. Sofia Quintero, Pres. Toledo Board of Education - Toledo, OH
- Dr. Agapito Mendoza, Univ. of Illinois - Champaign/Urbana, IL
- Moderator: Mr. Larry Mock - Bloomington, IN

3. MIDWEST C.O.P.S.

- Mr. Juan Andrade, Jr., MVREP Executive Director - Columbus, OH

4. COMMUNITY SERVICE OPPORTUNITIES

- Ms. Maria Torres, Mayor's Advisory Commission on Latino Affairs - Chicago, IL*

- Ms. Aurora Gonzalez, La Voz del Barrio - Toledo, OH

- Mr. Ron Vargas, Urban Concerns Workshops - St. Paul, MN

- Moderator: Ms. San Juan Lopez - Gering, NE

5. PERSONAL AND PEER EMPOWERMENT

- Dr. Alicia Cuaron, Cuaron, Silvas & Assoc., Inc. - Denver, CO
- Moderator: Ms. Freda Mendez Smith - Kansas City, MO

6. HISPANIC WOMEN: ECONOMIC DEV./ENTREPRENEURSHIP STRATEGIES

- Ms. Sandra Vargas, MN Economic Opportunities for Women - St. Paul, MN

- Moderator: Ms. Maria Tapia - Indianapolis, IN

3:30 - 5:30 p.m. WORKSHOPS

1. LEADERSHIP TRAINING

- Ms. Ana Riojas, Board of Public Utilities - Kansas City, KS
- Judge Nelson Diaz, Court of Common Pleas - Philadelphia, PA
- Prof. Maria Torres, Michigan State University - E. Lansing, MI*
- Ms. Maria Luz Corona, Atty., Lake County Welfare Dept. - Gary, IN
- Moderator: Ms. Jeannie Chavez Martinez - Parsons, KS

2. CAREER OPPORTUNITIES FOR YOUTH

- LAW - Ms. Miriam Santos, Attorney, Illinois Bell - Chicago, IL

- MEDICINE - Dr. Joseph L. Estrada - Kansas City, KS*

- CORPORATE - Mr. Rey B. Gonzalez, Commonwealth Edison - Chicago, IL

- ENGINEERING - Mr. Michael Gonzalez, Society of Hispanic Professional Engineers, Midwest Regional Chapter - Chicago, IL

- MEDIA - Mr. Manuel Galvan, Nat'l Assoc. of Hispanic Journalists - Chicago, IL

- Moderators: Mr. Mark Quiles - Grand Rapids, MI

- Mr. Adrian Casillas - Lincoln, NE

3. BARRIERS TO EFFECTIVE POLITICAL PARTICIPATION

- Ms. Lynette Velez, Marriage & Family Therapist - Milwaukee, WI

- Ms. Joyce Vargas Romero, Department on Aging - Topeka, KS

- Mr. Tony Baez, Milwaukee Area Technical College - Milwaukee, WI

- Moderators: Ms. Lori Urdiales - Gering, NE

- Ms. Ila Plasencia - W. Des Moines, IA

4. ORGANIZING A PROFESSIONAL POLITICAL CAMPAIGN

- Mr. Gerald J. Austin, Austin & Associates, Inc. - Columbus, OH

- Moderator: Mr. William C. Velasquez - San Antonio, TX

- 6:00 - 7:00 p.m. Reception - Open Bar (Courtesy of Rums of Puerto Rico)

- 7:00 - 9:00 p.m. Dinner Banquet

- Keynote Address - Governor Bruce Babbitt, Arizona

- 9:00 p.m. - 1:00 a.m. Dance

SUNDAY, OCTOBER 13, 1985

- 9:00 - 10:00 a.m. Ecumenical Services*

- 9:00 - 10:45 a.m. Midwest C.O.P.S. Annual Meeting

- 9:30 - 10:45 a.m. Joint Meeting - State Hispanic Commissions

- 11:00 a.m. Luncheon Banquet

- Keynote Address - U.S. Senator Paul Simon, Illinois

- Guest Speaker - Dr. Samuel Betances, Northeastern Illinois University

- 1:00 p.m. Conference Adjourns

* unconfirmed
(2) to be revised

MVREP
LIST BUILDING FORM
(For Your Use)

(PLEASE PRINT!)

(PLEASE PRINT!)

Name: _____

Name: _____

Organization: _____

Organization: _____

Address: _____

Address: _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

County _____ Phone No. _____

County _____ Phone No. _____

Name: _____

Name: _____

Organization: _____

Organization: _____

Address: _____

Address: _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

County _____ Phone No. _____

County _____ Phone No. _____

(PLEASE PRINT!)

Name: _____

(PLEASE PRINT!)

Organization: _____

Address: _____

City _____ State _____ Zip Code _____

County _____ Phone No. _____

SAMPLE!!

SAMPLE!!

SAMPLE!!

MIDWEST HISPANIC LEADERSHIP CONFERENCE
PRE-REGISTRATION FORM

(PLEASE PRINT OR TYPE!)

MR/MS.: Juan Sin Miedo

ORGANIZATION: Midwest C.O.P.S.

ADDRESS: 50 W. Broad Street, Suite 1225

CITY: Columbus

STATE: Ohio

ZIP: 43215

COUNTY: Franklin

PHONE: 614-464-1116 (O)

*****: (Women's) (Youth) (Public Officials) (General)

WORKSHOP PREFERENCE

2:10-3:10 p.m. # 2

3:20-4:20 p.m. # 3

4:30-5:30 p.m. # 3

3:30-5:30 p.m. # _____

BANQUET ATTENDANCE

Saturday Dinner Yes

Sunday Luncheon Yes

PLEASE RETURN THIS FORM IMMEDIATELY. PRE-REGISTRATION CLOSING OCTOBER 4!

ficient funds to have a reasonable amount at stake to withstand possible losses, particularly during the early stages of a new venture.

How Much Can a Person Borrow?

Loans made directly by SBA have a maximum of \$150,000.

The guaranteed loan program permits the Agency to guarantee a maximum of \$500,000.

Note: When neither private financing nor a loan guarantee is available, SBA may provide loan funds on an "immediate participation" basis with a bank. The bank disburses part of the loan, at market interest rates, and the balance of the loan is disbursed directly by SBA, at a lower interest rate. SBA's share of an immediate participation loan may not exceed \$150,000. (These administrative limits are subject to change).

A handicapped assistance loan made directly by SBA is limited to \$100,000.

Local Development Company loans also carry a maximum of \$500,000.

Terms of Loans

Regular business loans have a maximum maturity of 25 years.

Working capital loans are generally limited to seven years.

SBA regularly sets a maximum allowable interest rate which banks can charge on guaranteed loans. Interest rates on direct loans and SBA's share of an immediate participation loan are tied to the cost of money to the Federal government and adjusted periodically. The interest rate is 3 percent for SBA's share of a handicapped assistance loan.

Collateral

One or more of the following may be acceptable security for a loan:

A mortgage on land, a building and/or equipment.

Assignment of warehouse receipts for marketable merchandise.

A mortgage on chattels.

Guarantees or personal endorsements, and in some instances, assignment of current receivables.

How to Apply for a Loan

Those already in business should:

- 1 Prepare a current financial statement (balance sheet) listing all assets and all liabilities of the business.
- 2 Have an earnings (profit and loss) statement for the current period to the date of the balance sheet.
- 3 Prepare a current personal financial statement of the owner, or each partner or stockholder owning 20 percent or more of the corporate stock in the business.
- 4 List collateral to be offered as security for the loan, with an estimate of the present market value of each item.
- 5 State the amount of the loan requested and exact purposes for which it can be used.
- 6 Take the foregoing material to your banker. Ask for a direct bank loan and if you are declined, ask the bank to make the loan under SBA's Loan Guarantee Plan or Immediate Participation Plan. If the bank is interested in an SBA guaranteed or participation loan, ask the banker to contact SBA for discussion of your application. In most cases

of guaranteed or participation loans, SBA will deal directly with the bank.

- 7 If a guaranteed or a participation loan is not available, write or visit the nearest SBA office. SBA has 110 field offices which often send loan officers to visit many smaller cities as the need is indicated. To speed matters, make your financial information available when you first write or visit SBA.

Those wanting to start a business should:

- 1 Describe the type of business you plan to establish.
- 2 Describe your experience and management capabilities.
- 3 Prepare an estimate of how much you or others have to invest in the business and how much you will need to borrow.
- 4 Prepare a current financial statement (balance sheet) listing all personal assets and all liabilities.
- 5 Prepare a detailed projection of earnings for the first year the business will operate.
- 6 List collateral to be offered as security for the loan, indicating your estimate of the present market value of each item.
- 7 Follow steps 6 and 7 for those already in business.

These reporting requirements are cleared under OMB approval number 3245-0016

Refer to your telephone directory for the nearest SBA office.

May 1983

Issued by Office of Public Communications

OPC-6

☆ GPO : 1983 O - 419-477

SBA Business Loans from the SBA

U.S. Small Business Administration

CLOTHES
CLOTHES

Car Rental

DESIGNER

WOMEN'S SHOES

COFFEE SHOP

OPTICIANS

DELI RESTAURANT

DATA PROCESS

SBA's Business Loan Programs

Under its Congressional mandate, the U.S. Small Business Administration (SBA) assists the Nation's small businesses through a number of programs and efforts. SBA helps new or growing businesses meet their financial needs, counsels small firms with problems, offers special assistance to minority, women-owned and veteran-owned businesses, helps small businesses to secure government contracts, and acts as a special advocate for small business with other Federal agencies, with states and within the private sector.

Through its work, the Agency helps preserve the Nation's free enterprise system, bolsters competition and strengthens the national economy.

SBA loans have helped thousands of small companies get started, expand and prosper. This booklet is designed to explain SBA's business loan programs and to describe where and how to apply for a business loan.

Basic Types of Business Loans

Business loan proceeds can be used for working capital, purchase of inventory, equipment and supplies, or for building construction and expansion.

SBA offers two basic types of business loans:

1. Loans made by private lenders, usually banks, and guaranteed by SBA. SBA "bank guaranteed loans" are tied to funds appropriated by Congress. The amount of loans which SBA can guarantee is much larger than funds appropriated for direct loans. Thus, the majority of SBA loans is of the guaranteed type.

By law, SBA can guarantee a portion of a loan made by a bank or other private lender, however, SBA's guaranty cannot exceed \$500,000.

2. Loans made directly by the Agency. Monies for "direct" loans also come from funds appropriated specifically by Congress for this purpose.

In general, direct SBA loans carry interest rates slightly lower than those in the private financial markets. They are available only to applicants unable to secure private financing or an SBA-guaranteed or participation loan.

In addition to its basic loan program, SBA offers loans for low-income and other disadvantaged persons, loans to help small firms owned by handicapped persons and nonprofit sheltered workshops employing the handicapped, loans to small firms engaged in manufacturing, selling, installing, servicing or developing specific energy conservation measures, loans to development companies for projects aiding small businesses in urban or rural communities, loans and revolving lines of credit for export purposes, and guaranteed loans for qualified employee stock ownership trusts.

SBA licenses, regulates and financially helps private firms called "Small Business Investment Companies" (SBICs) which supply equity capital and regular loans to small firms with unusual growth potential.

Details concerning special loan programs can be obtained from any SBA office.

Even with its varied programs, SBA cannot assist all the small businesses, or all the persons interested in starting a small firm. Agency funds, and personnel, are limited. Therefore in recent years, SBA—as small business' advocate—has increased its liaison and cooperation with the private sector, with the primary aim of widening assistance and making more funds available to the millions of small entrepreneurs in our country. The Nation's banks have been made more aware of the advantages of participating in SBA guaranteed loans, and have been urged to respond through their own loan programs to small business' needs and wants. SBA has instituted a special arrangement with a number of certified banks to cut red tape and paperwork in Agency guaranteed loans. Other companies have been organized as SBA "non-bank lenders," and can make small business loans guaranteed by the Agency.

This approach—involving greater cooperation with the private financial markets and putting the Agency more and more into a role of a "wholesaler"—will be emphasized in the months and years ahead. The private lender will be more and more the "retailer" of small business lending, while SBA takes on the role of "wholesaler".

Who is Eligible for an SBA Loan?

By law, the Agency may not make or guarantee a loan if a business can obtain funds on reasonable terms from a bank or other private source. A borrower therefore must first seek private financing before applying to SBA. This means that a person first must apply to a bank or other lending institution for a loan. In a city of over 200,000 population, a person must be turned down by two banks before applying for an SBA loan.

A business must be independently owned and operated for profit (except sheltered workshops), not dominant in its field and must meet certain standards of size in terms of employees or annual receipts. Loans cannot be made to speculative businesses, newspapers, or businesses engaged in gambling.

Applicants for loans also must agree to comply with SBA regulations that there will be no discrimination in employment or services to the public, based on race, color, religion, national origin, sex or marital status.

What is a Small Business?

At present, eligibility for loans varies by industry and SBA program. For business loans, the general size standard eligibility requirements are:

Manufacturing—Maximum number of employees may range from 250 to 1,500, depending on the industry in which the applicant is primarily engaged.

Wholesaling—Yearly sales must not be over

\$9.5 to \$22 million, depending on the industry.

Services—Annual receipts not exceeding \$2 million to \$8 million, depending on the industry in which the applicant is primarily engaged.

Retailing—Annual sales or receipts not exceeding \$2 to \$7.5 million, depending on the industry.

Construction—General construction: average annual receipts not exceeding \$9.5 million for the three most recently completed fiscal years.

Special trade construction—Average annual receipts not exceeding \$1 or \$2 million for three most recently completed fiscal years, depending on the industry.

Agriculture—Annual receipts not exceeding \$1,000,000.

Note: A new standard definition of a small business has been proposed based on a single measurement of size—total number of employees per firm. SBA field offices can advise firms which standard applies to them, if this proposal is formally adopted.

What are the Credit Requirements?

A loan applicant must:
Be of good character.

Show ability to operate a business successfully.

Have enough capital in an existing firm so that, with an SBA loan, the business can operate on a sound financial basis.

Show the proposed loan is of such sound value or so secured as reasonably to assure payment.

Show that the past earnings record and future prospects of the firm indicate ability to repay the loan and other fixed debt, if any, out of profits.

Be able to provide, from personal resources, suf-

Services and products

Services available from the Clearinghouse are:

- Referral to sources of management and technical assistance for minority entrepreneurs.
- Identification of minority vendors for government agency procurement opportunities.
- Statistics and reports on Agency performance.
- Information about the Agency and other Federal support of minority assistance programs.
- Referral to and use of information resources at the Clearinghouse Reference Room.

Access to the following databases:

- **Who's Who in Minority Business Development**
Identifies leaders in several aspects of minority business development, including minority banks, consultants, chambers of commerce, educators, and trade associations.
- **Business Development Reporting System**
Provides data on MBDA's client services programs, including the annual totals of procurement and financial assistance MBDA helped minority entrepreneurs obtain.
- **Minority Business Enterprise Bibliographic Database**
Provides citations of reports, pamphlets, books, and magazines of importance to all aspects of minority business development.

The Clearinghouse Reference Room also maintains hard-copy listings of some of the databases listed above.

Currently, there is no charge for services of the Information Clearinghouse Center. Technical and management assistance is available for a small fee from the Business Development Centers.

Resources available through the Business Development Centers are:

- **The Minority Vendor PROFILE System**
A computerized inventory of non-retail minority firms used for matching companies with opportunities.
- **X/Market**
A database containing information on approximately 500,000 U.S. establishments in more than 950 industries, used in making decisions concerning marketing, sales, and research.

- **Dun and Bradstreet Information Systems**

A series of systems that provide detailed financial profiles and computations useful in evaluating the performance of companies.

- **DMS/ONLINE Information Systems**

A series of databases that contain information on U.S. Government prime contract awards and plans for defense and aerospace programs and for identifying direct and subcontracting opportunities for minority businesses.

- **TECTRA**

A database that identifies new technologies being used in the public sector that are thus available for commercialization.

- **Donnelly X/Census Plus**

A database that identifies desired characteristics of a given marketing location, and can also be searched to identify a location that meets these characteristics.

- **Federal Procurement Data System**

A series of reports on various aspects of Federal procurement activities showing historical data on what the U.S. Government buys, used by many firms to develop marketing strategies.

- **F.W. Dodge Construction Information Services**

A subscription service that provides information to minority businesspersons on both private and public sector construction opportunities, including post-construction services such as maintenance and landscaping.

For further information contact:

MBDA Information Clearinghouse
Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
(202) 377-2414



CLOSING THE INFORMATION GAP

Minority
Business
Development
Agency
Information
Clearinghouse
Center

Information
Resources &
Systems for
Minority
Business

U.S. DEPARTMENT OF COMMERCE
Minority Business Development Agency

MBDA... closing the information gap

MBDA MINORITY BUSINESS INFORMATION NETWORK



Any business trying to compete in today's marketplace is learning that information can be its most valuable commodity. For minority business owners, who traditionally have needed to wear many hats—manager, technician, salesman, or accountant—timely access to business data is critical for making sound business decisions. Minority firms need a way to tap into today's "information explosion" and make it work for them as they seek a place in the economy of the eighties.

Since it was established by Executive Order 11625 in 1971, the Minority Business Development Agency (MBDA) at the Department of Commerce has worked

to close the gap separating minority entrepreneurs from the information they need to strengthen and expand their enterprises.

MBDA has established a nationwide business information network to collect and disseminate information that is of special importance to the successful establishment and operation of minority business. The Network is comprised of 100 Minority Business Development Centers throughout the country, and the MBDA Information Clearinghouse Center at the Department of Commerce in Washington, D.C. The Centers are linked together through a telecommunications network

and use remote terminals to access automated business information systems.

A nationwide electronic mail system provides for fast transfer of business opportunities information and for information exchange within the Minority Business Information Network.

The Clearinghouse is the focal point for collecting and disseminating information in the Network. The Business Development Centers are the local distribution points for management and technical services directly to the minority business community.