

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Speaking Invitation - CIA's Toastmasters Club
7 September 1988

FROM: William M. Baker EXTENSION: 27676 NO. PAO 88-0279
Director, Public Affairs DATE: 16 August 1988

TO: (Officer designation, room number, and building) **DATE** **OFFICER'S INITIALS** **COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT#	TO:	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1.	ER	17 AUG 1988			
2.					
3.	DCI	17 Aug 88		WMB	
4.					
5.	PAO - Get file to PAO 8/19/88				
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

DCI
EXEC
REC

16 August 1988

JUDGE:

RE: Speaking Invitation
CIA's Toastmasters Club
7 September 1988
Executive Dining Room

President of the Nathan Hale Toastmasters Club, [redacted] of the DO, has invited you to speak at a luncheon in the Executive Dining Room to the newly formed organization. The suggested format is 5-7 minutes of remarks on the importance of communication skills. The audience would include 25-30 Agency employees from the DO, DI, DA, and several retirees.

STAT

Due to your heavy schedule, I think you should decline this invitation, but consider it for some future date. If you agree, please sign the attached letter of regret.

[redacted signature box]

Bill Baker

STAT

DCI/PAO/WMB [redacted]

Distribution:

- Orig. - Addressee
- 1 - DDCI [redacted]
- 1 - ER [redacted]
- 1 - [redacted]
- 1 - D/PAO
- 1 - PAO Registry
- 1 - PAO Ames
- 1 - MED(Subject)

STAT

STAT

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FAO 0279/1-88



Washington, D.C. 20505

18 AUG 1988

[Redacted]
President, Nathan Hale Toastmasters Club
400119 Headquarters Building

STAT

Dear [Redacted]

STAT

Many thanks for your invitation to address the Agency's newly founded Nathan Hale Toastmasters Club on 7 September. As much as I would enjoy meeting with this group, my schedule for the month of September is already heavily committed. Perhaps you will consider asking me sometime in the future.

I certainly commend you and the members who formed this organization in order to give our employees the opportunity to further develop their communication skills.

Sincerely yours,

/s/ William H. Webster

William H. Webster
Director of Central Intelligence

08 August 1988

MEMORANDUM FOR THE DIRECTOR:

- 1) DD/PAO
1016 Ames
- 2) D/PAO
7D00 HQ
- 3) O/DCI
7D60 HQ
- 4) D/PAO
7D00 HQ
- 5) DD/PAO
1016 Ames
- 6) [Redacted]
4D0119 HQ

STAT

FROM : [Redacted]

SUBJECT : Invitation to the DCI to Address the Agency
Nathan Hale Toastmasters Club

1. On the occasion of its Charter Presentation meeting, the Agency's Toastmasters Club requests the DCI's presence at a luncheon meeting to address club members on importance of communication skills.

2. Information on the meeting:

- a. Meeting of the newly formed Nathan Hale Toastmasters Club
- b. Classification level: unclassified
- c. Location: Executive Dining Room
- d. Time, date: 1200-1300 hours, 7 September 1988
- e. Attendees: Members of the Club; Toastmaster [Redacted]
[Redacted] Charter presenter; Toastmaster [Redacted]
cosponsor of the Club, Vienna Toastmasters Club
- f. Number of attendees: 25-30
- g. Suggested time for DCI's address: 5-7 minutes
Purpose of speech: To inspire

STAT

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h. Point of contact: [Redacted]

[Redacted]

President, Nathan Hale Toastmasters Club

3 incls: TM materials

Recd 12 Aug

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