

1/13/88
FAXED

November 13, 1988

Sheila & David,

How did the Fax arrive yesterday?

Some additional information:

1. We met with Andy Murphy yesterday and he has agreed to present the "PHANTOM" to the Johnson brothers of Leif Johnson Ford of Austin. They are the 98th largest automobile dealer in the US. He thinks they will either be interested in the financing or at the very least provide some valuable insight. The video has been copied (with visual effects from our new equipment) and a summary prepared for their purusal.

2. A Mr. Joe Vick made a presentation to the Austin Music Industry Council last week. His company, Polaris, has received financial backing from California (after trying Dallas, Austin, Nashville and California) to produce 10 major motion pictures in the coming year. Eight will be in Texas and two in California. He is excited about our talent pool and international connections. They may utilize us for both. I am faxing a copy of our letter to him.

3. Panda Productions, (Andy Murphy who was at our party) and we have formed a working relationship that may add a great deal for both of us. First his expertise in production and commercial advertising experience/contacts, PLUS he holds an extensive publishing catalog. We have agreed to represent his publishing interests, (especially with Chris being available full time January 1st)

For your information, we are entering into a joint managment proposal with Andy involving the group Water the Dog (first chore...change the name). He has been after us for three months to see the group. They are 200% better than anything we have seen in some time. (rock and roll). They were also viewed by a New York attorney and the ASCAP New York rep.

We will be providing the other document to attendees of the Annual AMIC meeting at the Driskell. Phantom will have a table and be showing Mark Luke's video! WHICH, BY THE WAY IS FINISHED AND IS G R E A T!!!

BUSY, BUSY, BUSY!

Cheers,

Chris & martin



PHANTOM PRODUCTIONS, INC.

"RECORDING TEXAS SINCE 1964"

FOR IMMEDIATE RELEASE

March 11, 1988

PHANTOM PRODUCTIONS MAINTAINS A HIGH PROFILE AT SXSW

HOW DO YOU SAY PHANTOM PRODUCTIONS IN ENGLAND?

MASS PRODUCTIONS, Ltd.

PHANTOM PRODUCTIONS IS PROUD TO WELCOME MASS PRODUCTIONS' CHIEF EXECUTIVE OF A & R

DAVID CASE

TO TEXAS' SOUTH BY SOUTHWEST II!

An international union was formed at the January MIDEM music convention in Cannes, France, between Mass Productions, Ltd. of Milton Keynes, England and Phantom Productions, Inc. of Austin, Texas, U.S.A. The companies will be managing each others interests which enables Phantom to be much more effective in Europe and Mass to have a greater impact on the U.S. The first exchange has occurred with Mass preparing a European tour for Phantom's artists including; DEBORAH GILES and RON ROGERS and will include Scott Hoyt among others. Phantom is gearing up to manage Mass' U.S. April/May tour of Morley Morgan. Morley Morgan will be playing dates in Texas that culminate at the Chicago Variety Club Convention in May.

Other successes at MIDEM included Phantom's making contact with over 100 foreign record companies and publishers. We represented twenty-one Texas bands and musicians and are now seeing the results of our work, for example; Deborah Giles has interest being expressed from the U.K., West Germany and Sweden. BMG, the major publisher, is looking at Ron Rogers songs. South Africa, West Germany and the U.K. have shown interest in Scott Hoyt. Information is continuing to be received from companies attending MIDEM. Some local groups attracting international attention include; Latest Flame, Volcanics, Great Guns, Mike Shea and Jean Marie Houston, among others.

For your information, Phantom Productions, Inc. is a 24 year old audio/video company that started in West Texas. We have been located in Austin since 1978. In 1980 we began initiating some international ties that resulted in the charting of a British act in the U.S. In 1987 we established a corporate representative in the U.K. and as of today have a "sister" company Mass Production, Ltd. who have close ties with all of Europe, Japan and the rest of the music world.

Management is our strong suit and we work closely with the Austin Music Industry Council, the Austin Chamber of Commerce Music/Film/Video Targeted Marketing group and have been the driving force to establish a Commercial Music Degree program at Austin Community College.

TELEPHONE HOW DO YOU SAY MASS PRODUCTIONS IN THE STATES?
512-320-9098
512-288-1044
TELEX 763933 HQ AUS
TELECOPIER 512-320-5821

SUCCESSFUL!
AUSTIN CENTRE TOWER
701 NORTH BRAZOS, SUITE 500
P. O. BOX 4870
AUSTIN, TEXAS 78765 U.S.A.

Directors - Chris & Martin Theophilus



the final points with you when I am where have been and when you are here.

NOW FOR SOMETHING COMPLETELY DIFFERENT. !!!!!!!!

I will be bringing over with me details on yet another 'Exclusive' sales opportunity. (Stop laughing - This is serious)

I have today visited with a specialist car manufacturer in England who manufacture the worlds only spyder Lamborghini Countach replica. This car is the business. In all my years in motoring I have never been privileged to see a more exciting motor car. I have been offered the exclusive marketing rights on the vehicle directly by the managing director himself and I absolutely guarantee to you without reservation that this is the finest car of it's type available anywhere. There will be a limited production run of 500 cars, each car individually numbered and totally hand built. The basic colours we can offer are white or white. If you want a different colour we can always paint it white. The engine can be any V8 the customer requires or the V12 Jaguar Engine. I have full photographs of the beast and will be bringing them with me. Remember, this is not only an exclusive deal but this car is the only car like this in the world. But to really put the icing on the cake I got the directors to agree to allow us to call the car.....

" T H E P H A N T O M "

I have some great marketing ideas on this one.

- 1 .. Each car build will be photographed from start to finish, and the photographic history will be supplied with the vehicle.
- 2 .. Each Car will be Individually Numbered and the chassis will be signed by the builder.
- 3 .. The customer will be supplied with an original oil painting of their

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September 1, 1988

David & Sheila Case
Phantom Productions, UK

Dear David & Sheila,

Received your flight plans and truly look forward to your arrival. For your information, there will be a dinner and concert at the Broken Spoke on that very evening for the British Country Music delegation. They will actually be making a live broadcast back to the BBC from the studio that handles "Austin City Limits", a national country music show that is celebrating its 12th broadcast year. We are very excited to have you, Sheila and Nicky coming over. Our weather is still in the 90s, so bring cool clothes!

Reference Danny...We are very pleased about the progress with Donna. Bill Monte is most anxious to hear the song. We are preparing a press release on your arrival and your work with Danny. It will go to all the major record company contacts, World Class Talent, etc.

Regarding Ernie's role in the situation and our conversations...We have not heard from ~~Danny~~ nor Ernie since we last talked. Sorry to hear about the problems in the studio. Ernie indicated to us that he had chosen to withdraw from the studio. We felt it would be beneficial to all concerned to have the rapport. As we explained to Ernie, you and Sheila have full control over the acts and productions in the UK just as we do for our acts in the US. It could work no other way in our opinion. It is unfortunate at this stage that there are difficulties. Everyone here is primed for great things to come out of this act and you especially have spent a great deal of time, money and energy to that end.

We are proceeding with the "showcase" for Mark Luke on the 14th and will call you this Saturday to discuss any further plans regarding the trip. We will also check flight costs to LA for you. Ours were \$99 one way.

An aside...Martin has been nominated to the Board of Directors of the Austin Music Industry Council. Also, we have previewed two Latin groups in San Antonio. Both were well rehearsed and put on excellent shows (lights, smoke, fireworks, etc.). We would like to take you all to San Antonio, as it is a beautiful city and hopefully see a performance. Do you have any info on the Latin scene in the UK? Billboard over here said it is really picking up attention over there. If you can bring any info, it would be helpful.

Thanks for the message! Look forward to seeing you in ten days.

Cheers,

Chris & Martin
Phantom Productions, Inc. US

MMMM

ABORTED
*TERM

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P13

MBX

YOUR MAILBOX IS EMPTY

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TO: Phantom Productions, UK

August 24, 1988

Dear Shelia & David,

Your FAX was received in good order. We think the situation looks good. It gets Danny out and provides the label with recognition and, who knows, maybe they all will fight over him when it comes out. Let us know what you need from us this side.

We talked to Bill Montei this afternoon. He is excited to hear "Donna" and the news that you will have a release in the UK. He also would like to know as soon as you have a travel date scheduled. He would like to come to Texas, but with the kids starting school, he would not be able to come. He looks forward to your coming over. Also he likes Mark Luke's "Fading Away Like Your Jeans" and Scott Hoyt's "Achin Arms" & "Southern Belle". He just returned from a mini vacation with his family and received my message. He will listen to the material again and let us know what the possibilities are.

Other news: we attempted to call you this morning at 6:50AM and received the FAX tones. Hope you received our FAX today. What did you think of the material. Laid out with additional information, we think it would represent us well. Speaking of FAX. Friday morning the phone company is installing a dedicated line at our house for computer and FAX communications. The number is supposed to be 512-288-4748, but I don't trust them until the line is in. The number will be unlisted and totally free for FAX calls. We will have a FAX machine in within a couple of weeks. The letterhead is also being reprinted with this number rather than HQ telecopier number that was misprinted (thanks!)

All the logo work is done on Mark Luke and the pictures are ordered. As soon as those are received we will do a press release and send his single out to the Country radio stations. He plans to do a showcase for you when we nail down the dates. He will go back into the studio the first of next week to complete additional work on the three new songs. We also will begin running regular ads in the Austin Chronicle for Mark Luke.

By the way, TEXAS CRUDE PUBLISHING notified us today that their single on Johnny Cash's new album is to be released worldwide Monday, August 29th. We do not have the name, but watch for it anyway.

We are exploring another major part of the music scene...Latin Music. In the early 80s our company had a Latin music representative in El Paso. We are now working to establish the same in San Antonio, Texas. The person would keep up with the market, look for new talent and develop placement resources through us. We had some inquiries at MIDEM and now have some good leads. We will keep you informed on this.

Chris has tentative travel dates booked on KLM (\$520 return) for October 1st returning the 15th. We may change those to the 15th through the 29th. We'll let you know.

Glad your Easylink is back up. We still plan to keep our phone costs minimal if possible. Let us know when your travel dates are firm.

'I then at prompt enter DAGEE

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TO: DAVID & SHEILA CASE
PHANTOM PRODUCTION, UK

JULY 31, 1988

DEAR DAVID & SHEILA,

The following is a copy of a letter we wrote to Bill Montei. Thought it would fill you in more on that meeting. We talked to Sandy at length today and she advised the Dallas folks have decided not to pursue the chairs. What do you advise regarding the two chairs we have? We called about 18:30 your time and will try again in a while. Would like to hear what's happening your end.
Cheers, Chris & Martin

Dear Bill,

July 29, 1988

We appreciate the time you took to meet with us last Friday.

Enclosed are several songs from Scott Hoyt along with his promo package. We took his material to MIDEM and received a great deal of interest. Scott is now managing and writing original material for a band who is touring the Southwest. We will have the material on two additional artists to you during August.

Also, we met this week with Texas Crude Music Company here in Austin. They were responsible for producing the three Mark Luke Daniels songs we gave you. They have agreed to complete three more for Mark Luke which should be finished in the next couple of weeks. As we advised you, we just picked up this artist's management the week we visited with you. His new promo pictures were shot this week and we will also be sending you Mark Luke's new package soon.

Incidentally, Texas Crude just placed a song with Johnny Cash that will be the first single released on Cash's new album. This is also significant as Paul McCartney also sings with Cash on one of the other songs. This album has great potential. Texas Crude has a significant amount of other Country material available. They would want to retain some publishing, but hold that a piece of something is better than having nothing. Are you interested in hearing some of the material and if so, what percentages of the publishing would you require? We have advised Texas Crude of your production standard.

In this package, we are also including Nicky Nichols (UK) materials we discussed with you. Please note these are NOT up to the production standard you mentioned, but we wanted you to hear the type of songs this lady has written. Also, we forwarded your interest in hearing Danny's recording of Donna to David and will let you know when that will be ready.

Again, thank you for your hospitality. We would love to have you visit Austin and participate. There is a lot going on here, especially in our material

Check schedules, make reservations with Official Airlines Guide
Electronic Edition. Type EXIT FYI then at prompt enter QAGEE

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July 24, 1988

David,

We just returned from California.

For your information, no Easylink was received prior to our leaving, nor was waiting when we returned. May be a problem through the system.

UPDATE:

1. Reference the "3 IN 1 Chair": We met with the owners of the Right Start Catalog on Friday morning in Paramount, California. They were most helpful. They have been handling the chair in the U.S. since February of this year. Their catalog # is A060. Their supplier is a Mr. Manachum Betem, Bitro Industries, 1095 Tobin Ave., Lakewood, New Jersey 08701. His telephone # is 201-370-7039. The chair is selling well (they only had one in stock at the time) and the \$49.95 is their summer sale price. Their normal price is \$59.95 and does not include the tray. They found, as we also have discovered, that the tray is not adjustable nor deep enough compared to other U.S. chairs. For this reason they order the chairs without the tray and pay \$40.00 per unit. With the tray, the unit would cost them \$55.00 and sell for \$90.00. This will explain the cost difference to the Dallas folks, but they are as concerned about the exclusivity. We will be calling the New Jersey folks and see what they will tell us.

2. We met with Bill Monteil on Friday as well. He is anxious to hear Danny's version of Donna and had hoped we would be bringing a copy. He is very willing to assist us and has, as you know, excellent connections. We advised him we would provide a tentative date on Donna as soon as we heard from you.

The trip was most productive. We will be meeting with Sandy regarding the information on the chair and let you know the situation.

Sincerely,

Chris & Martin

MMMM

ABORTED

July 20, 1988

David Case
Phantom Productions, UK

Dear David,

Sandy just advised us that the parties interested in the 3 IN 1 chair in Dallas found the same chair in the Right Start catalog here in the States. The price is \$49.95. Needless to say both Sandy and the Dallas folks are mighty upset, both because we understood exclusive U.S. rights were available AND the prices we quoted were so much higher than the actual selling price in this catalog.

This was quite honestly the very last source Sandy wanted to offend as she has so many potential deals pending with them. She will be spending the weekend with these folks and would like all the information available as soon as is possible. What is the situation regarding exclusivity? How long has the chair already been in the U.S. and why is the price so different? The price quoted for 400 was \$51.00 + \$7.00 shipping which puts the chair \$10.00 over the current retail.

This has caused us great concern as Sandy has worked very hard to facilitate the deal we have pending with Mark Luke Daniels. Last night we formed a trial management agreement with this entertainer who has a single out and a national food ad on network stations.

Also, we have been approached by a company based in Australia called TNT. They claim to be big in the UK, from which their manager just returned. He would like us to consider using their services. He also was surprised about the postal strike we complained about in the UK and had not heard about it while he was there the past couple of months.

The Datapost package has not arrived, although we do have our postal service attempting to check it out.

Chris and I will call you shortly to try and sort some of this out.

Sincerely,

Martin Theophilus

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July 14, 1988

Dear David & Sheila,

GOOD NEWS!!!!!!

Sandy called us tonight and the persons considering the chair want to pursue the marketing and sales exclusively. You will be happy to know they are the original owners of SOUTHFORK of "Dallas" fame. They knew Sandy from a deal they once had backing Rusty. They have maintained their relationship and have successfully marketed a number of products to major companies. They will spend the next week developing a plan and then would like us to get with their Art Director. At this point they would initially like to begin to expose the chairs through a "specialty" catalog, which they believe would quickly prove the product and move it to the large stores. (Sandy commented they have been very selective with what they agree to market and their current ventures are bringing them personally \$80,000.00 per month.) They will have a plan developed in a week and will meet with us following that. We will keep you informed.

In relation to the chair, we shot the video last Sunday with the child as planned. This Saturday we will be shooting a different child. We will then edit and send you the results.

Also, in relation to Sandy. She will be organizing the return of the Tokyo Cowboys to Texas (probably next Spring). We will be working with the Austin Chamber of Commerce to send Texas bands to Japan. Sandy would like you to look at a truly organized Texas Tour of Europe. This would be the same group that could go to Japan. Let us know what you need and when you need it.

By the way, the mother and step-father of the Debby Kalk we work with is Joan and Michael Lawrence. They are the ones who will be contacting you regarding video conversion. Debby said she would be calling them this weekend.

The excitement is building. How have your meetings gone? We still have no packages over here. We don't think the postal services like us.

Another GOOD NEWS NOTE!!!! Bill Montie has arranged to meet with us next Friday in LA. Please update us on everything by Wednesday next week so we can act appropriately...if that is possible...HA!

Look forward to hearing from you. It is nice to have good news coming from this end again!

Best Wishes,

Chris & Martin

LLLL

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TO: SIGFRIED IPACH
MUSICOLOR
WEST GERMANY
452321 MUSICD

DEAR SIGFRIED:

FOR YOUR INFORMATION, WE HAVE FORMED AN AGREEMENT WITH A BRITISH COMPANY TO REPRESENT US IN EUROPE. THE DIRECTOR OF THE COMPANY IS MR. DAVID CASE, MASS PRODUCTIONS, LTD., 1 PADSTOW AVENUE, FISHERMEAD, MILTON KEYNES MK6 2EP, ENGLAND.

MR. CASE HAS FULL AUTHORITY TO ACT ON OUR BEHALF, AND WE ARE NOW REPRESENTING THEIR ACTS IN THE STATES. SHOULD YOU HAVE ANY QUESTIONS - DO NOT HESITATE TO CONTACT US DIRECTLY.

THANK YOU FOR YOUR INTEREST IN PHANTOM PRODUCTIONS.

SINCERELY,

MARTIN THEOPHILUS
PHANTOM PRODUCTIONS, INC.
P O BOX 4870
AUSTIN, TX 78765
(512) 450-3506
452321 MUSIC D
763933 HQ AUS

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004.5 MINS

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July 28, 1988

David Case
Phantom Productions, UK

David,

Here's an update on the 3 IN 1 Chair.

We discussed the situation with Nachum Betem of Bitro Industries in New Jersey. He is the Exporter/Distributor of the chair for the U.S. and Canada. He has handled the chair for three years. His wholesale price is \$55.00. He provides no exclusive rights and is selling to a number of catalogs, direct TV marketing and other stores. In fact he has the chair on Teleshopper, which is the major TV sales network in the U.S.

Also, we have discussed the video demo and believe that without the capability to recoup expenses from the U.S. sales to finance professional equipment, it would be in your best interest to shoot the video in the U.K. That way you would have no transfer loss. We can send the demo material we've shot, or show it to you when you are over.

Let us know what you hear and think on the situation. We appreciate what you worked to do for us in this situation. It sounds as though the Israeli company was not totally open with David. Hopefully his European situation is okay. Mr. Betem was aware the chair was doing well in Europe.

Hope all is well with you!

Sincerely,

Chris & Martin

MMMM

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*TERM

ACCEPTED 3858014C
EASYLINK

THE PHANTOM

Brief Specifications

CHASSIS

All Steel, TIG welded construction. Space frame design with cross structural bracing. Powder coated. main chassis members are cold rolled box section. A roll bar is fitted directly to the chassis and is braced for additional strength.

SUSPENSION

Suspension is all independant and uses independant damping on all four wheels. Front wishbones are powder coated

BODY

The body is moulded in high quality multi-layer glass fibre and is steel reinforced. The doors incorporate anti-intrusion bars of .75" that are integral to the chassis when the doors are closed. The floor pan is steel. The firewall is 16 SWG steel. All External fittings are coloured as the main body colour. The rear air-deck is designed to create a substantial down-force at speed. The design incorporates side skirts and a front air-dam type spoiler. All Glass is laminated and tinted.

ENGINE

There are two engine options available.

1 .. Chevrolet 302 cu in V8.

2 .. Ford Cosworth RS500 2,000 cc High Performance.

The Chevrolet engine will be purchased from the USA and will be fitted to the car in the UK. This engine will be fully SMOG approved by the Federal Authorities.

The high performance option, the Cosworth, will only be made available to suitably qualified buyers. This engine will give truly blistering performance and the vehicle will therefore be capable of extremely high speeds with acceleration to match.

GEARBOX

Renault V6-3000 Transaxle Unit. 5 speed. Manual.

CLUTCH

AP Competition Grade Single Plate Diaphragm , Heavy Duty model on Cosworth Option.

BRAKES

Dual Circuit Disk Brakes with dual servos. All brake hoses steel braided using Aeroquip aviation grade hoses.

STEERING

Rack & Pinion. No Power Assistance as standard. Variable rate assistance available as an option on Standard Model. Fitted as standard on Cosworth Option.

INTERIOR

Seats Recaro or GT, trimmed in hide and piped. Carpets are leather bound Wilton. Dashboard trimmed in hide.

INSTRUMENTS

Speedometer, Tachometer, Oil Pressure, Water Temperature, Oil Temperature, Clock, Battery Condition. A boost gauge is fitted to the Cosworth Option.

STEREO

Nakamichi Unit system with power output of 150 Watts. Four Speaker System + Sub Woofer. Graphic EQ Fitted. Sony CD Player. Electric Aerial.

Proposed Prices.

PHANTOM 302 Spyder.....82,500 . 00

PHANTOM Cosworth Spyder.....99,950 . 00

Planned Delivery is 12 Weeks.

Payment Terms are: 25% with Order
 25% On Completion Of Chassis
 Balance On Delivery.

Included in Price is specially made soft fibre car cover tailoured to fit.

JULY 16, 1988

David and Sheila Case
Phantom Productions, UK

Dear David & Shiela,

We completed the second video of the 3-in-1 Chair. This is a demo, as we would need better resolution to convert to PAL. We found two very good child models.

In shooting the second set, we were provided some information regarding plans to locate a major recording studio in Austin. This is in the works by California's Mad Dog studios. The plan includes a Neve console and all the top line equipment. The group met with the City of Austin and has received all the approvals for the Music District tax cuts, etc. The MAD DOG STUDIO owners Michael Dumas and Dusty Wakeman spent the better part of last week in Austin working out the details. When this is in place, it will be the most professional studio in Austin. This is the second major music industry group working on such a situation for Austin. They both have said the industry here is PRIME for major business! We also found that they are looking for one additional investor for \$150,000.00 to finalize everything. We thought you might have some foreign parties that could be interested. We will also be meeting with them in Los Angeles when we are there the end of the week.

Their address is: Mad Dog Studios, 1717 Lincoln Blvd., Venice, CA 90291, tel. 213-306-0950.

We are to meet with Sandy again this weekend regarding the Country singer Mark Luke Daniels. Most likely, Chris will enter into a trial management agreement with him following a Monday night meeting.

Things Keep happen' over here. When are you all planning to come over? Any specific plans yet? Also, it looks as though we will be in England beginning the first week in September rather than October (we are able to pick up a Texas holiday, Labor Day, which will save us some leave). We will be over for two weeks, most of which, of course, will be with Chris' family AND the Lovely Cases in Milton Keynes!

Have you received our TELEX regarding the chairs/Dallas/etc? If not, we need to get this information to you immediately! Say hi to Danny & family!

Look forward to hearing from you! Martin will be in Abilene Tuesday & Wednesday, then we will be leaving for LA on Thursday afternoon, be in LA Friday most of the day then in San Diego through Monday.

Cheers!

Chris & Martin
Phantom Productions, Inc. US

MMMM

Texas Department of Human Services

John H. Winters Human Services Center • 701 West 51st Street
Mailing Address: P.O. Box 2960 • Austin, Texas 78769



8 February 1989

Mr Martin Theophilus
Chief
Individual Development Section

ROBERT E. HAYS, Jr.
Director
Staff Development Division

Martin

It was a pleasure to receive the memorandum from Diane Smith concerning your work with the group making recommendations on the plateauing problems within DHS. I am certain that you enjoyed the project and that your contributions were significant.

This is an important problem for state agencies in view of the legislature's emphasis on budget constraints and holding the line on expanding promotional opportunities by raising the grade levels. It is hoped that the work your group did can be used not only within DHS but in other state agencies.

Thank you for your efforts on this project.


Bob Hays

MEMORANDUM

STATE DEPARTMENT OF PUBLIC WELFARE

RE: Conflict of Interest

MAY 10 REC'D

TO:

Gary W. Frederick
Regional Director for
Continuing Education
Region 03, Unit 11
El Paso 111-7

FROM:

Martin Theophilus
Educational Director for
Social Services
Region 03, Unit 11
El Paso 778-2

DATE: May 10, 1978

The following information is provided per our discussion regarding conflict of interest as requested in the Personnel Handbook.

1. Martin Theophilus
Educational Director for Social Services
BJN 030-11-A-04-670-778-2
2. Owner/Operator of Highland Sound Company, engaged in recording musical groups for their music development and/or marketing.
3. Highland Sound Company is not licensed nor under contract with DHR.
4. The nature of the position is owner/operator. I set up the equipment and record the groups.
5. Funds are received from private sources.
6. There is no contact with DHR recipients.
7. The time spent varies. Most of it is on weekends and none of the time spent is during regular working hours. (No more than 10 hours per month).
8. This recording business is intended to continue indefinitely.

This work is primarily a hobby and is intended to assist musicians in developing their musical talents.

Thank you for your consideration of this matter.


Martin Theophilus

MT/bn

COPIED AT STATE EXPENSE

Dual Position - Non-Government

file
Mr. Martin Theophilus
Education Director, Social Svcs
Region 03
El Paso, 778-2

John H. Heir
Personnel Director
Personnel Division
State Office 461-0

June 13, 1973

The Personnel Committee met on June 13, 1973 to consider the question concerning your part-time employment as owner/operator of Highland Sound Company.

It was the decision of the Committee that you may engage in this part-time employment as long as it is compatible with the policies of the Department and does not interfere with your job performance.

If at any time your supervisor feels that the part-time employment is either interfering with your job performance or becomes incompatible with the functions or policies of the Department, this information should be submitted to this office.

John H. Heir

JHH:meh

cc: Mr. James B. Harvey, 111-7
Mr. Joe Tarin, 111-7
Mr. Gary W. Frederick, 111-7

COPIED AT STATE EXPENSE

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: Functional Realignment of Staff Development Division

TO:

All Staff Development Division
Personnel

FROM:

Robert E. Hays, Jr.
Director
Staff Development Division
State Office 432-C

DATE: February 8, 1983

Increased demands and changing responsibilities has led to a reassessment of the division's capabilities and functional relationships. This has revealed the need for organizational revision. The structure outlined below is effective 1 March 1983. The activities described are not all inclusive but outline basic tasks.

OFFICE OF THE DIVISION DIRECTOR - Responsible for oversight of all staff development activities and the formulation of general policies, procedures, standards and guidelines relating to the management of training activities within the Department. Insures maintenance of the Staff Development Center and the availability of media equipment to support training within the Center.

Robert E. Hays, Jr. - Director, Staff Development Division

Evelyn Sanchez - Clerical Support

Wm. Darrel Marler - Audiovisual Technician and Building Manager

BJST/CURRICULUM DEVELOPMENT SECTION - Responsible for the development, delivery, and maintenance of curricula in support of the Basic Job Skills Training of new workers; preparation of materials used in regional Advanced Job Skills Training of workers during their initial two years of employment; generation of training essentials in support of mandated programmatic changes impacting all or part of a specific program/program support activity; oversight and support of BJST Centers and trainers; scheduling of BJST classes and participants; preparation and delivery of specialized training as required; preparation and maintenance of DHR Overview curriculum and presentation within the State Office.

Don L. Abernathy, Chief, BJST/Curriculum Development Section

Frank David - Curriculum Developer for AFDC/Child Support Enforcement,
Disaster Assistance

George Hasty - Curriculum Developer for Food Stamps/CAI for Income
Assistance BJST

Mary Ella Martinez - Curriculum Developer for CCAD/Medicaid Eligibility/
Family Self Support

Jan Huber - Curriculum Developer for Child Welfare/Protective Services
for Adults

Gladys Ward - BJST Scheduling Coordinator

Cheryl Ross - Word Processor Technician

Dorothy Longacre - Clerical Support for Income Assistance/CSE/CAI
Mary Shelley - Clerical Support for Child Welfare/CCAD/ME/FSS

Martin Flores - Income Assistance Trainer/Lead Trainer, Houston
BJST Center

Mary Theresa Cook - Child Welfare Trainer
Deborah Burt - Income Assistance Trainer
Sue Ellen McAnally - Medicaid Eligibility Trainer
Susan Lowe - Child Welfare Trainer
Joyce Witte - Income Assistance Trainer
Joyce Drake - Clerical Support
Tammy Mathews - Clerical Support

Donald B. Campbell - Child Welfare Trainer/Lead Trainer, Dallas/
Ft. Worth BJST Center

Mildred Delozia - CCAD/Family Self Support Trainer
Norma Jayne Grant - Income Assistance Trainer
Jan Martin - Child Welfare Trainer
Sue Ann Burnside - Clerical Support

DATA COLLECTION AND MANAGEMENT TRAINING SECTION - Responsible for interface with regional directors for staff development/personnel services and for providing consultation and technical assistance to regional staff development specialists; monitoring of staff development standards; participation on program support review teams; oversight of all aspects of the Education Information System; development and delivery of curriculum for all DHR first and mid-level managers; development/coordination/facilitation of DHR Quality Circles statewide.

Martin Theophilus - Chief, Data Collection and Management Training
Section

Benjamin F. Purdy - Curriculum Developer and Management Trainer
To Be Selected - Quality Circle Coordinator/Facilitator
To Be Selected - Educational Information System Specialist
Judy Rushing - Clerical Support

TECHNICAL TRAINING SECTION - Responsible for the development of curricula and training of appropriate regional/State Office personnel in automated office systems and distributed data processing for end users; development and delivery of curricula for training replacement primary and back-up word processor operators; development and delivery of initial training to newly hired State Office clerical personnel.

Shirley Scott - Technical Trainer
To Be Selected - Technical Trainer
Elizabeth Williams - Clerical Training Specialist
Sally Paulson - Clerical Support

LICENSING TRAINING SECTION - Responsible for all training required in support of Day Care and Agency and Institutional Licensing Staff statewide.

Donna Jo Bridges - Lead Licensing Trainer
Larry E. Lutz - Licensing Trainer



EXHIBITIONS

CURRENT EXHIBITIONS

Can't Look Away: The Lure of Horror Film

Avatar

Nirvana

Jimi Hendrix: An Evolution of Sound

Sound and Vision: Artists Tell Their Stories

Guitar Gallery

UPCOMING EXHIBITIONS

SCIENCE FICTION HALL OF FAME

INSTALLATIONS | INTERACTIVES

TRAVELING EXHIBITIONS

PAST EXHIBITIONS

ONLINE FEATURES

ABOUT EMP

DONATE

JOBS/GET INVOLVED

SPONSORS AND CORPORATE MEMBERS

PRIVATE EVENTS

SPECIAL OFFERS

SIGN UP FOR EMAIL

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PRESS

Current Exhibitions



Can't Look Away: The Lure of Horror Film

EMP presents *Can't Look Away: The Lure of Horror Film*, an in-depth exploration into horror, and how it is expressed through cinema, biology, history, and contemporary culture.



Avatar

Fans of AVATAR will have a chance to get a first-hand look inside the spectacular world of Pandora through AVATAR: The Exhibition. Now open.



Nirvana

EMP is proud to present the world's most extensive exhibition of memorabilia celebrating the music and history of Seattle grunge luminaries, Nirvana. April 16, 2011 - April 22, 2013.



Jimi Hendrix: An Evolution of Sound

Explores how Hendrix indelibly affected popular music with his unique talents and innovative sound.



Sound and Vision: Artists Tell Their Stories

Explore EMP|SFM's collection of videotaped oral history interviews in a comfortable, club-like setting.



Guitar Gallery

Traces the development of the guitar as it became larger, went electric, and finally came to dominate the stage as the signature instrument of rock 'n' roll.

Happy Birthday Martin 
Admission Ticket
Gift Certificate

Dear Martin and Chris,

July 9, 2008

We were delighted when you agreed to come to our wedding as family guests, and as professionals, to capture it on video for us. Though we knew what a fabulous video production you created for Anthony & Sharon's wedding, and we knew the depth of your talent and skills, we had no idea of what was to come! The video documentaries that you created of our wedding weekend captured precious memories and the magic that we will treasure forever and that we will share with friends, family and future generations. Your creativity and imagination in filming and editing the entire weekend went far beyond our wildest expectations. We are also very impressed with the presentation of the multiple versions of the video through the QuickTime clip for online viewing, the 55 minute overview, and then the comprehensive videos of the rehearsal, Friday dinner, bridal shower, gentleman's brunch, wedding, and Mother's Day Brunch. It is such a beautiful and unique →

set of productions that we are awestruck, and consider ourselves very lucky to have had it created by you.

It has only been two months since our wedding and we have already watched the video several times now. (We may account for many of the "hits" on your online counter!) Finding new details, that we did not notice at the time because we were so busy and caught-up in the moment, brings us so much joy. We are so glad that events like the bridal shower were filmed in their entirety so that John is able to hear all the wonderful things said about Sheila by the ladies. We were impressed with creative features such as the split screen during the vows at the ceremony, the slow motion during our first dance and with Sierra's flower girl roses, the use of Felipe's music throughout the production, the images of the invitations, details card, menu, coqui postcard, and the New York Times announcement, the red titles, and the images on the discs and accents on disc covers, and in so many more places than we can mention. →

We love that you captured every event during the weekend, including the behind the scenes activity, and the beautiful scenes and culture of Puerto Rico - the reason we chose this historic island for our wedding.

Thank you for making the long journey from Austin to Old San Juan. As part of our family, you honored us with your presence and being witness to our vows. As professionals, you gave us a most cherished gift of the captured memory.

We are so grateful to you for all you did to make it so that we can relive what was one of the most important events of our lives, time and time again. Thank you so very much for everything you did to make this remarkable production for us. As a small token of our gratitude, we want to share with you this lovely image that James Perez captured of the two of you at our reception.

With much love, Sheri and John

Exchange student returning for '60s reunion

Claude Guillemet, an exchange student from France, came to Alpine in August 1963 to attend high school as a senior.

He lived with Mr. and Mrs. Doyle Vincent. Their son, Barry, entered Texas Tech University that fall, and their daughter, Peggy, was a sophomore at AHS.

Mrs. Vincent flew to Paris in May 1988 to visit with Guillemet, who was teaching English.

He has a son, Dominique, and a grandson, Romain. Guillemet and his wife, Monique, will arrive in Alpine July 1 for the 1960's class reunion.

An *Alpine Avalanche* article



Claude Guillemet circa 1963.



Guillemet

in 1963 announced Guillemet's intent to come here. It said he hoped to teach English in France when he had completed his education.

He explained why he wanted to come to the United States.

"First of all," quoted the article, "everybody dreamt to go the U.S.A. Why? Because it is a wonderful country, which was one of the first in the world to have a fast and total development. Our childhood was full of dreams about cowboys, Indians, the Far West and as we grow up we mix the cowboy with the skyscrapers, the Mississippi with the Far West."

I wrote & told her about your desire to get the Sheepherders History as much as you can & if she had dates & pictures etc please bring them & we would forward them to you.

I hope I'm ready for them but it isn't about eating etc, I'm really anxious to hear about our family on that side.

They live in Horseheads N.Y. Feel free to call if you'd like Don & I are hanging in there but know were 85 & 90!

Love you "Guys",
Aunt Dolly & Uncle Don
Tell Perez hello for us!

May 14-2010

Dear Martin & Chew
Just a quickie to let you know my first cousin Gladys Colman Bannon & her husband Dick are coming to see us Monday May 17th. We have never met. I'm "assuming" they are in their early 70's.

Her mother & my Dad were brother & sister.

She (Gladys) has never met any of our family & she asked if she could come to see us. They will arrive Mon. May 17 & leave Thurs May 20th

Dear Martin & Chris,

8-2-08

Well, I can't begin to tell you how much your visit meant to us. You two are so special & a joy to be with & then add Julius, Sharon & Anthony & Wow being on the coke. Jan, just had a wonderful time & she needs that Family touch.

I could write a Book on Julius. We were so impressed with him. He is precious & you can see why when you meet Sharon & Anthony. They are terrific Parents & a

Darling Couple. Don & I enjoyed meeting them & sharing the entire day to you. - Don said again today "Wasn't that a great visit?" He was more into the conversation than I've seen him for months. I appreciated your interest in his Service years & how much he talked about it.

I knew Anthony was great & I fell in love with Sharon & that dear Julius, too. Thanks for being such wonderful Family & for caring, much love, Aunt Sally Uncle Don Chris, so glad you joined our CLAN!

SUBJECT: Response and Thoughts Regarding OIS Concept Paper

TO: Bob

FROM: Martin

DATE: October 16, 1989

In reviewing this information, several things came to my attention.

As you are already aware, it is exciting to consider the possibilities that are available to training in the future. The use of video and interactive video has incredible possibilities. There are projects in several parts of the world providing language training utilizing video to give one the feel of the culture. Classrooms for children are using the technology to provide history and geography lessons. The comprehension level has increased and the delivery time reduced greatly. Information technology is accelerating daily and sophisticated equipment continues to drop in price as research costs are recouped. The new generation fiber optics now allow the transmission of the entire Encyclopedia Britannica in under two seconds.

Every day I see situations in which well produced video would save a great deal of time in the training this agency is providing. We have provided some isolated interviewing and situational tapes, but I truly believe we, or Media Services could justify a full time, well staffed, training focused video production unit. If I recall correctly, that was how Media Services was created originally.

As you are also aware, I expressed a desire to be very involved in the Interactive Video and Satellite Telecast systems. With twenty-one years in this agency (experience that covers virtually every DHS program), twelve years experience in Staff Development (developing curriculum and classroom training) and for some twenty-five years, I have been involved in broadcast systems, audio and video production. The opportunity to merge these areas does not come around very often.

Recent experiences have also included work with computerized video animation. This has incredible training implications, given its ability to create/simulate an endless number of examples. High technology is presently utilizing (and is able to afford the high cost) this in a variety of mostly scientific applications.

I mention this here because I see myself having an area of skill that this agency has not tapped. On odd occasions I have supported other SD staff with my ability to shoot and edit video. However, my experience includes several thousand hours of work in this area with product that has received international attention. Combined with the program experience and training expertise, this would seem to me to be an ideal situation.

I will look at the OIS document and comment further, but just wanted to share these thoughts with you.

Thanks for your continuing support (IN ALL AREAS!).

Martin

REQUEST FOR CLEARANCE
(Dual Employment Activity)

SECTION I (to be completed by employee requesting clearance)

Employee Name Martin Theophilus		Title Chief, Individual Development Section	
Social Security No. 466-70-8378	SUN 432-01-A-01-720	Mail Code 432-W	
Brief Description of Employee's DHS Duties: Manages BJST Operations, Management Trainers, Performs Staff Development Regional Liaison Duties and oversees operations of the Educational Information System.			
Supervisor's Name Robert E. Hays, Jr.		Title Director Staff Development	

Name of Other Organization/Agency/Company Austin Community College			Compensation for Services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Duration of Employment/Activity Indefinite	Number Hrs./Week 4	Time of Day From 7:00 P.M. To 9:00 P.M.	Days of Week Monday & Wednesday	
Describe duties of employment activity for which clearance is requested (use an attachment if necessary). Austin Community College has requested I teach a Management/Marketing course part time in the evenings during October 1989. There will be an opportunity for me to participate in other courses in the future as well.				

- Does DHS license or contract with this organization? Yes No
- Does this organization redeem food stamps? Yes No
- Will this employment/activity involve contact with DHS applicants or recipients? Yes No
- Will this employment/activity involve doing business with any entity that contracts with DHS? Yes No

If yes to any of the four questions above, explain on an attachment.

From what source does the organization receive its funds? Public Private

ACKNOWLEDGMENT: I certify that the above information is true and correct to the best of my knowledge. I understand that if the nature of this employment/activity changes, I will submit a new request for clearance.

Martin Theophilus 07-31-89
Signature - Employee Date

SECTION II (to be completed by the employee's supervisor)

Is this employee currently meeting DHS job requirements? (if no, explain on an attachment.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> This employment/activity does not appear to present a conflict of interest with DHS programs or policies.	
<input type="checkbox"/> This employment/activity is or may be a conflict of interest with DHS programs or policies (explain on an attachment).	
<i>Robert E. Hays, Jr.</i>	432W 8/1/85
Signature - Supervisor	Mail Code Date

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: MERIT RAISE

TO:

Mr Tom Phillips
Personnel Office
State Office 431-W

FROM:

Robert E. Hays, Jr.
Director
Staff Development Division
State Office 432-W

DATE: 30 May 1989

This requests that the following employee be granted a one step* merit raise effective 1 June 1989
(Merit increases are effective only on the first day of a month.) Date


Complete the necessary information to implement this salary increase:

Employee Name O. Martin Theophilus
Social Security No. 466 70 8378
Current Full BJN 432-01-A-01 720
Supervisor's Mail Code 432-W
Headquarters City Austin, Texas
Current Salary Group 20
Merit Title Staff Services Officer II
Position (Classification) No. 1553
Current Salary \$38,184 Step 4 Recommended Salary \$39,480 Step 5

Full Time Part Time (check one)

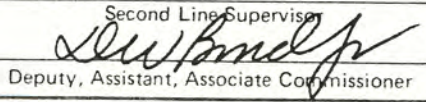
We understand that for this salary increase to be effective on the first day of a month, this request must be routed through appropriate channels in time to be received in the Personnel Division by the payroll cutoff date for the month in which the raise is to be effective.

*If more than one step is recommended, a memorandum of justification must be attached.


Signature—Supervisor
Robert E. Hays, Jr.
Type Supervisor's Name

APPROVED

Regional/Division Administrator

Second Line Supervisor

Deputy, Assistant, Associate Commissioner

SUMMARY - MARTIN THEOPHILUS

For 20 Year Award Presentation

Currently - Chief, Individual Development Section
Staff Development Division
State Office

Responsible for

- DHS Management Training
- BJST Centers, Arlington, Houston & Edinburg
- Staff Development Regional Liaison
- Manage Staff Development Educational Information System

Experience;

- Started December, 1968
- Food Stamp & IA Worker in Big Bend area (Alpine)
- CPS Worker - Odessa, 1970 -1972
- Promoted to IAS Supervisor 1972
- Transferred back to CPS as Supervisor until 1977
- Promoted to Food Stamp BJST Trainer in Midland
- Transferred to El Paso as Social Service Trainer
- Promoted to State Office Trainer for A&D in 1978
- Promoted to Chief of Services for Staff Development in 1983
- Accepted Management of BJST for all programs in 1987

Serves on;

- SACC's Human Resource Development Network (made up of State Agency Training Directors), including Chairing the Network for FYs 1985 & 1986.
- Austin Community College's Business Management Advisory Committee, which has included three years work creating an Associate Degree in Commercial Music (the business of music) at ACC

(optional)

- National Association of Recording Arts and Sciences (which includes voting for who should receive the Grammy awards)
- Board of the Austin Music Industry Council, the Austin Chamber of Commerce

AA030-30 OP CD S
EFFECTIVE DATE 09-16-87

TEXAS DEPARTMENT OF HUMAN RESOURCES
FORM 4098/4099 - FEEDBACK REPORT

SUPV MAIL CODE 432W
PRINTED ON 09-16-87

THEOPHILUS, OLIVER MARTIN
SSN 466-70-8378

PREFERRED NAME
BUN 432-01-A-01

FORMER NAME

OFFICE INFORMATION
701 W 51ST STREET
PO BOX 2960

PERSONAL INFORMATION
SEX: MALE
ETHNIC ORIGIN: WHITE
BIRTH DATE: 04-08-46
MARRIED
MARRITAL STATUS: MARRIED
MILITARY SVC:
LANGUAGES (FLUENT):

PAYROLL INFORMATION
W-TAX MARITAL MARRIED RATE
NBR EXEMPTIONS 00
EXTRA WITHHOLDING \$0.00
EARNED INCOME CREDIT NO
OTHER EIC CERTIFICATE ***

AUSTIN 78769
COUNTY 227 - TRAVIS
PHONE 512/450-3506 EXT 3506
STS NBR 887-3506
WORK SCHEDULE:
()
()

HOME INFORMATION (PUBLIC)
11051 TANGLE RIDGE CR
PO BOX 4870
AUSTIN TX 78765

EDUCATION
HIGH SCHOOL GRAD: YES
UNDER GRADUATE COLLEGE:
SEMESTER HRS: 132
MAJOR: 19
DEGREE: YES
SOC WEL SEQ: NO
GRADUATE COLLEGE:
SEMESTER HRS: 009
MAJOR: 00
DEGREE:

EMERGENCY CONTACT
RELATION () -
PHONE 000/000-0000

PRIOR DHR EMPLOYMENT
FROM TO TOT (YMD)
68-12-02 69-03-10 00-03-10

**PRIOR STATE (NON-DHR) EMPLOYMENT
FROM TO TOT (YMD)
69-03-10 69-06-01 00-02-23
68-08-01 68-08-31 00-01-00
67-09-01 68-04-30 00-08-00
64-09-01 65-04-30 00-08-00

PERIODS OF DUAL EMPLOYMENT
FROM TO TOT (YMD)
69-03-10 69-03-10 00-00-01

PRIOR SERVICE TOTALS (YMD)
DHR 00 03 10
**NON-DHR 01 07 23
DUAL 00 00 01
DHR LWOP 00
NON-DHR LWOP 00

**TOTAL CREDIT 01 11 02
HIRE DATE 06-16-69

THIS FORM REFLECTS DATA AS IT CURRENTLY APPEARS ON YOUR MASTER RECORD
* INDICATES ADDITIONAL SERVICE NOT PRINTED ON FEEDBACK HAS BEEN CREDITED
** INDICATES WHERE INFORMATION WAS ENTERED ON THIS DATE
A LINE OF * INDICATES DATA NOT VALID FOR PROCESSING

Texas Department of Human Services

John H. Winters Human Services Center • 701 West 51st Street
 Mailing Address: P.O. Box 2960 • Austin, Texas 78769



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MARLIN W. JOHNSTON

Sul Ross State University
 Personnel Department
 Box C-13
 Alpine, Texas 79832

BOARD MEMBERS

J. LIVINGSTON KOSBERG
 Chairman, Houston
 VICKI GARZA
 Corpus Christi
 ROB MOSSBACHER
 Houston

STATE EMPLOYMENT VERIFICATION

The following information is being furnished/requested on

NAME: Martin Theophilus, SSN: 466-70-8378

Other Payroll Name (if applicable): _____

REASON

Interagency Transfer (TO FROM) DHS _____
 Effective Date _____

Verification of State Service

Dual State Employment

Position information:

Monthly Salary: \$ _____ Pay Group/Step: _____
 (Not to include longevity)
 Percent Employed: _____ Classification Number: _____
 Classification Title: _____

Overtime Information:

Was this position covered by FLSA? YES NO If yes, agency
 work week: (e.g. Sat - Fri, Mon - Sun). _____

Number of hours physically on duty during week of termination: _____

Dates of creditable state service: (Include only those dates considered
 state service for purposes of longevity and leave accrual).

FROM	TO	FROM	TO
<u>SEPTEMBER 1964</u>	<u>APRIL 1965</u>	_____	_____
<u>SEPTEMBER 1967</u>	<u>APRIL 1968</u>	_____	_____
<u>AUGUST 1968</u>	_____	_____	_____

COPIED IN STATE EXPENSE

Texas Department of Human Services

John H. Winters Human Services Center • 701 West 51st Street
Mailing Address: P.O. Box 2960 • Austin, Texas 78769



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Dallas

July 27, 1987

Sul Ross State University
Personnel Department
Box C-13
Alpine, Texas 78932

Dear Sir:

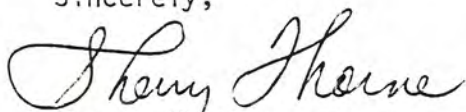
Thank you for your verification of State employment for Martin Theophilus. However, we need more information.

Please provide the exact dates of employment, including month, day and year, for each beginning and ending sets of employment. Attached is a copy of the information you provided. Please note that only month and year are listed and there is no ending date for the employment begun August 1968.

During each of the three periods of employment, was Mr. Theophilus also a student at Sul Ross State University? This must be verified for all three sets of employment because it affects whether or not he can receive retroactive leave and longevity payment. Also, please sign the verification form.

We will be able to give Mr. Theophilus credit for this prior State service as soon as we receive the above verification.

Sincerely,


Sherry Thorne
Personnel Assistant

cc: Martin Theophilus ✓

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PERFORMANCE AND DEVELOPMENT PLAN AND EVALUATION

Employee Name Martin Theophilus		Soc. Sec. No. 466-70-8378	BJN 432-01-A-17-720	Mail Code 432-W
Merit System Title Staff Services Officer II		Functional Title (if different) Chief, Services Section		Hire Date 06-16-69
Date Assigned Rater 09-01-79	Date Assigned Position 09-01-81	Date of Perf. Plan 05-15-86	Date Evaluation Due 05-01-87	Period Covered by Eval. From 05-01-86 to 05-01-87

REASON FOR EVALUATION: Initial Probation Annual Transfer Conference (optional)
 Other (specify):

Brief Job Description: Assists in the development of educational policies and procedures impacting State Office and regional training. Maintains oversight of development and delivery of in-house management, quality circle, defensive driving training, and revision/operation of the Educational Information System. Serves as liaison/communication/coordination link between Staff Development Division and the regions. Provides technical consultation and assistance to regional training staff.

RELATIVE IMPORTANCE	PERFORMANCE PLAN—List Task Statements, Followed by Performance Standard(s)	ACTUAL ACHIEVEMENTS	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
1	<p>Reviews curriculum and monitors delivery of a variety of in-house training; supervising the activities of staff development specialists in his section who are assigned this responsibility.</p> <p>1) Insures that needs assessments are conducted as required. 2) Reviews all curriculum developed/revised for compliance with existing staff development standards. 3) Observes each trainer at least twice each year and holds necessary conferences required by standards. 4) Observation/feedback indicates that training needs are met and that activities are conducted in accordance with established policies and procedures.</p>	<p>Mr. Theophilus has reviewed all curriculum developed by assigned management training staff. In addition, he has voluntarily undertaken the review of many regionally developed curricula to insure that they comply with approved standards and meet the requirements for the award of CEUs and/or Social Work Certification Hours. His actions in this regard have increased the timely return of materials to the field. He regularly observes the activities of the management trainers and confers as required. As a means of meeting additional training requirements during this reporting period, Mr. Theophilus developed two courses and delivered the necessary training to state office staff. Comments indicate that his efforts were well received and that the training was useful.</p>	X		

RELATIVE IMPORTANCE	PERFORMANCE PLAN—List Task Statements, Followed by Performance Standard(s)	ACTUAL ACHIEVEMENTS	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
1	<p>Monitors progress and conduct of regional training activities, determining problems or barriers impacting effective training delivery.</p> <p>1) Makes at least one staff visit per year to each region to observe training activities and discuss progress toward attainment of minimum standards. 2) Reviews monthly regional training reports assessing progress toward accomplishment of training. 3) Correlates data gathered from the EIS, visits, and activity reports to insure accuracy and completeness of assessment of regional training efforts. 4) Where problems exist, moves quickly to assess difficulty, and assist in resolution of conflicts or removal of barriers. 5) Provides written reports to division director indicating regional problem areas, suggested solutions, discrepancies, and progress toward meeting standards. 6) Monitors follow-up action as required. 7) No more than 3 validated complaints received during the reporting period on failure to take action to alleviate problems/remove barriers. 8) Observation/feedback indicates assistance is accurate, timely, and meets needs.</p>	<p>Mr. Theophilus has maintained excellent working relations with the regional directors for personnel services and their staffs. He carefully reviews all regional submissions to insure progress toward standards. His annual evaluation of each region's attainments are based on careful review of regional records, reports, data from the EIS, and personal observation and discussion with regional training staff. His knowledge of training allows him to spot potential problem areas before they become major sources of trouble and allows him to offer advice which enables staff to circumvent them. He keeps the division director informed on the results of each staff visit, potential problem areas, and of any action that may be required. There have been no complaints concerning Mr. Theophilus' activities in this area. Rather, many favorable reports have been received concerning his helpful attitude and his willingness to provide assistance.</p>	X		
1	<p>Oversees scheduling of training activities and provides supervision/assistance to assigned professional/clerical personnel.</p> <p>1) Holds regularly scheduled conferences with staff and maintains appropriate conference notes. 2) Evaluates personnel based on observation and information derived from conferences. 3) Evaluations are submitted within required time frames or requests extensions well in advance of due date. 3) No more than 2 validated complaints received per quarter indicating that necessary information/advice/assistance not afforded assigned personnel. 4) Observation/feedback indicates supervisory responsibilities are carried out appropriately.</p>	<p>No rating is provided on this task since it has been subsumed in the required rating relating to Affirmative Action and EEO responsiveness.</p>			

RELATIVE IMPORTANCE	PERFORMANCE PLAN—List Task Statements, Followed by Performance Standard(s)	ACTUAL ACHIEVEMENTS	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
2	<p>Responds to external requests for technical consultation, assistance, or information on staff development matters.</p> <p>1) Response made within five work days of receipt or request. 2) Suspense dates are met or revised suspense date coordinated with requestor. 3) Responses are clear, concise, courteous, and if provided orally are confirmed in writing. 3) Appropriate follow-up made on interim responses. 4) No more than three validated complaints received during reporting period regarding failure to respond to requests for assistance. 5) Observation/feedback indicates assistance is accurate, timely and meets needs.</p>	<p>Mr. Theophilus responds quickly to requests for assistance or consultation. Suspense dates are met or renegotiated to the satisfaction of the requestor. His responses, whether orally or in writing, are clear and concise. Follow-up is provided as required. No complaints have been received for failure to perform well in this area. Assistance is provided accurately, is responsive to the needs of the requestor, and is in accordance with and supportive of department and division policies and guidelines.</p>	X		
2	<p>Oversees activities associated with the Educational Information System, including needed revisions, implementation of changes and general management.</p> <p>1) Provides assistance in revisions and insures that suspense dates for information needs are established. 2) Insures that clear, concise reports are provided to division director and/or regions regarding systems problems or changes. 3) No more than 3 validated complaints received during the reporting period regarding unreasonable delays in providing data, timeliness of information, or failure to inform users of changes.</p>	<p>The loss of the EIS Coordinator as the result of a mandatory reduction in force, has placed a heavy burden on Mr. Theophilus. He has had to personally assume the majority of the responsibility for correcting, submitting, and in general running the system. This has been undertaken in addition to maintaining all other duties. He has taken the lead in working with OIS on restructuring the EIS so that regions have access to strip files and have some control over the development of reports and other data. In addition, he has initiated the reprogramming of the system to allow regions to make direct entry of all educational data. The new system should be in place by mid-1987. Timeliness of reports and response to inquiries have been maintained despite the loss of support staff. There have been no complaints.</p>	X		

RELATIVE IMPORTANCE	PERFORMANCE PLAN—List Task Statements, Followed by Performance Standard(s)	ACTUAL ACHIEVEMENTS	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
2	<p>Provides monthly report to division director concerning section activities during the preceding month.</p> <p>1) Reports are submitted by noon on last working day of each month. 2) Sufficient detail is provided for director's use in making management decisions. 3) Recommended action, if required, is appropriate to the problems outlined. 3) No more than three instances during the reporting period in which reports are not submitted as required or fail to contain sufficient information.</p>	<p>Mr. Theophilus' activities require frequent travel, despite this, he insures that all reports are provided so that suspense dates are met in his absence. Reports contain all data needed to insure accurate management decisions. Where action is required, alternatives and recommendations are provided.</p>	X		
3	<p>Assists in the development/revision, and/or interpretation of staff development educational policies, procedures, and standards, or handbook.</p> <p>1) Uses initiative in proposing changes/modifications. 2) Provides needed assistance/consultation/interpretation to regions. 3) Within established time frames, reviews materials submitted by external sources. 4) Recommended changes/comments are in keeping with division policies and enhance staff development program goals. 5) No more than three validated complaints received during reporting period relating to failure to prepare changes or provide comments.</p>	<p>Mr. Theophilus participated in the task force to review and revise the <u>Standards for Staff Development Programs</u>. His contributions were appropriate and helpful in securing standards which meet staff development programs yet are realistic in their requirements. As a result of the work of the task force, the standards were readily accepted when presented to the regional directors for personnel services. His knowledge of the standards and other policies and procedures allows him to provide valuable assistance to the regions in their interpretation and application by the regions.</p>	X		

RELATIVE IMPORTANCE	PERFORMANCE PLAN—List Task Statements, Followed by Performance Objectives(s)	ACTUAL ACHIEVEMENTS	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements

Employee Review and Comments: _____

I acknowledge that a copy of this performance plan has been shared with and provided to me on this date. I also acknowledge I have been furnished a copy of the department's work rules (Section 4700 of the Personnel Handbook).

Martin Joseph 5-14-86
Signature—Employee (or Witness) Date

[Signature] 5/15/86
Signature—Supervisor Date

[Signature] 5/15/86
Signature—Reviewer Date

NOTE: Amendments to this plan must be made on this document or on additional sheets which are initialed and dated by the employee and the supervisor.

**SEND ORIGINAL AND ONE
COPY OF APPLICATION TO:**

Name of Applicant Martin Theophilus	Job Announcement No. SA-500-88-581	Social Security No. 466-70-8378
Classification of Job Being Applied for Chief of Staff Services		
Current Supervisor Mr. Robert E. Hays, Jr.	Area Code/Telephone No. 512-450-3505	
Current Supervisor's Address 701 W. 51st Street, Austin, Texas 78751		
Former Supervisor Ms. Winifred O'Hara	Area Code/Telephone No. 512-450-3275	
Former Supervisor's Address 701 W. 51st Street, Austin, Texas 78751		

If you are currently employed by the Texas Department of Human Services, give the following information.

Current Classification Staff Services Officer II	Work Telephone No. 512-450-3506	BJN 432-01-A-01	Mail Code 432-W
Mailing Address			
If you are applying for a position outside your region or state office, attach a completed form 4010.			

Please complete this application carefully. It is used as the primary screening instrument to select applicants who will be given further consideration. Answers should be as SPECIFIC and DETAILED as possible. FAILURE TO COMPLETE ANY PORTION OF THIS FORM MAY RESULT IN DISQUALIFICATION FOR THIS POSITION. If you have ANY QUESTIONS about the completion of this form, please contact the personnel office.

1. Do you meet each SCREENABLE JOB REQUIREMENT listed on the job announcement? Yes No N/A
If you cannot answer yes to each of the screenable job requirements listed, your application will be disqualified.

2. Provide type and dates of work experience, volunteer experience, education, training, and examples of successful performance that relate to all PRELIMINARY SELECTION CRITERIA listed on the job announcement. Address each criterion separately and indicate to which criterion your response relates. You may attach a resume of no more than two pages that contains pertinent additional qualifications and work history. When responding to a criterion, no response or the statement "See Resume" could result in a rating of zero for that criterion. Form 4022 is limited to four pages. For your response, you may use the space below and page 2. If needed, up to two additional pages may be used.

SAMPLE RESPONSE FOR CRITERION "Ability to write clearly and concisely": Criterion A: Education: From 9-1-73 to 12-20-76 - Attended University of Chicago, Awarded B.J. Degree. Experience: From 3-1-77 thru 3-3-83 - Reporter for Daily News, Chicago, IL. Assigned to the Federal beat. Gathered and compiled informational data and prepared stories ready for print. Stories often included sensitive issues, requiring accuracy and clarity. Limited space required conciseness. Examples of Successful Performance: Won national press award for a story on environmental pollution in March 1982.

A. Skills in decision making: Experience in decision making range from crisis settings, including law enforcement and Child Protective Services (CPS) work, to the management of staff officed in various parts of the state who provide training to all DHS programs and support staff. In the first instance decisions regarding the safety and well-being of children and adults were made by evaluating all the risk factors, and often independently taking action to protect those involved. Many times this resulted in court intervention where the actions were reviewed and judgements rendered based on my decisions.

continued on other side

Five of the seven years spent in CPS were in a supervisory capacity with experience in both rural and metropolitan settings. This included the responsibilities for Child Welfare Boards (with decisions impacting county/state operating policies), establishing budgets (making decisions on setting priorities, how to present information and gain the most support from county commissioners), developing community resources (decisions on scope of resources) and managing state and county funds (where decisions were made daily on the best use of available funds). Additional experience as a worker and supervisor in the DHS financial programs for three years provided experience in determining subsistence food stamp and financial aid benefits for Texas families. These were mostly policy based as opposed to the CPS legal/court based decisions. The majority of these decisions greatly impacted people's lives.

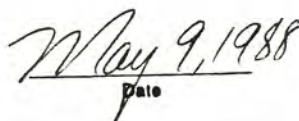
Current decision making experience includes: determining manpower requirements to ensure the timely training of all new DHS worker and management staff statewide; deciding equipment needs to support this effort that involves a staff of some 30 professionals (primarily levels 16 to 19) who are located in the three major training centers of Austin, Houston and Arlington; since 1981, responsible for and made decisions regarding the operation of the statewide Educational Information System (a computerized training tracking network), which this past year has involved decisions regarding the implementation of statewide direct input and access of training records...one of the first in the state; managing the liaison responsibilities for all ten regional Staff Development staffs, which includes review of training initiatives and making decisions on the best utilization of resources. At this moment, I am involved in the decisions of how to handle the 750 IAS workers that will be hired in the next six months. This includes utilizing night shift classes to meet the demand.

These decisions made in the agency, impact the newest employee through the Executive staff. As the DHS representative, and former Chairman of the Human Resource Development Network (made up of the Training Directors of some 25 agencies) I share in decisions that are made regarding the utilization of resources that support the full range of state government. With private industry representatives from IBM, Tracor, Texas Instruments, Motorola and public sector liaisons from IRS and other state agencies, I share in making decisions that impact the future of Austin Community College's Business Management programs. In addition to the practical experience outlined here, I have been training others to maximize their decision making skills in this agency for ten years.

It is my conviction to have the best information available when making significant decisions. For this reason, I make maximum use of our automation initiatives and have acquired skills on various computer equipment. This has also allowed me to assist staff in making decisions regarding automation plans.

I understand that DHS may contact my current employer for employment information before making a binding job offer. I understand that former employers and educational institutions may be contacted for employment and education information. All pages of this application are true and correct. I certify that the foregoing statements as well as those on any attachment(s) to this form are to the best of my knowledge true and correct and that they are given of my own free will. I understand that any misstatement(s) or omission(s) of material facts will constitute grounds for unfavorable consideration or dismissal from employment.


Signature—Applicant


Date

B. **Skills in tact and diplomacy:** As the Staff Development Regional Liaison for seven years, I have interacted with program and support RDs in all regions. I have received commendations from RAs and state office staff for my ability to maintain good relations with a wide variety of personality and management styles. Experiences range from tactfully investigating a sexual abuse case and subsequent petitioning for removal of children (often this involved convincing District Judges to support my efforts), to negotiations with DHS Assistant Commissioners and their representatives regarding state office and regional training needs and concerns. Due to my ability to establish a strong bond between the county and our agency, I was assigned to the Ector County Child Welfare Unit as the only state worker.

A prime responsibility of a regional liaison is to trouble-shoot and enable WIN-WIN interactions. A major initiative in this respect is the building of rapport between IAS program supervisors and the BJST training staff. Another example is the current maintenance of relationships between state office Staff Development and Region 09 regarding the BJST pilot. I have often been given special assignments that were focused on building supportive relationships between various factions, including; state and county, state office and regions, training and program, etc. I was commended by Field Management as the only state office liaison about which regional staff had made no complaints.

In addition to the practical experience in these areas, I have received professional training in negotiation skills and subsequently provided training in these skills to DHS staff. The staff trained included persons engaged in Adult Services contract monitoring, Regional Administrative Teams and the training staffs of several regions.

C. **Ability to communicate orally and in writing:** Oral experience includes: making CPS community presentations; Child Abuse Awareness Campaign press conferences; District Court testimony (and critiquing of DHS staff's abilities in this area); IAS and CPS program/budget presentations to County Commissioners courts; custody negotiations in Federal Court with the U.S. Immigration Department; benefit proposals to state legislative groups; and instructional presentations of the full range of DHS programs, support and management topics through ten years of classroom experience.

Writing skills experience include: The preparation of case narratives in Income Assistance, Child Protective Services, Community Care for the Aged and Disabled, Medical Programs, and Family Services. Seven years in CPS writing court testimony and budget proposals to conservative Texas courts resulted in no lost court cases and an increase of 300% in the Ector County contribution to CPS during my tenure. In the role of Staff Development Regional Liaison, I review each of the ten regional Staff Development programs and annually provide written documentation to the Executive staff and the Regional Administrators of DHS.

The responsibility for the review of state office and regionally developed curriculum is my responsibility. This includes all DHS program areas mandated and requested training materials. I review all curriculum submitted to our division that request the award of Continuing Education Units. I have served as a consultant to other state agencies who have established similar systems, including the Parks and Wildlife, Highways and Public Transportation, Texas Rehabilitation Commission, etc.

Routinely, I prepare written material for the Staff Development Director's signature and review material that he drafts for the Executive staff.

D. Knowledge of Families and Childrens Programs: Began as Food Stamp Worker in West Texas covering three of the states largest counties. Assigned as Adult Services Worker, Medical Services Worker (reviewing nursing home records throughout West Texas) and subsequently an AFDC worker. In Ector County, Child Protective Services Worker for two years then promoted to an Income Assistance Supervisor for fourteen county area. For five years, served as the CPS Supervisor in Odessa, two of which increased to cover multiple counties to Big Spring, Texas. Developed the original BJST curriculum for the Food Stamp Program in the Midland BJST Center. Provided training services in El Paso to all the Social Services program areas. Came to Austin as one of the CPS state office curriculum developers, evolved into IAS and Disaster Assistance development, and was assigned the development of the original CCAD BJST curriculum. This gradually evolved into the areas of management training and the regional liaison assignment.

My staff currently provides the program content for the BJST curriculum of virtually every program DHS administers. I have direct responsibility for liaison with the various program staff and participate in the negotiation of training packages. Additionally, as the regional liaison, I interact with all the program RDs and their staff statewide. I have been actively involved in the IAS GWS, the CPS Intake/Investigation work (have just posted a new level 19 for this assignment), the IAS, CPS and ME management training initiatives, and the FSS Refocus.

In my twenty years with DHS, I have been fortunate to gain experience in a wide variety of program areas that encompass the full spectrum of direct client services, management and executive administration.

E. Ability to handle several assignments at once. The best example is my current situation. Assignments include: supervision of some 30 staff (one level 20, seven level 19s, two SD Leads - level 18s, twelve level 16s and all their support staff including one BJST scheduler and one management training coordinator who interacts with the Texas Management Development Center); responsibility for the operation of the two BJST Centers in Arlington and Houston; management of the EIS (Educational Information System) statewide computer network, which includes system design, modification, implementation, data entry, special report generation, OIS liaison and state office/regional consultation.

Additional assignments include; overseeing management training covering DHS First Line Managers Training, IAS/CPS/ME/FSS Supervisor's Orientation, state office management training and the Governor's First and Mid-level Management courses; Staff Development Regional Liaison, responsible for annual regional visits, special site visit and reviews/consultation, review of regional Annual Staff Development Plan (with written reports to RAs and Executive staff), annual regional Staff Development Standards Reviews, which requires constant monitoring of curriculum development, contracted training, classroom observations by RDS/PSs, monthly activities reports from the regions AND a final written summary to the RAs and Executive staff.

These multiple assignments require careful attention to detail. Key factors involve prioritizing, delegating, utilizing project management tracking systems and maintaining a global perspective.

Evaluations reflect consistent high ratings regarding my ability to handle these tasks appropriately.

BOARD OF TRUSTEES
GARY R. RODGERS, CHAIRMAN
MAURICE BECKHAM, VICE-CHAIRMAN
PAMELA A. CARLEY
JACK D. KYLE
B. L. PARKER
MARCUS L. YANCEY, JR.



CLAYTON T. GARRISON
EXECUTIVE DIRECTOR

EMPLOYEES RETIREMENT SYSTEM OF TEXAS

18TH & BRAZOS STREETS
P.O. BOX 13207
AUSTIN, TEXAS 78711-3207
512 476-6431

January 23, 1987

Mr. Oliver M. Theophilus
P. O. Bdx 4870
Austin, TX 78765

S.S.# 466-70-8378-S

Dear Mr. Theophilus:

In response to your recent request, we have enclosed on a separate sheet the cost to purchase additional creditable service.

In reviewing your file, it was discovered that the Department of Highways and Public Transportation failed to deduct a retirement contribution for the month of April 1969. You are, therefore, eligible to purchase one month of creditable service. Attached is information regarding the cost to purchase this service.

Should you need additional information or if I may be of further service, please call me at 476-6431.

Sincerely,

A handwritten signature in cursive script that reads "Philip West".

Philip West
Pre-Retirement Unit
Membership & Retirement Benefits Division

PW:jr

Enclosure

ERS 2.20S (2/86)

AN EQUAL OPPORTUNITY EMPLOYER

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: Dual Activity - Texas Public Employees Association

TO:

Martin Theophilus
Chief of Services
State Office 432-W

FROM:

Tom Phillips
Personnel Director
Personnel Division
State Office 431-W

DATE: May 21, 1986

Your request for clearance of the above referenced activity has been reviewed.

Your request is approved as long as it remains compatible with the policies of the Department. It must not interfere with your job performance and must not be conducted during working hours. For additional information regarding dual activity, you may wish to read Items 7100-7360 of the Personnel Handbook.

A part-time activity can be very satisfying and rewarding and I wish you success in your endeavors. Your primary responsibility, of course, is to your employment with the Department. If your other interest begins to interfere with your job performance or if it becomes incompatible with the functions or policies of the Department, your supervisor will be expected to submit additional information for consideration.

Best wishes in your new activity.



Tom Phillips

TP:bd

cc: Robert E. Hays, 432-W

STAFF DEVELOPMENT
CENTER
RECEIVED

MAY 22 1986

TEXAS DEPT. OF HUMAN RESOURCES
AUSTIN, TEXAS

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: Appreciation

TO:

Mr. Martin Theophilus
Services Section Chief
Staff Development Division
State Office 432-W

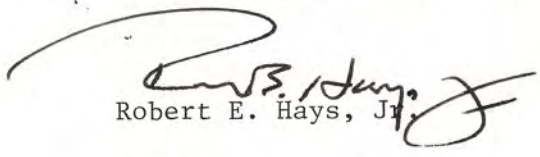
FROM:

Robert E. Hays, Jr.
Director
Staff Development Division
State Office 432-W

DATE: 7 February 1986

I am happy to note the recognition recently given you by Austin Community College for your participation on their advisory committee. Your activities are, I am certain, a source of satisfaction and pride to you and a real benefit to the institution.

Thank you for taking time to participate in this community organization.


Robert E. Hays, Jr.

REH:las

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: Appreciation

TO:

Mr. Martin Theophilus
Services Section Chief
Staff Development Division
State Office 432-W

FROM:

Robert E. Hays, Jr.
Director
Staff Development Division
State Office 432-W

DATE: 29 January 1986

I have just received a copy of the memorandum Terry Trimble and Martin Dukler sent you commending your work on the Quality Improvement Project. It is always a pleasure to have division personnel recognized for their contributions.

The effects of the QIP task force can be a positive factor in reducing quality control errors within the State and may result in the department's meeting federally imposed error rate tolerance levels.

You may be justly proud of your contributions to this project. It is a further demonstration of the outstanding manner in which you approach every assignment. I join with Mr. Trimble and Mr. Dukler in thanking you for a job well done.


Robert E. Hays, Jr.

REH:las

cc: D.W. Bond, Jr. 430-W

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN SERVICES

SUBJECT: Commendation for Work in the Quality Improvement Project

TO:

Martin Theophilus
Staff Services Officer II
Staff Development
State Office 432-W

FROM:

Terry Trimble
Deputy Commissioner for
Field Management 700-W

Martin Dukler
Deputy Commissioner
for Programs 500-W

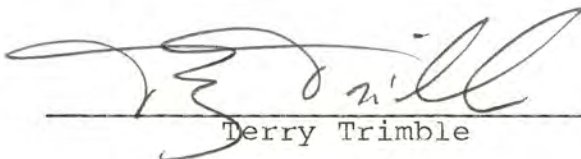
DATE: January 27, 1986

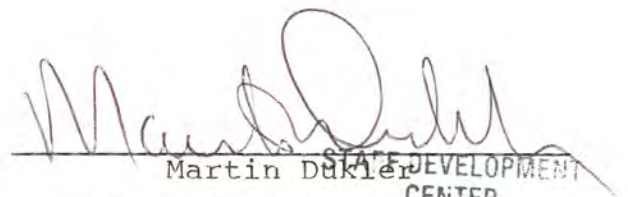
Over one year ago, you were asked to participate on a work group to help develop one of the products of what we were calling the Quality Improvement Project. This project was to pilot various operational and programmatic changes in the Houston region Income Assistance programs. At this time, we wanted to let you know that the Department has made the decision to go statewide with the initiatives that were piloted in Houston. We wish to commend you personally for your contributions to the design of the management skills training. The high quality input from the original group was invaluable in enabling us to take the products and run the pilot from March 1985 through September 1985.

When you were nominated to the project team by your supervisor, this was an indicator of your ability to make a valuable contribution. We can certainly say now as we begin our statewide efforts to address the QC problem that the confidence expressed in you was well placed.

The success of the pilot was greatly assisted by the excellent preparatory work and thoughtful analysis done by each of the work groups.

We appreciate the extra effort and work you did while carrying your normal load and believe your dedicated efforts will go a long way in assisting the Department to meet its accuracy goals in the Income Assistance programs.


Terry Trimble


Martin Dukler

cc: Supervisor, 432-W
Division Administrator, 432-W

STATE DEVELOPMENT
CENTER
RECEIVED

JAN 28 1986

TEXAS DEPT. OF HUMAN SERVICES
AUSTIN, TEXAS

Texas Department of Human Resources

P. O. Box 2960 · Austin, Texas 78769
26 October 1984



Mr Martin Theophilus
Chief, Services Section

ROBERT E. HAYS, Jr.
Director
Staff Development Division

Martin

Dorothy Cabaniss sent me a copy of her recent memo to you thanking you for participating in her staff meeting. This is a regular occurrence for you across the state and I am pleased to know that your work is so well received by the regions.

Thanks for another job well done.

Handwritten signature of Robert E. Hays, Jr. in cursive.
Robert E. Hays, Jr.

Texas Department of Human Resources

P. O. Box 2960 · Austin, Texas 78769

30 July 1985



Mr Martin Theophilus
Chief
Services Section

ROBERT E. HAYS, Jr.
Director
Staff Development Division

I have just received a copy of Ron Black's note to you concerning your facilitation of the team meeting in Region 07. You are, I am certain, pleased that he believes that a useful product came out of this meeting.

I appreciate your willingness to handle this project on relatively short notice and know that you did an excellent job.

Thanks

Handwritten signature of Bob Hays in cursive.
Bob Hays

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN SERVICES

SUBJECT: Justification of Additional Emergency Leave (Martin Theophilus)

TO:

Mrs Sandy Nemec
Personnel Representative
Personnel Division
State Office 431-W

FROM:

Robert E. Hays, Jr.
Director
Staff Development Division
State Office 432-W

DATE: 31 December 1985

Mr O. Martin Theophilus, BJN 432-01-A-17-720, was granted a total of 48 hours of Emergency Leave during December 1985. He was given 24 hours of leave so that he might assist his Father, who requires on-going care, during his Mother's hospitalization. An additional 24 hours was authorized as a result of his Mother's death.

Should you have questions please let me know.


Robert E. Hays, Jr.

cc: Martin Thophilus 432-W

**TEXAS DEPARTMENT OF HUMAN SERVICES
PAYROLL CHANGE AUTHORIZATION
FEEDBACK REPORT**

Date	09/20/85	Page	11397 B
MC	432-W	SMC	432-W
Form 4030 No.		Verified	Entered

Name	THEOPHILUS, OLIVER MARTIN		Emp. No.	5548	SSN	466-70-8378
Date of Birth	04-08-46	Hire Date	06-16-69	Total Prior State Service		
				00 YRS	06 MTHS	01 DAYS

Action	400 FISCAL YEAR CONVERSION	Effective Date	09-01-85	Effective Time	08:00
--------	----------------------------	----------------	----------	----------------	-------

Return from LWOP	Rehire	Restitution	Lump Sum-Annual Leave (hrs.)	Lump Sum-Sick Leave (hrs.)
00-00-00			0000:00	0000:00

EMPLOYEE/JOB CHANGES

CURRENT/OLD INFORMATION					NEW INFORMATION				
BJN				Supervisory MC	BJN				Supervisory MC
432-01-A-17 720 432-W				432-W	432-01-A-17 720 432-W				432-W
Classification Title					Classification Title				
STAFF SERVICES OFFICER II					STAFF SERVICES OFFICER II				
Assigned Class	Group	Step	Monthly Salary	% Employed	Assigned Class	Group	Step	Monthly Salary	% Employed
1553	20	3	\$2,931.00	.00000	1553	20	3	\$3,019.00	.00000
Audited Class	Group	Audit Date		Code	Audited Class	Group	Audit Date		Code
1553	20	00-84		AUDITED	1553	20	00-84		AUDITED
Part/Full Time	Salaried/Hourly		Job Type	Emp. Type	Part/Full Time	Salaried/Hourly		Job Type	Emp. Type
FULL	SALARIED		REGULAR	FULL-SAL	FULL	SALARIED		REGULAR	FULL-SAL
Merit Sys. Cert.					Merit Sys. Type				
					1- PERM				

EXEMPTIONS			E.I.C.					
Status	Number	Extra W/H	1.	2.	Leveling	Prior OASI Wages	Prior Total OASI	Prior State Pd. OASI
M	00		N		Y	\$0.00	\$0.00	\$0.00

Cost Center	Fund	Gen. Ledg.
6 11058	166	1

COMMENTS:

-----GROUP INSURANCE-----

HEALTH	-OPT	TERM-	DEP	-OPT	AD&D-	-----DISAB-----	TOTAL
PLAN	COV	PREM	LIFE	COV	PREM	COV	PREM
\$86.88	37	\$6.29	\$0.00	100	\$5.00	\$1200.00	\$3.60
							\$101.77

HEALTH PLAN - HMO PRUCARE OF AUSTIN - EMPLOYEE ONLY/4000 TERM LIFE

-----MESSAGE-----

THIS FEEDBACK REFLECTS YOUR SALARY
(NOT INCLUDING LONGEVITY PAY),
CLASSIFICATION, BJN, AND GROUP INSURANCE COVERAGE
ENTERED ON THE PAYROLL SYSTEM AS OF 09/19/85.

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: Team Development Meeting - July 16-17, 1985 - Paris

TO:

Mr. Martin Theophilus
Chief, Services Section
Staff Development Division
State Office 432-W

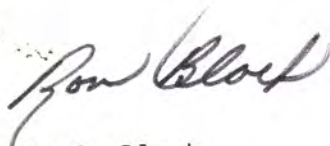
FROM:

Ronald G. Black
Regional Administrator
Region 07
Paris 255-8

DATE: July 25, 1985

Terry and I appreciated your guidance during the team meeting last week. You kept us on track and helped us come out of the two days with a product that I feel will make our team more effective.

Thanks!



Ronald G. Black

pb

cc: Terry G. Temple, Asst. Regional Administrator, Region 07, Paris 255-8
Bob Hays, Dir. Staff Development Div., State Office 432-W

STAFF DEVELOPMENT
CENTER
RECEIVED

JUL 30 1985

TEXAS DEPT. OF HUMAN RESOURCES
AUSTIN, TEXAS

AA030-30 OP CD P TEXAS DEPARTMENT OF HUMAN RESOURCES SUPV MAIL CODE 432W
 EFFECTIVE DATE 04-25-85 FORM 4098/4099 - FEEDBACK REPORT PRINTED ON 04-25-85
 THEOPHILUS, OLIVER MARTIN PREFERRED NAME BUN 432-01-A-17
 SSN 466-70-8378

OFFICE INFORMATION
 701 W 51ST STREET
 PO BOX 2960 78769
 AUSTIN COUNTY 227 - TRAVIS 78769
 PHONE 512/450-3506 EXT 3506
 STS NBR 887-3506
 WORK SCHEDULE:
 ()
 ()

PERSONAL INFORMATION
 SEX: MALE
 ETHNIC ORIGIN: WHITE
 BIRTH DATE: 04-08-46
 MARITAL STATUS: MARRIED
 MILITARY SVC:
 LANGUAGES (FLUENT):

EDUCATION
 HIGH SCHOOL GRAD: YES
 UNDER GRADUATE COLLEGE: 132
 SEMESTER HRS: 19
 MAJOR: YES
 DEGREE: YES
 SOC WEL SEQ: NO
 GRADUATE COLLEGE: MAJOR: 009
 SEMESTER HRS: 00
 DEGREE:

HOME INFORMATION
 **11051 TANGLELIDGE CR
 **PO BOX 4870 TX **78765
 COUNTY 227 - TRAVIS
 **PHONE 512/288-1044

EMERGENCY CONTACT
 RELATION () -
 PHONE 000/000-0000

PRIOR DHR EMPLOYMENT
 FROM TO TOT (YMD)
 69-12-02 69-03-10 00-03-10

PRIOR STATE (NON-DHR) EMPLOYMENT
 FROM TO TOT (YMD)
 69-03-10 69-06-01 00-02-23

PERIODS OF DUAL EMPLOYMENT
 FROM TO TOT (YMD)

PRIOR SERVICE TOTALS (YMD)
 DHR 00 03 10
 NON-DHR 00 02 21
 DUAL 00 00 00
 DHR LWOP 00
 NON-DHR LWOP 00
 TOTAL CREDIT 00 06 01
 HIRE DATE 06-16-69

STAFF DEPT
 RECD
 APR 30 1985
 TEXAS DEPT. OF HUMAN RESOURCES
 AUSTIN, TEXAS

THIS FORM REFLECTS DATA AS IT CURRENTLY APPEARS ON YOUR MASTER RECORD
 ** INDICATES ADDITIONAL SERVICE NOT PRINTED ON FEEDBACK HAS BEEN CREDITED
 ** INDICATES WHERE INFORMATION WAS ENTERED ON THIS DATE
 A LINE OF * INDICATES DATA NOT VALID FOR PROCESSING

Texas Department of Human Resources

P. O. Box 2960 · Austin, Texas 78769

12 February 1985



TDUM
RESOURCES

Mr Martin Theophilus
Chief
Services Section

ROBERT E. HAYS, Jr.
Director
Staff Development Division

Martin :

It is always nice to have people make favorable comments about the work that you do. Attached is a memo from Darvey Lavender commenting on your recent visit to his region.

He undoubtedly speaks for most of the RDs when he talks about your helpful attitude and the professional manner in which you carry out your responsibility.

I agree with his comments and hope that you will also. Thanks for doing such a great job.

Bob Hays
Bob Hays

7
D. Lavender
Director
Personnel Services
217-7

gion this week.

n and his visits to the

sion in a fine manner.
l in his approach to

aff.

STAFF DEVELOPMENT
CENTER
RECEIVED

FEB 12 1985

... HUMAN RESOURCES

MARTIN

Ben Purdy has had what appears to be a heart attack. He is at Breckinridge- for how long I am not certain. Would you please pick up the Management Training class this afternoon and prepare to hold it for the remainder of the week, if necessary.? We may need to determine whether you feel you could handle this. You know the job coaching, performance objective writing, promotion and selection criteria and the like, I think. You also know quality standards well enough to teach it. I will be back in the office about 4 p.m. and we can talk at that time. Frank David is to get in or be available

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN RESOURCES

SUBJECT: Attendance at Regional Planning Retreat

Martin

TO:

Gary Frederick
Regional Director for
Personnel Services
El Paso 111-7

FROM:

Robert E. Hays, Jr.
Director
Staff Development Division
State Office 432-C

DATE: February 23, 1982

Thank you for inviting Martin Theophilus to participate in the May planning retreat for regional staff development and personnel specialists. His schedule has been arranged so that he may attend and he is looking forward to being with you.

From my discussion with Martin, it appears that your integration efforts are designed to increase and improve the inter-relationship between Personnel and Training and insure that they are mutually supportive. As I understand it, the concept does not involve an actual melding of the two specialities into a single entity in which personnel and/or staff development specialists would be expected to both train and handle personnel matters. If this assumption is incorrect please let me know.

I wish it were possible for me to be with you and your staff at Fort Davis, but at this time I cannot see my way clear to do so. I am, however, most pleased that Martin has been asked.

If we may provide information which would assist you in developing plans for the retreat or which might be useful as resource material during the meeting, please let me know.


Robert E. Hays, Jr.

REH:dh

cc: D. W. Bond, Jr.
James Harvey
Martin Theophilus

SUL ROSS STATE COLLEGE

Alpine, Texas

Honors Alpha Chi

Theophilus (Mrs.) Margaret Orerar
 Last Name Other Names

Female X
 Date Admitted 7/17/48

From Collinwood High School, Alpine, Tex
 Awarded the degree of B.S. in Sul Ross State College on 8/21/57
 Major Art Minor I. Art

702 N. 5th Street Alpine, Texas (Brewster Co.)
 Home Address

Date of Birth: April 21, 1914
 Place of Birth: Cleveland, Ohio
 Nationality: American
 Race: White
 Church: Presbyterian
 Parent: George Orerar
 Address: Box 1021
 Occupation of Parent: Retired
 Single X Married X

ENTRANCE CREDITS FROM
 Testing Score:

Collinwood High School
 Collinwood, Ohio

Geography	1	Med Mod Hist
Algebra	1	Latin
American History	2	Model Training
Art	6	Art
Biology	1	Physics
Bookkeeping	1	Physiography
Chemistry	1	Phys Ed
Civics	2	Spanish
Com. Geography	2	Steno Typing
Com. Law	1	Sociology
Drawing	1	Texas History
Economics	3	Trigonometry
English	2	Woodwork
French	2	World History
Gen. Math		
Gen. Sci.		
Geom. Pl.		
Geom. Sol.		

COURSE and NUMBER	DESCRIPTIVE TITLE OF COURSE	Total Sem. Hrs.	Grade Point Ave.	COURSE and NUMBER	DESCRIPTIVE TITLE OF COURSE	Total Sem. Hrs.	Grade Point Ave.
	<u>SUL ROSS STATE COLLEGE:</u>				<u>BY CORRESPONDENCE:</u>		
Geol. 142	Summer 1948: Historical Geology	4	B	Govt. 225c	Tex. & Fed. Consts. 3/11/54	2	A
Geol. 141	Summer 1949: General Geology	4	B	Eng. 132c	Comp. & Rhet. 2/14/55	0	Q
H.E. 135	Elementary Clothing	3	B	Summer 1954:			
Art 232*	Summer 1950: Art for the Grades	3	A	Ed. Sociology	Workshop in Crafts	3	B
Art 238	House Decorating	3	A	Ed. 435	Summer 1955-1st 6 Wks.:	3	A
Eng. 131	Summer 1951: Composition & Rhetoric	3	B	Prins. of Sec. Education	Summer 1955-2nd 6 Wks.:	3	B
Eng. 132	Composition & Theoric	0	P	Ed. 231	Modern Literature	3	A
Eng. 132	Make-Up--2/20/54:			Summer 1955-2nd 6 Wks.:			
Eng. 132	Composition & Rhetoric	3	Cr.	Ed. 237	Prins. of Sec. Education	3	A
I.E. 330*	Summer 1952: Composition & Rhetoric	3	A	Ed. 231	Modern Literature	3	A
I.E. 332*	Art for the Grades	3	B	Eng. 232	Modern Literature	3	B
I.E. 330*	House Decorating	3	B	Ed. 336	Adv. Educational Psychology	3	B
I.E. 330*	House Decorating	3	B	Spring 1956:			
I.E. 330*	House Decorating	3	B	Architectural Drafting	Architectural Drafting	3	A
I.E. 330*	House Decorating	3	B	Summer 1956-1st 6 Wks.:			
I.E. 330*	House Decorating	3	B	Ed. 331	American School System	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Food Tech., Plans & Equip.	3	C
I.E. 330*	House Decorating	3	B	Ed. 331	Summer 1956-2nd 6 Wks.:	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Psychology of Adolescence	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Music for elem. Teachers	2	A
I.E. 330*	House Decorating	3	B	Ed. 331	Audio-Visual Aids	3	A
I.E. 330*	House Decorating	3	B	Ed. 331	Fall 1956-1957:	3	A
I.E. 330*	House Decorating	3	B	Ed. 331	Lapidary	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Summer 1957-1st 5 Wks.:	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Art History	3	A
I.E. 330*	House Decorating	3	B	Ed. 331	Summer 1957-2nd 6 Wks.:	3	A
I.E. 330*	House Decorating	3	B	Ed. 331	Botany	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Summer 1957-2nd 6 Wks.:	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	North. Tech. the Ind. Arts	2	B
I.E. 330*	House Decorating	3	B	Ed. 331	Hist. of Trans-Miss. West	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	History of the U.S.	3	C
I.E. 330*	House Decorating	3	B	Ed. 331	Summer 1958-1st 6 Wks.:	3	C
I.E. 330*	House Decorating	3	B	Ed. 331	Workshop in I.A.	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Summer 1958-2nd 6 Wks.:	3	B
I.E. 330*	House Decorating	3	B	Ed. 331	Special Problems in I.A.	0	P
I.E. 330*	House Decorating	3	B	Ed. 331	Fall 1958-1959:	0	AP
I.E. 330*	House Decorating	3	B	Ed. 331	Upolstery	0	AP
I.E. 330*	House Decorating	3	B	Ed. 331	Withdrawn on November 10, 1958	0	AP

THE SEMESTER HOUR is the unit of credit. It represents 1 hour of classroom work or 2 or more laboratory hours for a period of 18 weeks. GRADES A, 90-100%; B, 80-89%; C, 70-79%; D, 60-69% (Pass only); F, Failure; W, Incomplete; WP, Honorable Withdrawal with a pass; WF, Withdrawal with failure.
 TRANSCRIPT FEE: Each student is entitled, upon request, to have forwarded to any other institution one transcript free. For each additional transcript a fee of \$1 is charged.
 NOT VALID WITHOUT SEAL OF REGISTRAR'S OFFICE.

STUDENT'S COPY

SE SER	DESCRIPTIVE TITLE OF COURSE	Total Sem. Hrs.	Grade	Grade Point Ave.	COURSE and NUMBER	DESCRIPTIVE TITLE OF COURSE	Total Sem. Hrs.	Grade	Grade Point Ave.	REMARKS
531	Summer 1959-1st 6 Wks.: Multiple Activity Program.	0	P							Fresh SUMMER, 1948
530	Summer 1959-2nd 6 Wks.: Workshop in Indus. Arts Make-Up:	3	A							Soph 1952-1953
535	Special Problem 8/21/59	3	A							Junior 6/17/54
531	Mult. Act. Program 8/9/60	0	F							Senior 1/23/56
531	Summer 1961-2nd 6 Wks.: Multiple Activity Program	3	B							Grad X
535	Fall 1961-1962: Graduate Orientation	0	P							
336	SUMMER 1962, 1st 6 weeks Indiv. Problems in Art	3	B							
337	SUMMER 1962, 2nd 6-weeks Ind. problems in Art	3	A							
231	SPRING 1963	3	B							
431(G)	Elem. Paleontology Art Studio	3	B							
535	Summer 1963, 1st 6 weeks Graduate Orientation	3	C							
535	Art Studio	3	B							

SCRIPTS SENT TO: Self 11/7/55
 R. H. and 11/7/55
 Self 9/8/56
 Self 8/31/57
 D. C. Jones 9/22/60
 Self 7/21/61

Richmond Arms Hotel

RHYNIE

HUNTLY AB5 4HD

Sunday

Dear Leg and all

Home is already Sunday

and I'm and Mary leave tomorrow afternoon for Aberdeen. Should the night and leave for Bonn in the early a.m. My name at Chicago meeting me - and with a slight limp. In fact legs and Mary had miles to walk, and it seemed very my back - but got it fixed. After we finally got it - that they'd send it on there to Aberdeen - but that we have to get the baggage at London to pass Customs. So - we finally got the bags after a bit of delay - then they proceed without opening them. But at Chicago they check open my hand luggage and find and find - please visit - then we proceed there the electrical outlet thing - no matter, 747 is huge - but I'm sure not half full. I ate a snack at Dallas then had a dinner served in the plane - and again on the 747. All very

Richmond Arms Hotel

RHYNIE

HUNTLY AB5 4HD

commissions and take a look at shops but they see in the books are different from ours - so I yesterday David, took us - by appointment, to have a tour the Drummond Castle, had simple - a grassier food. and his son just. Some from Oxford - both in hills and the son a handsome young man. The reason for tonight's over - no no change. I could have spent one whole day in any one of the many rooms. Beautiful, interesting antiques every where - up winding stone steps to the top of the tower - each floor more interesting than the other. Then down to the sturgeon - now called. All electrically lit - and of course when I told them I had been there - not in the sturgeon - so many years ago - had seen the grounds when they had the gurglers gurglers and over course

good. So we were well fed. Trips to
Alicudem - cloudy - and when we got. Of
the plane - it was blowing a cold strong
I am very grateful for that warm red
snugg. Just two hours from London. It
Alicudem and a 40 miles ride to Rajmii.
Mary and Bella waiting and both took
meal. Had a nice meal in their dining
rooms - nature while. Told about Kalle
were all up to feed around 100.
But some then Mary doesn't come down
for meals - or at all - and young Mary
doesn't eat. With our apt. of the two a
space moment - soon feel like guests,
Mary gets up before anyone and gets down
and takes pancakes - like the milkers - a
big drawing card for two groups.
A help problem for too. Band and
many show us to Alicudem Friday - it
had an apt. to Room No. 101 and
also they were in for food supplies
which they buy in the bank. We had
lunch at the Alicudem Hotel - all very
formal - with French and English
menus - everything delicious, expensive.
Ever paying the bill. We had to stop
a bit - just the three of us - but on foot
you don't go far. Mary bought a warm
snugg.

had been to a celebration as a child
in Queen Victoria. Told you to begin as
Queen - I got special attention! Found
Sample had to take a snapshot - which,
I hope will turn out - but it was cloudy
I am making notes so I won't forget
anything.
One and I went to check the a.m.
more about that. Well, then Bella
was driven up in the afternoon - it
was a wet cold day. Now we have
looked at a bunch of movies.
Mary was away all day to some
place in the Highlands and found a
little heather - the reason is over
bank. It's now late and I want
to go to get. Of. Am sleeping well
and my feet are o.k. and I'm
climbed more down!! We are on
the third floor - a wash bowl in the
room but hot room on second floor -
dining Room on ground floor. My
said!! "Maybe all is well with you
I expect to be home Sat.!!" But had well
at you know. Love to all.
From
Mona

9-28-70

Dear Peg and Billie

Ina called from London this afternoon. David took the phone call, thought I was out. She wants me to leave Aberdeen Oct 1 - instead of Sept 30 if we can change my reservation at Aberdeen. She has had a cold - doesn't like the hotel they are at and would just as soon go on home - instead of me having a day in London - which is all right with me! David called her back at 7 p.m. and I talked to her - then David tried to get the airport at Aberdeen - found ticket office closed but someone told him he'd have to call back in the a.m. I believe that should still get me in on the first of Oct. but it would depend on connections. Just don't start after me till I telephone from Chicago - as I can always get a room overnight or even for a couple of days to "rest up"!!

M. Crevar
 Richmond Arms Hotel
 Aberdeenshire - Rhynie
 ZIP CODE

**POST OFFICE
 SPECIAL
 DELIVERY**



**VIA AIR MAIL
 CORREO AEREO
 PAR AVION**

Mrs C. H. Theophelus
 Box 1021 Alpine
 Texas 79830
 U.S.A.

It's been bedlam here - they had
two hundred and 20 - yesterday
(Sunday) for supper and a dance and
they were war comrades from Aberdeen
and a rowdy bunch. Today is an
Aberdeen holiday and 130 arrived this
a.m. for breakfast - on a tour on a
cold misty day. Couples and parties in
all day - extra help in - of course.
They really have all the facilities to
handle a crowd - but not the know how
green keep!! Have seen all the old
familiar places - but really nothing
else - and of course covered family
history and uncovered family scandals
from way back. Have had all the
moisture I can take and hope to get
dried out in the Texas sun soon.
News not reassuring in papers and
the 'Telly' here - but hope to get home
safely, under this new plan - Eva and
Mary will be at the airport when I get
to London and we'll go right on. I
mailed a letter this a.m. but thought I
better send another. Hope all is well
Love Mom.



have their kind of
weather so we are
keeping our fingers
crossed till you get
here. So till then
I've a big take good
care of my Pak. now
I wish you got Ben
the other if you &
a really evening. by
the time you get
then I might be with
me on his way home
of his Dad. Goodbye &
I'm on
some on
with the
knows
among
home

Dear Bud
this is
I wish you
the
All
I
home
Grand
around
is
bit
my
up &
Grand

The dog she is so
lovesome no bread
& talk to do being up
& get well. well Peg
we were ever sorry that
you may have to stay
2 or 3 weeks more but
maybe things will be
better that they think
to say how we are all
putting for your Brother
don't get ahead further
the fun will shine on
you all again now
that my Dear Cousin
Isabel is with you life
won't be so hard. helps
Isabel with so far how

as you like Texas sorry
to had to stay in El Paso
had well be your good
best love & believe me
we will do our best
to show you a good
time. I had do you
think I have 13 Golfers
a right now it is 15 to 3
that means 5-50 cents
& day is the best in
I months well did for
enjoy your brain well
I see God to do through
then Mexico with the day
some time went through
at night to day to
good nice & warm
so we hope when you
get to Athens we will



Dec. 14

Dear Sue and John

your card came today and it's so different and pretty. But the youngsters will like that one. I'll have to keep my eye on it.

When I wrote your last note I meant to tell you how sorry I am that John's grandson has been caught in that first draft. Until I saw the schedule in N.S. News, it

just didn't hit me. Several of the college boys who come in the book store are on the early list and they say they will enlist - so they can get into the branch they want. So be in, so upholding - but they say they'd rather do that than wait. So the "Stronghold" - as they call it - is a crazy thing anyway - and the

family around you. Lots of happy confusion & that's Christmas. I'm getting a hymn-book on the 18th to good my morale! What's more as delightful as it was devalued - so that's good - while it lasts, no more now till the next is here. My love to both and all the clan.

May

Gibson

U.S.P.'s take and they take and they get
menture - as the boys took on fighting and
being married or dying.

not a cheapie Chalmers little - but when you
look to come of their young lads - it gets
year. Buddy to way down the list - but of this
gals on and on - who knows.

gals. come home from the annual Chalmers
youth program at the church. Eddy Ann
has done a good job of training the males
too - but all this talk of peace on earth
friends - well - not like it used to.

Why are we out controlling men - Eddy Ann
along to help - it's a certainty but - dry and
clean - maybe he try too shortly - no doubt.
George used to enjoy it as if he could see
and even after he was blind.

I have marked - or am marking the card to Helen
and Neal to your place - as mail is coming
then so slowly - it might miss them in Detroit.
I've budgeted with the holidays on over - the
Kavanaugh arrive from them - next Sunday
to stay a week. And Eddy & with more things
to pray for - Chalmers Eddy and all - and for

even friends to deliver - and this can act as
up - it's on it's used one - no leaks & have a
newer knowledge to have it's all over - in
maybe I've have it for her. I'm feeling this
now and hope your order will be up. No. and
that you have a nice Chalmers, with all the

Nov 29,

Dear Sam and John

When you said you had found
of somebody coming down for Thanksgiving
you were all so disappointed that you
felt you couldn't. Now — boy — am I
glad you didn't — we have had great
fall weather — not a bit of snow
for a week. Morning of the 24th — it had
turned bitterly cold — that was it so bad
and Peg and I went to an early Thanks
exercise — when we came out — it was
sleetng — later on it started to snow —
we got all of six inches — today it has
thawed a little and I have christened
this little alley I paved on Hog Waller's
I have called it the old boggy and in
case I'd mine, you tonight it's 33
and sleetng again. I wish the guys
would keep them dry feet off the snow!
Peggy Ann had to get out with Tom
yesterday to help him deliver his papers.
No snow chains! So I had the children
all marmey and she turned them there

family for New Years. It will likely
be the best we will all be together for
today. Tom plans to try and go on and
get his master's when he graduates in
May — and he can't get it in the subject —
he is majoring in — paleontology — at the Ross
By then Pugh's will have her master's
and they expect to go elsewhere then
too. It's been nice to have them around
this long.

Heard from Belle yesterday — returned master's
on Oct 22! Her landlady's husband had
died and I thought she was going to tell me
she had to move — but she only had to go to
John's movie for a few days and was back
in her comfortable digs again.
Thank goodness for that — because she seems
to be so satisfied there. I've not heard
from Cady since you were there except
that she'll call just after they had had
them nice walk you, I think Helen is a
bit worried about the condition. Fugh
heard her name and then these morning
skin deals. She has always been so good
about writing.

I sure am glad I have the little T.V. Even tho' we don't get very good programs once in a while they are interesting - but they sure show a lot of junk.

Hope by now John or his Ken has got a deer. The season opened here today - lots had trouble getting here - small planes had expelled to land here and had to put down at Midland - I'm sure that made them most-unhappy - That long drive on those awful snowy roads!! And today fog all day. I'll be ready for some sunshine by the time it clears.

Everybody well, including me - I think those treatments are helping. Four cute card came on the 27th - and the children had to see it over and over again.

Must. quit and get a few lines off to Seabel. Mr. Sullivan - Law - John's widow - has to have surgery as soon as they can get - has a bed in the hospital - so - I hope they get to it soon, as it's a bump - pushing on the bladder and she is worried. Always something. Much love and good wishes to Mad's good recovery. Mag

parents came along - with a snow man - had a wild snow ball fight, then pulled in to dry up - get hot coffee - and so the day went in. Buddy & Phyllis went to the grand parents at Pyote and had a time getting home - as the highway dept. had not got around to sanding bridges - nor kept the roads cleared. They don't have enough equipment to cope with this crazy weather. So - all in all - it sure would not have been like it was when you were here that other Thanksgiving.

I always remember that wonderful shopping that you fixed. We had a real good turkey and P.A. & Tom came back for left orders at supper time - so we had a nice day.

Tom's folks will be here at Christmas - also Tom's young brother Danny and his small son - who is I believe sweet. Danny has divorced his wife - infidelity - she was 16 and he 17. When they got married here - and it evidently has never worked. Too bad when there is a youngster. There will be the whole gang at Pags - plus Buddy & Phyllis for Christmas dinner. Then Buddy & Edith the

cant imagine what all this means to us. Besides gifts from folks around here. They sure did their best to make for the fact - we were so far from our relatives and old friends. Yesterday I took George up to the court-house to hear the doings for the kid. He was feeling so good - he wanted to join in the dancing - but I renigged. It was a mob day - but a bit warm. Last night. We all log up in over at. Peg's the Karvonen family also. When this is all over and P.A. and Tom leave it is going to be awfully quiet around here. Buddy has been doing all the driving for Billie recently and on Monday on ~~road~~ - hasenut he had another accident. Was going 55 when the rear began

Thursday

Dear Eva

We were so sorry that you couldn't be with us Tues. We got your note when we came home from church Sunday. I just hated to tell George, but he took it in his stride, as he has so many other things. He said - he knew if you could have come - you would have. We want to thank you so much for the check and also for the cup and saucer and little stand. I had never seen one like it. Neither had a lot of other folks who saw it. Tuesday was a busy day for folks who couldn't come in the evening when Peg had open house - came during the day. Peg had the place arranged so nicely - someone loaned her a mesh cloth with a wide gold band running down the middle and she had a cake baked special

with a large 3000000 heart -
with a 500m the center and
gold nose clearance it - with
a pair of gold ~~the~~ hands clasped
in the back. The same lady
and Peggy Amos came and she
really is an out-th. I had had
a big pan of brownies and a
pan of cake - just in case.
And it will be for 64
people come and went. During
the evening, there were seven
lovely bouquets - mostly
yellow mums or gladioli - but
Annie G. sent a dozen
American beauty roses and
they are still so beautiful. We
had already sent us a check for
25 dollars - I think it must
have struck gold in Scotland.
I was so outfield - also for bank
booked sent us a 50 dollar
savings bond - from three
a 25 dollar check - and over
\$50 came in seven amounts from
from different books.

to sleds and he took his foot
off the gas - the Falcon moved
and turned over. He was sure,
the girl working with him
were hurt physically - but Buddy
is just - sunk. He would talk,
shut himself in his room
and it's been kind of rough.
He did come out of it a little
Tuesday evening. He realizes
that a spot. He has just to thin in.
The other car has never been
right since it turned over and
they are putting a re-built motor
in it - but it isn't ready yet.
So Tom & Peggy drove yesterday
and are away today again
and - this is an old car and
they have to make Bellows in
it next week. It's raining here
today - of all things - I have
a couple of loads of work

to get out. It's so wonderful to
get some moisture for a change
Get back with their wash.

We were wondering yesterday
what youi all were doing
on the Fourth - if you had the
usual feel loose.

In case you have not heard
from Peggy Anne yet - They did
get your telegram - Buddy felt
it and gave it to them at the

wedding. Poor P.A. is having a
bad time - something she is

allergic to - and she is broken
out and itching. I told her I
hoped it wasn't Tom. Doelac

thinks it may be newsheets or it
may be the collage. They are in
the cleaner or whatever that. They

were ~~in~~ in it. But they just
don't know. Anyway the shots he
gave her may be helping as she
didn't look quite so bad this

a. m. I do hope she clears
up before they start north.
She signed up for one course
at college - so she is up here
this a. m. and I better get on
the job and get up town. I
want the flour to make a couple
of nice loaves in this
casser - so we can use them
in church Sunday and I
need to return a couple of things
Ray borrowed. Our old car comes
in Sunday - he leave me.

Champs again, dia, and I will
wish you could have been with
us. Let's hear from you and
give our best to all the family.
Also to Davis

Love
May

family of the employer who died are
dependent on Isabell to help in clearing
some files that only she understands.
Bucke left. Ru\$5,000 - besides always
giving her vacation money and ~~the~~ few
needed - every Christmas. So she feels she
needs to be available when they need
it. Else I think she would have liked
to stay a while longer - she loves this
country and the little boys took to her
right away - so she enjoyed them.
I didn't do much running around as my
mother is so old - and the family so busy.
Went to Big Bend one Sunday - and to
Stockton another day - then mostly just
around town - Oh yes - we went up to the
observatory which is open the last Wed.
every month - and this is a lecture and
we can look thru the big telescope. We
did had one clear moonlit night after
another - then wouldn't you know - thick
fog was so close by and hazy - only
see in a while a break in the clouds!
I - to make up for it - they took the people
out for a tour.

May 14, 1969

Dear Iva and John

Will - Isabell left for Rome
on Sunday - and the house seems so
quiet again. I sure was nice to have
someone to gab with - and one who
had shared in so many good times at
various occasions back in Cleveland.

We left at 6.30 a.m. Sunday to drive
her to Midland to get her plane - which
was on time. We stopped in Ft. Stockton
for breakfast - and it was a beautiful
day. After she left we drove into the town of
Midland and had dinner at a very nice
restaurant - then back to Odessa to shop
at two discount stores that stay open
on Sunday. Washed mules - belli is not
a stingy fellow - but he dearly loves to
compare prices - and we washed mules - or
so it seemed. Things are a lot cheaper
than in Alpine. Home in time for
supper - then Buddy's Phyllis - Peggy belli
wanted me to go to a movie. I was dog
tired but had to stay home alone as a

was the dirtiest. Long thing - all about
helping and slope - and just plain nasty
very. I told the kids they were trying to
corrupt my morals!! They thought it was a
comedy showing - but the first thing didn't
even make sense. Then it didn't seem
often all, just a small show. It was less
then enough all around too - tamale's - long
rail and wood damage. I was at the
Dix today for a routine shot. I check up
and he said at Marathon Mon. there was
a foot of rail on the ground. We can do
without that, the weather was good
while Sabell was here - nice and cool at
night and comfortable day time. She
felt the cold at night after Mexico and
I had to get out. when blankets for her.
I think she was pretty tired too - she says
those towns are a bit rugged for old timers.
And she had had a bad fall almost at the
beginning of the trip but kept going. She
was one of few who did not get that
depending that most folks get in Mexico -
the knee and the skin was a mess when she
got - but that was almost healed when she
left. John Curran is not at all well and
she was anxious about. Rini - also the

that has not been officially opened
I don't in the lounge and overall will
remain people - too many seats for the
old gal. Sabell had a birthday while
she is now 77 - same as me - but she
will be 78 years younger - maybe
Christian Science is a good idea!
Nothing much new around here - all
will be over for the summer on the
And Tom will tell the next summer
starts - Reg is considering teaching -
they'll schedule for for informing elder
only. I don't see how she can - do she
so they all the time as it is, but I
see. Phyllis will still do graduate
assistant teaching thru the summer
And - Tom will be going to school, also
a year ago today I left for Cleveland
and had such a fine holiday there and
four folks. Tomi goes back - by this time
next year - both Buddy - and Peggy
may be somewhere else - then it will be
the someone here, it's been so good to have
them around. Hope all is well with you
How are John's ducks doing? How like
I yourself - much love. May

privileged to have had
the time we had with
her.

My prayers are with
you in your sorrow.
God bless you all.

Love,
Phyllis Avant

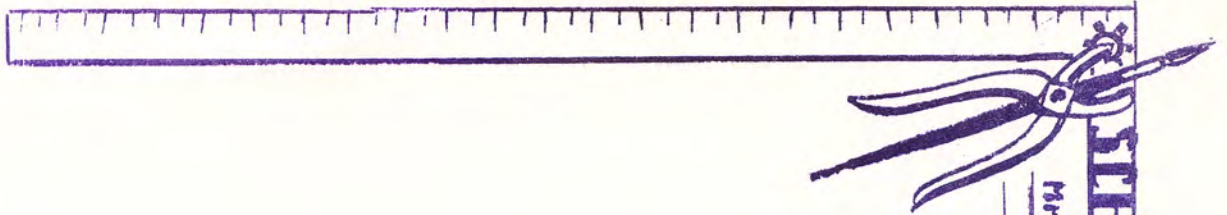
With
Deepest
Sympathy



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CLEVELAND, U.S.A. MCMXXI

25S 779-2D



SCHOOL of ARTS and CRAFTS
Mrs. Oliver Theophilus

BOX 1021, ALPINE, TEX

I was so sorry to hear of Grandma Cera's death. She is one of the finest women I've ever known or ever hope to meet. She is an inspiration to me and that inspiration does not end with her death. That's why I speak of her as if she is still alive because she really is, even though in a different state of life, and her memory will always live in me.

I know it saddens you not to be able to share any more time with her, as it does me, but we are very

Expressing deep
and heartfelt sympathy
to you and your family

Love,
Phyllis

Sunday

Dear Peg + Boud

I wish you all could be here. It's a beautiful day and Dad came home at 3 o'clock and brought his own to the park. P. Q. is standing up on a railing, pumping away and having the best time. She went to S. S. this a. m. and I joined her at church. No show today. Guess they all went to the garnish. Monahan had night to see the photos get back again. Rev. Rogers was down to see me one day last week & so many people have been asking about you, Boudy. We give advice you so much, so funny and get well and you'll soon be home again.

Happy ways and his activities. When I like them to'd run and play it's just hard to believe he had such a summer. There is so much I'd like to know, Jan and you for Belle to come home. Mrs. Walsh was over looking at cards but did not order. They are going to move in about a week. Oh - me - money, we have come back from a walk - up to the ^{country} club house to the highway - and back to the golf course. Just drank an orange & your daughter has an orange & a candy bar & she looks as if she has had enough walking for today. Dad has built a closet about in one of Ector's apts and I believe she has some when you get her. So - hope you get what you wanted in the pkg via Mrs. Selig or did you want a warmer night gown. I wish I could hand over into the package too. How are you fixed

money? But I'll ask Bille that.
I miss you so much but so far I
managed to be quite busy.
You worry about P.A. now Bille
will be taken care of. I got all the
abundant done up. I thought all
our get-back Pop & Bille could be
together & we women could sleep
at our house. And you take care
of yourself & Bud. Might it not
be a good idea for you to have a
through check-up while you are there?
Come when in your shopping, get
in a can of Rumpold or Royal
baking powder, if you can. Not
important, just a thought. I'll be so
glad to see Isabel. I can't tell
you. Keep you chin up and give
Bud a kiss from Gram. Love from
us all yours
Mom.

The puppers all have their eyes
open now, looking for you.
And we got two eggs today so when
you get home, we'll be having to
go get the eggs again.
Peg, you have a pretty pink carnation
and lots of buds. I love them every
night - as we've had several goats. I
Peggy - Anne has decided to write too
so. I get-garbled you know why.
Dad has a good crowd today for a
change. Ray said he did not. There from
Belle today. So I'm hoping ok - not.
because anything is wrong. I feel
that Bud is going to get along fine
now. It's too bad to have to be away
so long, but we should all be so very
grateful that - The Laddie is going to
be well again, so many things come
back to me, how his little arms &
legs were so sensitive, how easily he
tired sometimes. He just must - I have
been uncomfortable in spite of two



*May Christmas bring Friends to your Fireside,
Peace to your Pathway
And Good Health throughout the New Year*

We look forward to being with you Christmas!

*Love
Chris and Martus*



STATE OF TEXAS

CERTIFICATE OF DEATH

STATE FILE NO.

1. PLACE OF DEATH a. COUNTY Brewster		2. USUAL RESIDENCE (Where deceased lived. If institution: residence before admission) a. STATE Texas		b. COUNTY Brewster	
b. CITY OR TOWN (If outside city limits, give precinct no.) Alpine		c. LENGTH OF STAY in 1 b. 28 Yrs		c. CITY OR TOWN (If outside city limits, give precinct no.) Alpine	
d. NAME OF (If not in hospital, give street address) HOSPITAL OR INSTITUTION Big Bend Memorial Hospital		d. STREET ADDRESS (If rural, give location) 105 East Nations		e. IS RESIDENCE ON A FARM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
e. IS PLACE OF DEATH INSIDE CITY LIMITS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		e. IS RESIDENCE INSIDE CITY LIMITS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		f. IS RESIDENCE ON A FARM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. NAME OF DECEASED (Type or print) Margaret Singer		[a] First Singer		[b] Middle Creerar	
5. SEX Female		6. COLOR OR RACE White		7. Married <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Divorced <input type="checkbox"/>	
10a. USUAL OCCUPATION (Give kind of work done during most of working life, even if retired) Housewife		10b. KIND OF BUSINESS OR INDUSTRY		8. DATE OF BIRTH Aug. 25, 1891	
13. FATHER'S NAME John A. Singer		14. MOTHER'S MAIDEN NAME Margaret Reed		9. AGE (In years last birthday) 83	
15. WAS DECEASED EVER IN U.S. ARMED FORCES? (Yes, no, or unknown) (If yes, give war or dates of service) No		16. SOCIAL SECURITY NO. 268-24-4009		11. BIRTHPLACE (State or foreign country) Scotland	
18. CAUSE OF DEATH (Enter only one cause per line for [a], [b], and [c].) PART I. DEATH WAS CAUSED BY: IMMEDIATE CAUSE (a) Cardiac arrest DUE TO (b) Pneumonia DUE TO (c)		17. INFORMANT Mrs. Margaret Theophilus		12. CITIZEN OF WHAT COUNTRY? USA	
PART II. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RELATED TO THE TERMINAL DISEASE CONDITION GIVEN IN PART I (a) CHF, Uremia, Fracture hip		19. WAS AUTOPSY PERFORMED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		INTERVAL BETWEEN ONSET AND DEATH	
20a. ACCIDENT <input type="checkbox"/> SUICIDE <input type="checkbox"/> HOMICIDE <input type="checkbox"/>		20b. DESCRIBE HOW INJURY OCCURRED. (Enter nature of injury in Part I or Part II of Item 18.)		20c. CITY, TOWN, OR LOCATION Alpine	
20c. TIME OF INJURY Hour _____ Month _____ Day _____ Year _____		20d. INJURY OCCURRED a.m. _____ p.m. _____		COUNTY Texas	
20e. PLACE OF INJURY (e.g., in or about home, farm, factory, street, office building, etc.)		20f. CITY, TOWN, OR LOCATION		STATE Texas	
21. I hereby certify that I attended the deceased from _____ on _____ May 7 1975		21. I hereby certify that I attended the deceased from _____ on _____ September 17 1973		21. I hereby certify that I attended the deceased from _____ on _____ May 7 1975	
22a. SIGNATURE Wm. Bart Pate		22b. ADDRESS Wm. Bart Pate, M.D.		22c. DATE SIGNED May 7 1975	
23a. BURIAL, CREMATION, REMOVAL (Specify) Burial		23b. DATE May 9, 1975		23c. NAME OF CEMETERY OR CREMATORY Elm Grove Cemetery	
23d. LOCATION Alpine		23e. REGISTRAR'S SIGNATURE Edith Hopson		24. FUNERAL DIRECTOR'S SIGNATURE Geeslin Funeral Home	
25. REGISTRAR'S FILE NO. 28		25b. DATE RECD. BY LOCAL REGISTRAR 5-16-75		25c. REGISTRAR'S SIGNATURE Edith Hopson	

Love & Grace
say hi!

Love
4/29/86

Dear Deaver,

It was so good to hear your voice from Alpine! Now please do as the Doc. tells you as you can get rid of that cough. Remember when you had that cough when you were first sick & they put it completely under control?

Plenty of oxygen & medication regularly will put you back on the right track again. Remember Deaver no matter what the oxygen costs it's your life line & we want you awake for a long time as get bigger than allie @ yours? Doeeie!!!

Don't forget working free

2.

This Friday we go to a Post-Lunch Supper @ Church with our sisters to Cindy, Patsie Chieft. etc. & from group, see ages matter; simple etc.

That eve. we have Bessie's Club here for dinner with an eve. of cards. We have alot of fun & want to remain about even!

I know the "Dogs" would be so glad to see you as much as you were glad to see them, they are darling.

Let us know how they behave in your office & the hospital so you can do the best for them.

Have our best to all your friends. Thanks to M's for coming to get you to Helen

for letting him go.

Hans Art, Linda, Penny,
Mike, Timothy & Mark - Jim's?

We'll have to plan
another trip to get together
next year - maybe meet in
Austin!

Thanks again, Oliver for
giving us such a relaxed
week - no beds to make or
cooking! Great vacation.

Enjoy the new organ,
I'm sure Reg will. Her spirit
will never leave that church.

Ask for help to your
opponent if you need it, Oliver.
Have a good week!

Love, Lois & Don

after we came back & is
really enjoying it.
I am back in the groove
& very busy.

Tri eve Shannon had a
Slumber party at
5-10 pm. also.

They had a great time.

We ordered Pizja for the
lunch Sat. & after lunch
Don & I took them over to
Shannon's & Jan took them
home.

Sat. eve. we went to a Dinnice
Dance @ The Western Hill Country
Club. Delicious Dinner & Good
music. Sunday eve. of Dinnice
Club had dinner @ a Spaghetti
House & then they all came here
for dessert & coffee.

M. Cruz
Alpine, Texas



Air Mail

Mrs O.H. Theophilus
Southwestern Genl Hospital
El Paso
Texas
Room # 201.

going to get along fine.
loads of love
from
Mom & Dad.

Thursday

Dear Peg and Blue

A note to tell
you, (as if you didn't
know) that my thoughts
and prayers are with
you this morning.
Peggy-Anne is fine.
Isabel is coming to El
Paso. Leaving Cleveland
Friday - a.m. She insists

was over & Mrs Walsh
comes every day.
George is doing a little
job for Miss Wade today.
Tomorrow I will iron
over at your house and
wait for news. I just
cannot rest, but am fine.
Keep praying and try to
be brave. This waiting has
been an ordeal, but soon
Bud will be over the
hump and I know he is

on going to St. Louis, &
El Paso from there. She
will be in Sunday, but
you'll have to check time.
And will stay till you
come home, I believe.
Washed today and I am
straightening things up
the best I can. Not the
living room. Mrs Barnes
has called several times
she is so concerned about
our little lad. Mary Lee

This is kind of dirty from
the park bench.
We went to a movie tonight.
Peggy Anne said she hadn't
seen a movie for years.
Gary Cooper in Foundation.
The Fountainhead. I didn't
even know the title till I
looked it up in the Avalanche.
It was a dumb picture for a
youngster & P.A. behaved like
an angel. I wouldn't recommend
it for I almost went to sleep.
P.A. is now dead to the world.
Wondering much about you
all and especially about the
little lad. P.A. prays for him
at every meal & at bed time.

In fact her grace before
meals has become lengthy.
Meant to mail this on way to
the show, but forgot. It.
Peg's figurine is sweet and she
loved her candy, also her letter
today with the ribbon in it.
Keep us posted.
Love again to Bud
& you. Mom.

was over & Mrs Walch
comes every day.
George is doing a little
job for Miss Wade today.
Tomorrow I will iron
over at your house and
wait for news. I just
cannot rest, but am fine.
Keep praying and try to
be brave. This waiting has
been an ordeal, but soon
Bred will be over the
hump and I know he is

on going to St. Louis, to
El Paso from there. She
will be in Sunday, but
you'll have to check time.
And we'll stay till you
come home, I believe.
Washed today and I am
straightening things up
the best I can. Not the
living room. Mrs Barnes
has called several times
she is so concerned about
our little lad. Maybe

Dear Mother and Bred
how are you. I hope you
are feeling better

Thank you for the candy. It
was so good. The little
figure was so pretty. Had fun
course.

At the golf
wrote this on a bench
Love from
Peggy Anne

Bred

Mother

FUNERAL SERVICE FOR GEORGE CRERAR
April 2, 1967

Opening sentences:

Hear the gracious invitation of our Lord Jesus Christ; "Come to me, all ye who labor and are heavy-laden, and I will give you rest. Take my yoke upon you, and learn from me; for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light." (Matt. 11:28-30)

Invitation:

O Thou Lord of all worlds, who art our heavenly Father, and who hast given us, in Thy Son, new meaning of life, new strength for weakness, new comfort for sorrow, and renewed hope in time of loss -- we bow our hearts before Thee. In the power of Thy spirit, may our griefs be transferred into consolation, our infirmities into strength, and our doubts into full assurance, through Jesus Christ our Lord. Amen.

For our comfort and help, let us turn not to the reading of God's word. First, I should like us to attend to the reading of two of Mr. Crerar's favorite Psalms, "Sams," as he called them in his rich Scotch accent. -- Psalms 102 and 23.

and now hear these words from the New Testament: Rom. 8; John 14.

George Crerar was born Sept. 20, 1881, in the Parish of Kirkentilloch, Scotland, where he grew to young manhood and where he learned the trade of masonry from his father. In 1907, he came to the United States and settled in Cleveland, Ohio, where he lived and where he worked in the foundry business for 40 years. When he retired from the foundry business, he and Mrs. Crerar moved to Alpine to be near their grandchildren. But George didn't really retire then -- rather, he continued to work here in Alpine until finally blindness forced him to quit when he was almost 80 years old.

In ~~thinking~~ over the life of George Crerar and my friendship with h
thinking

Dear Ma and John
Another beautiful day
here - hot - around 90! They - with my
help - got the old air-conditioning up
yesterday and it sure feels good.
91 - was so good to have you here and
I do appreciate your coming. 91 just
meant more than you know. I do hope
you had a good trip home and not too
tired. The news we hear on radio and
in the papers sounds as if that Sunday
Shuki - or took-out - is getting worse.
I that and the railroad shuki comes
It too, it's going to affect all of us.
Seems like if it gets that big - some
action will be taken to settle things.
I have been trying to get all these
acknowledgments written - but so many
need notes and more and more help
coming in from folks who are away,
in from island - friends - had a letter from
young Archie yesterday and he said his

of you became better after you
got him. Guess they must have a
hospital in connection anyway 91
turned down a job and a home so
far - next? 91e been doing pretty
well - thin I hear from someone
or meet someone who had just learned
George was gone. This too will pass
I don't attempt church today - just
spending the day writing. They tell
me the flowers in the Methodist church
were in George's memory today -
that is true I worked so long.
Yesterday Buddy was 81. 90 Reg and
Phyllis arranged a surprise party for him
and it worked. Three young couples
parked their cars down here and came
in here later. Buddy was called to
help Phyllis turn in last day. When
everyone showed over to Reg and
helped get a buffet supper out. 91
91 - really was a surprise and all that

was better and some but - like
was - muddled in the mind. He
In. had not had my letter when he
also one from Beela - that crossed
Soul of telepathy that they should
bring of me at that time,
- of course - heard nothing from
me yet. How to see the Soc. See
the Community Centre Tues 2 p.m.
Went - had. Call Mason - who is one
big shot in the Mason - and his
were down to see me,
that me to know I was eligible to
the Masonic Home for the aged!!
and. Thank you - but no thank you
some day - but not yet. not while
family and friends here. Saw
George always and of sweet
id go to that Home. He would
been upset. Had to know they
not accept him - on account of
address - even if I'd gone with him,
and know that they do with you

a real good time. Came back for
records on Hamburgs I had fixed.
Such appetites these young college
kids have. Phyllis had made a huge
bowl of potato salad and it just
disappeared. I've been eating most
meals over there. but today had got
a small plate - and over came my good
neighbor, Mrs Johnson - with fresh cooked
apples from their own yard and a
small sandwich with meringue too -
that just made my dinner complete.
I think I am going to quit walking now for
a while and I think in another couple
of days I can get most of it done.
I hope all is well with you
outside of this lame stickie thing
which I hope may blow over,
Take care of yourself - has John gone
to check on his boat yet - forgot question
much love
May