

JAMES A. GRAASKAMP COLLECTION OF TEACHING MATERIALS

IV. UW REAL ESTATE ALUMNI ASSOCIATION

A. General Correspondence

4. Correspondence with Roger Juszcak during his
Presidency of the Alumni Association, 1981-84

Draft

August 24, 1981

Mr. Roger Juszczak
Westcor Inc.
11411 N. Tatum Blvd.
Phoenix, AZ 85028

Dear Roger,

Plans for the Alumni Conference are proceeding apace. David Schorr of The National Real Estate Investor will attend; George Writer of The Writer Corporation, a Denver conglomerate, has agreed enthusiastically to accept the Wisconsin Award for distinction in real estate and will be present for the entire meeting.

Dean Bock and Dean Blakely have both accepted invitations to the dinner on Friday night.

Dean Bock was not available to meet with the alumni on Thursday but is saving 11:00 a.m. Friday morning to meet with you and your alumni committee in his office.

I don't know who all is on that committee to encourage the Dean's support and restoration of our budget for an assistant professor so I have sent copies of this only to Steve Elpern, Jim Curtis, and Don Evans.

The only problem you will have is returning from the Business School to Lowell Hall for lunch where we will have a separate table for a Board of Directors meeting. I will see that we have a van available to run your committee up the hill and back.

Best regards.

James A. Graaskamp

cc. J. Curtis
S. Elpern
D. Evans

ROGER J. JUSZCZAK
vice president

October 7, 1981

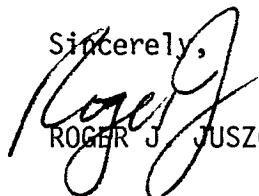
Professor James A. Graaskamp
University of Wisconsin
Graduate School of Business
1155 Observatory Drive
Madison, WI 55701

Dear Chief:

As we discussed on the telephone the Alumni feel that it would be appropriate that we have a budget for operating expenditures. We feel that an itemized budget, which would be pre-approved, would allow you the latitude to operate independently. Any variances from the budget would need Alumni approval.

Since we are in the process of raising \$10,000 for research assistants, we feel it appropriate to institute these measures. I am sure you agree. Would you please forward, at your earliest convenience a preliminary budget for our review. Could you also forward criteria that you will be using for selection of the research assistants. In addition, some thoughts on what you consider appropriate projects for these individuals to undertake.

Sincerely,



ROGER J. JUSZCZAK

RJJ:pmj

ccs: Jim Curtis, Bristol Group
Don Evans, D.L. Evans Co.

ROGER J. JUSZCZAK
vice president

M E M O R A N D U M

TO: UWREA Board of Directors

FROM: Roger Juszczak

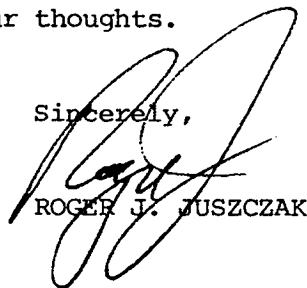
SUBJECT: University of Wisconsin Real Estate Alumni

DATE: January 28, 1982

Please find enclosed Professor Kerry Vandell's VITA. As you can see Kerry has a number of awards, honors and a huge list of publications. According to Professor Graaskamp, Professor Vandell would be filling the need as vacated by Professor Andrews and Professor Craig. It is my understanding that Professor Vandell is not the replacement or successor for Graaskamp. The \$5,000 bonus that was earmarked for Professor Miles coming on board was solicited with the understanding that Professor Miles would be the successor. Since this is not the case, maybe we should reconsider the \$5,000 bonus and quite possibly earmark half for Professor Vandell. My feeling is that we can raise additional monies later based on a successful search for Professor Graaskamp's replacement.

Please let me know your thoughts.

Sincerely,



ROGER J. JUSZCZAK

RJJ:pmj

March 3, 1982

Professor James A. Graaskamp
University of Wisconsin
Graduate School of Business
1155 Observatory Drive
Madison, WI 55701

RE: University of Wisconsin REal Estate Alumni 1982 Budget

Dear Chief,

After circulation to board members, analysis of their input and review of your budget, the following seems to make sense:

Sources

Special Fund Raising with Heitman Grant	\$10,000
Pledges for Bonus	5,000
Dues and Contributions	6,700
Verex Grant	5,000
Total Sources	<u>\$26,700</u>

Uses

Vandell Bonus	\$ 5,000
Two (2) Research Assistants	10,000
University of Wisconsin Operations	
-Six (6) \$500 Scholarships	\$3,000
-Ten (10) \$75 typing sub- sidies	750
-150 hours @ \$5/hr student	750
-Three (3) publications of newsletter; 400 issues three times @ .50	600
-Additional mailings	250
-Alumni Directory annually	900
-Misc.	500
Total Operations	<u>6,750</u>
Total Uses	<u>\$21,750</u>

ROGER J. JUSZCZAK
vice president

March 3, 1982

Professor James A. Graaskamp
UNIVERSITY OF WISCONSIN
Graduate School of Business
1155 Observatory Drive
Madison, WI 55701

RE: University of Wisconsin Real Estate Alumni and
National Real Estate Investor Co-Sponsor Seminar

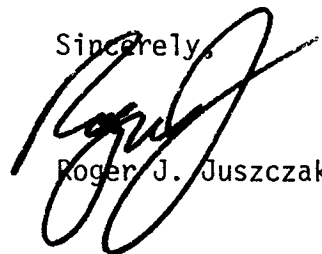
Dear Professor Graaskamp,

Please respond in writing so as to minimize legal consequences
regarding seminar. Should we use:

1. National Real Estate Investor (NAREI) in conjunction with
University of Wisconsin Real Estate Alumni (UWREA).
2. NAREI with UWREA.
3. NAREA and UWREA.
4. NAREI in association with UWREA.
5. Other?

We need this as soon as possible. Thanking you in advance.

Sincerely,



Roger J. Juszczak

RJJ/k1

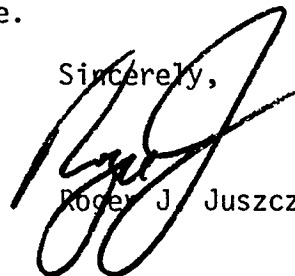
In your preliminary budget you had allocated 200 hours for student assistance in maintaining alumni mailing list, etc. This appears to be an inordinate amount of time for that item. The way we see it, the directory should be published annually and at best our news letter rather than being quarterly has been two or three times a year. In the revised budget you will note we have allocated 150 hours to student assistance, publishing the newsletter three times a year and the directory annually. The preliminary budget had allocated approximately 35% for overhead operations. This, in our opinion, is too high since our thrust should be to provide scholastic and monetary assistance to needy students. The new budget allocates approximately 26% to operations thus hopefully allowing more money to needy students or in the alternative we could allocate more money to operations and hopefully improve the timeliness of our publications, etc.

You will notice in Sources that we did not include any proceeds from our bi-annual seminar. I would appreciate receiving that amount from you from our last seminar. In addition, I think some of the funds allocated to dues and contributions (\$6,700) could be allocated to our special fund raising that was initiated at our last bi-annual seminar since we did receive some significant checks at that time. All-in-all it appears we need and should institute immediately proper accounting procedures for allocation of our funds. Merely providing a bank account as specified in our bi-laws is not enough.

I would also appreciate the phone number of Anne Bennish of the Baskim Hill Society so as to coordinate or institute our special fund raising.

As with any budgets, they are subject to change, so should you have any questions, please feel free to call me.

Sincerely,



Roger J. Juszczak

RJJ/k1

cc: Board of Directors

ROGER J. JUSZCZAK
vice president

TO: The University of Wisconsin Real Estate Alumni Board of Directors
FROM: Roger J. Juszczak
DATE: June 9, 1982
SUBJECT: Status Update

1. Francis Larson recently passed away and Dr. Graaskamp and I have suggested that we establish a \$500 scholarship in her name. Fran was an instructor who taught the students English and correct report writing for appraisal reports.
2. By now most of you have received the special fund raising letter for the Wisconsin Chair for Real Estate. I would like to suggest that each one of you contact personally or via the phone two people and inform them of our need for funds. Then ask those two people to contact two people, in effect the "Pyramid".
3. On a recent trip to Las Vegas, I had the opportunity to discuss employment opportunities with the Huntress organization. Huntress is an executive employment agency specializing in the real estate field. They would like our mailing list of Alumni for possible candidates. In addition our quarterly newsletter would also be an appropriate place for them to advertise any openings. I have no problem with providing them the mailing list or having them use the newsletter; however, I would like the Huntress organization to contribute towards our fund raising and quite possibly have them contribute on an annual basis so that we may establish a scholarship in their name. Please let me know your thoughts on this item.
4. Jim Curtis has taken the bull by the horns and is working on our survey update. Two graduate students will be doing the research and questionnaire. Hopefully we will have the results prior to this year to be incorporated in a brochure to be used in fund raising and employment opportunities.

-continued-

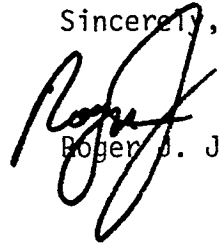
Board of Directors
June 9, 1982
Page -2-

5. We are going full steam ahead with Steve Lewis at National Real Estate Investor to do our co-sponsored seminar in February, 1983. We are formulating topics and a major theme to be used for the seminar. Any thoughts that you may have regarding these items would be appreciated. I need your thoughts as soon as possible since we are contemplating having a test mailing in August of this year. Once we have the results of the test mailing, it will determine whether or not we have a co-sponsored seminar.

In addition, Steve Lewis is in the process of doing a feature article for National Real Estate Investor titled "Reading, Writing, and Real Estate". Hopefully Professor Graaskamp will be the feature interviewee. I think we will get maximum exposure from this article.

6. I know it is extremely early, but please start mulling around potential candidates for the University of Wisconsin Real Estate Alumni award for distinction in real estate.

Sincerely,



Roger J. Juszczak

RJJ/k1

TO: University of Wisconsin Real Estate Alumni Board of Directors
FROM: Roger J. Juszczak
DATE: August 15, 1984
SUBJECT: Status Report

At long last, our thoughts relative to the last Board of Directors Meeting and some additional input since then. Needless to say, the economy is booming and business is great which might be a primary reason why our organization has been in limbo. Time is fast approaching for us to formulate our 1985 Biannual Seminar. We need a committee for topics and agenda and a Selection Committee for the Wisconsin Real Estate Award.

At our October Board of Directors meeting, it was decided that each Director was to supply me with a list of candidates for their potential successor. In addition, each Director is to supply a list of candidates for the Wisconsin Real Estate Award. We should also look at adding additional directors to represent Southern California and Madison, Wisconsin. We need to look at consolidating our East coast representation since we have representatives in New York and in Philadelphia.

By now most of you know Jay Kramer, Bill Carlson and John Drier have retired from the Board. Our thanks to each of them for their efforts. Please welcome Kevin Kelly (Jay's replacement) and Gene Thompson (Bill's replacement). We need a director for John Drier's region so please let me know of any candidates.

The need for better organization was also discussed. We should break ourselves into several committees:

Membership Committee - to be responsible for the addition of new members and updating the existing Alumni directory

Publicity Committee - to be responsible for a newsletter, the Biannual Seminar and relations with the School of Business

Strategic Planning Committee - to be responsible for formulating both the short term and long term goals of the Alumni organization

Awards Committee - to be responsible for gathering potential candidates and making selections for the Wisconsin Award recipient and would also be responsible for the scholarship program

Finance Committee - to be responsible for all fund raising endeavors

All committees should have a board member who would be responsible for reporting to the Board of Directors. The Board of Directors will interface with the School of Business and the Wisconsin Business Alumni.

Contrary to dictating committee chairpersons, I would appreciate each one of you responding as to the extent of your time and commitment in relation to the committees. In addition, there are individuals within your areas that have shown interest in being involved with the Alumni activities. I see no reason why these individuals cannot act as local chairpersons.

A \$200,000 two year fund raising goal was established during the October meeting. It's primary premise was to secure tenure for Mike Miles. The money would be used for additional research assistance, additional computers and costs to run the organization. Now that Mike has decided to go back to North Carolina, our primary position should be to still raise the \$200,000 but to also entice a potential candidate to Wisconsin.

Regarding Wisconsin Business Alumni activities, our umbrella organization, I've enclosed the April Board Minutes. Please note our position regarding the loss of Dean Bock and the "salary compression problems."

I plan on being in Minneapolis the first week of October and in Madison the second week to discuss any concerns. Please contact me with your thoughts on fund raising, the Biannual Seminar and a cohesive organization of our Alumni.



RJJ:mks

Enclosures:

- 1) WBA Minutes
- 2) Organizational Chart
- 3) Board of Directors Directory

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