



THE JACOB RADER MARCUS CENTER OF THE
AMERICAN JEWISH ARCHIVES

MS-831: Jack, Joseph and Morton Mandel Foundation Records, 1980–2008.
Series B: Commission on Jewish Education in North America (CJENA). 1980–1993.
Subseries 3: General Files, 1980–1993.

Box
14

Folder
20

Senior Policy Advisors meeting. 24 November 1989. Planning notes and correspondence, August 1989-October 1989.

For more information on this collection, please see the finding aid on the American Jewish Archives website.

Sheraton Hopkins Airport Hotel
MEETING & CONFERENCE CENTER

5300 RIVERSIDE DRIVE • CLEVELAND, OHIO 44135 • (216) 267-1500

SALES
EXECUTIVE Marian Flanigan

DATE August 29, 1989

ATTENDANCE _____

ORGANIZATION Premier Industries Corporation

NAME OF MEETING Mandel Associated Foundations

CONTACT	Ms. Joan Wade	TITLE
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ADDRESS 4500 Euclid Ave. TELEPHONE (216) 391-8300

CITY Cleveland STATE Ohio ZIP 44108

RATES: SINGLE _____ TWIN/DOUBLE _____

EXTRA PERSON _____ SUITES _____ ROOM TAX _____

[illegible]

COMPLIMENTARY ROOM ALLOTMENT _____ PER _____ ROOMS OCCUPIED PER DAY

RESERVATION PROCEDURE: ROOMING LIST _____ RESERVATION ENVELOPE _____ CONVENTION BUREAU _____ INDIVIDUAL (PHONE/LETTER) _____

METHOD OF PAYMENT:

<input type="checkbox"/> INDIVIDUAL PAYS OWN ROOM, TAX, AND INCIDENTALS	<input type="checkbox"/> ORGANIZATION PAYS ROOM AND TAX ONLY, INDIVIDUAL PAYS INCIDENTALS
<input type="checkbox"/> ORGANIZATION PAYS ALL ROOM, TAX, AND INCIDENTALS	<input type="checkbox"/> MASTER ACCOUNT (SEE NO. 4 ON REVERSE SIDE FOR ESTABLISHMENT OF MASTER ACCOUNT)

COMMENTS: Direct Bill Upon Approval

MEETING AND BANQUET REQUIREMENTS

FUNCTION SPACE HAS BEEN RESERVED TO ACCOMMODATE YOUR PROGRAM AS OUTLINED BELOW:

[illegible]

THIS AGREEMENT IS SUBJECT TO THE POLICIES AND PROCEDURES PRINTED ON THE REVERSE SIDE. PLEASE SIGN AND RETURN ONE COPY TO THE HOTEL, WHICH WILL SERVE AS AGREEMENT BETWEEN YOUR ORGANIZATION AND THE HOTEL.

It is our pleasure to confirm the following arrangements for your group. We would like to ask that you please review carefully these terms and conditions.

1. Reservations received within your room block will be accepted until _____. Remaining unreserved rooms will be released back to the Sheraton Hopkins Airport Hotel for general sales. Reservation requests received after cut-off date are subject to rate and space availability.
2. If guest room reservations are not guaranteed by the deposit or acceptable letter of guarantee, they will be held until 6:00 p.m. on the date of arrival. A guaranteed reservation will be held the night of the arrival date. If the guest does not arrive, either the guest or the organization, as applicable, will be obligated for one night's room rate plus tax.
3. Check out time is 11:00 a.m. The Sheraton Hopkins Airport Hotel policy is to house guests in a clean room. It will be helpful if your guests plan to arrive after 3:00 p.m. Efforts will be made to accommodate those guests who arrive earlier.
4. If Direct Billing is requested as payment of the account, the attached credit application must be returned to the Hotel Credit Department for its approval at least 30 days prior to the scheduled arrival date. If additional information is required, you will be notified by said Department. Please indicate the name and address of individual(s) responsible for payment of the account, as well as those individuals authorized to sign charges to the account. Also specify the types of charges to be direct billed.
5. Upon receipt of the signed copy of this contract, our Convention Service Department will contact you to discuss the details of your meeting. Please advise our Convention Service Department of any special requirements you may have in the areas of menu selection, exhibit space, audio/visual equipment, display equipment, labor, etc.
6. Function rooms are assigned in accordance with your estimate of the number of persons anticipated. The Sheraton Hopkins Airport Hotel reserves the right to reassign a group to a room suitable for its actual attendance, if attendance changes upward or downward. Should your final guarantee fall more than 25% below your estimated maximum attendance, a service charge may apply.
7. In the event it becomes necessary for the organization to cancel this function at the Sheraton Hopkins Airport Hotel, the organization agrees to notify the hotel a minimum of 2 wks prior to the scheduled function/arrival date. Should notification not be received in the agreed time frame, the organization agrees to pay the Sheraton Hopkins Airport Hotel the sum of \$5000 as a cancellation penalty.
8. No one will be permitted to bring food or beverage of any kind into the Sheraton Hopkins Airport Hotel without its express written permission. Prices for food and beverage are confirmed 90 days in advance of an event. A final guarantee is required by Noon two (2) business days before the event. We must be informed in writing or by phone of the exact number of people who will attend the event. This number will be a guaranteed minimum and the amount for which payment is due. We will not have to serve more than 5% more than this number (but not more than 50 additional guests maximum). If no notification is made by the required time, we will assume the anticipated attendance discussed to be correct; you will be charged and agree to pay accordingly.
9. You agree to conduct your function in an orderly, decorous, and lawful manner and to abide by the Hotel rules. All displays and signage must conform to said rules. The Sheraton Hopkins Airport Hotel reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Sheraton Hopkins Airport Hotel cannot assume, and you hereby release it from, any liability or responsibility for personal property and equipment brought onto the premises.
10. Upon written notice, either party may be excused from performing this agreement due to acts of God, war, government regulation, disaster, strikes, civil disorder, or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting. This agreement shall be construed in accordance with the laws of the State of Ohio. References to the Sheraton Hopkins Airport Hotel or The Hotel mean and refer to Sheraton Hopkins Airport Hotel, their partners, officers and directors. Changes to this agreement must be in writing.
11. Please indicate your acceptance and acknowledgement that this meeting is definite and confirmed by signing and returning one copy of the agreement to the Sheraton Hopkins Airport Hotel Sales Office by 9/13/89, along with a deposit in the amount of \$ _____ which will be applied to your Master Account.

Comments:

Direct bill application sent to
Mandel Assoc. Foundation
tax exempt

Confirmation: The Sheraton Hopkins Airport Hotel

Name

M. Flanagan

Title

Dir. of Catering

Date

8/25/89

Confirmation:

Name

Virginia F. Furr

Title

Staff

Date

9/15/89

Upon signing this agreement, the above person warrants he/she is a duly authorized and appointed agent for the meeting, and is fully empowered to accept the provisions contained in this agreement as a definite and binding commitment. We sincerely thank you for allowing us this opportunity to be at your service.

COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

List of Commissioners as of
September 20, 1989

Mona Ackerman New York, New York	Arthur Green Wyncote, Pennsylvania	Florence Melton Columbus, Ohio
Ronald Appleby Toronto, Canada	Irving Greenberg New York, New York	Donald Mintz New Orleans, Louisiana
David Arnow New York, New York	Joseph Gruss New York, New York	Lester Pollack New York, New York
Mandell Berman Southfield, Michigan	Robert Hiller Baltimore, Maryland	Charles Ratner Cleveland, Ohio
Jack Bieler New York, New York	David Hirschhorn Baltimore, Maryland	Esther Leah Ritz Milwaukee, Wisconsin
Charles Bronfman Montreal, Quebec	Carol Ingall Providence, Rhode Island	Harriet Rosenthal South Orange, New Jersey
John Colman Glencoe, Illinois	Ludwig Jesselson New York, New York	Alvin Schiff New York, New York
Maurice S. Corson Columbus, Ohio	Henry Koschitzky Ontario, Canada	Lionel Schipper Toronto, Canada
Lester Crown Chicago, Illinois	Mark Lainer Encino, California	Ismar Schorsch New York, New York
David Dubin Tenafly, New Jersey	Norman Lamm New York, New York	Harold M. Schulweis Encino, California
Stuart Eizenstat Chevy Chase, Maryland	Sara Lee Los Angeles, California	Daniel Shapiro New York, New York
Joshua Elkin Newton, Massachusetts	Seymour Martin Lipset Stanford, California	Peggy Tishman New York, New York
Eli Evans New York, New York	Haskel Lookstein New York, New York	Isadore Twersky Cambridge, Massachusetts
Irwin S. Field Norwalk, California	Robert Loup Denver, Colorado	Bennett Yanowitz Cleveland, Ohio
Max Fisher Detroit, Michigan	Morton Mandel Cleveland, Ohio	Isaiah Zeldin Los Angeles, California
Alfred Gottschalk Cincinnati, Ohio	Matthew Maryles New York, New York	

TO: Mark Gurvis
Virginia F. Levi
NAME
DEPARTMENT/PLANT LOCATION

FROM: Henry L. Zucker
NAME
DEPARTMENT/PLANT LOCATION

DATE: 9/26/89

REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

Seymour Fox interviewed Martin Lipset on August 21 and indicated to Lipset that the senior policy advisors would discuss further the Fox/Lipset conversation about a market survey in the form of a secondary analysis of existing surveys.

Let's put this on the agenda.



INTER-OFFICE CORRESPONDENCE

8. I will develop a list of people for MLM to call based on interview reports, responses to the meeting notice, and recommendations of senior policy advisors. This list will include Gottschalk.
9. HLZ reported that a meeting between MLM and Bronfman has been scheduled for 4:00 p.m. on October 23, following the Commission meeting. No earlier meeting date could be arranged. I notified AH of this fact.
10. HLZ agreed to follow up to MG's memo of 9/15/89 to MLM regarding the possibility of inviting Barbie Weinberg and Bennett Aaron to the October Commission meeting.





Sheraton Hopkins Airport Hotel

The hospitality people of **THI**

5300 RIVERSIDE DRIVE, CLEVELAND, OHIO 44135
216/267-1500

DATE OF FUNCTION

10/19/89

DAY OF FUNCTION

Thursday

TAKEN BY

Marian Flanigan

DATE TODAY

9/29--10/2

ORGANIZATION
REPRESENTATIVE
STREET
CITY, STATE, ZIP

Premier Industrial Corp.
Joan Wade
4500 Euclid Avenue
Cleveland, Ohio 44103

PHONE 391-8300

PERSON IN CHARGE Virginia Levy

TYPE OF FUNCTION (1) Meeting (2) Dinner RENTAL \$65.00

FUNCTION ROOM (1) Little Dorrit (2) Little Dorrit NUMBER EXPECTED 6

TIME OF FUNCTION (1) 2PM--9PM (2) 6PM--7PM NUMBER GUARANTEED

MENU

PRICE 8.25++PP* SERVE AT 6 PM

Tuna Salad on Croissant
~~Potato Salad~~ FRUIT + COTTAGE CHEESE
Marblecheesecake
Beverage

\$25.00 Set Up Fee

BEVERAGE

SERVE AT

☐ CASHIER REQUIRED CHARGE

☐ BARTENDER REQUIRED CHARGE

ROOM SETUP

Conference Seating

Would like table clothed.

REMARKS

3 PM Coffee, Tea @ 2.75++PP*
Soda, Sanka, WATER

* Subject to 16%

D/B Approved To:

Mike Cole
Mandel Assoc. Foundation
1750 Euclid Avenue
Cleveland, Ohio 44115

ALL FOOD AND BEVERAGE PRICES ARE SUBJECT TO 7% SALES TAX AND 16% SERVICE CHARGE.

This will confirm our conversation of _____ and make
definite the above information unless notified otherwise.

X

SALES REPRESENTATIVE

X

APPROVED

DATE

TITLE

CLIENT COPY

Maureen Flanagan
Sheraton

267-1500

Thursday, Oct 19

Little Dorrit Room

2 - 9 p.m.

Dinner 6 p.m.

6 people - SF, AH, JR, HLZ, MG, VFL

~~2 tables~~ - tablecloth
conference table

Tuna Salad Sandwich -- 8.25
Dessert - Cheesecake

Beverage all day - coffee, soft drinks
ice water

Reservation made 9/29

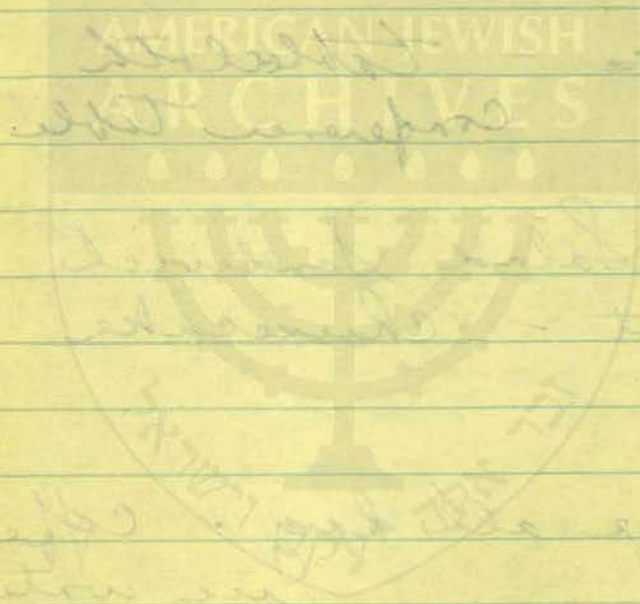
Kidney Film

Marion F. Morgan

Little Dountt - Conference table

D

Little Dountt Room



Preservation made 8/29

NAME OF GROUP

Premier Industrial Corporation

BILL TO DB/Approved DATE 10/19/89

ATTN. Mike Cole-Mandel Assoc. Foundation

ADDRESS 1750 Euclid Avenue

CITY Cleveland, Ohio 44115

Sheraton Hopkins
Airport Hotel

The Hospitality Group of ITT

5300 RIVERSIDE DRIVE, CLEVELAND, OH 44135

(216) 267-1500

BANQUET

SERVER	ROOM	NO. GUESTS	CHECK NUMBER
<i>Handwritten: 6</i>	Little Dorrit	<i>6</i>	6580

<i>6</i>	Tuna Salad @\$8.95++*/PP		53.70
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			53.70
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	\$25.00 set up fee if		25.00
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	under 25 people.		78.70
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SERVICE CHARGE

AV/ MISC.

TAX %

ROOM RENT/MISC.

NON TAX./ MISC.

TOTAL

97.68

SIGNATURE

X *Virginia L. Lewis*

GUEST COPY

NAME OF GROUP

Premier Industrial Corporation

BILL TO DB/Approved DATE 10/19/89

ATTN. Mike Cole-Mandel Assoc. Foundation

ADDRESS 1750 Euclid Avenue

CITY Cleveland, Ohio 44115

Sheraton Hopkins
Airport Hotel

The Hospitality Group of ITT

5300 RIVERSIDE DRIVE, CLEVELAND, OH 44135

(216) 267-1500

BANQUET

SERVER	ROOM	NO. GUESTS	CHECK NUMBER
<i>Handwritten: K14</i>	Little Dorrit	<i>6</i>	6581

<i>Handwritten: 5</i>	Screen @\$15.00+7%		15.00
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<i>Handwritten: 5</i>	35MM @\$20.00+7%		20.00
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	Coffee, Tea, @\$2.75++*/PP		16.50
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			51.50
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SERVICE CHARGE

AV/ MISC.

TAX %

ROOM RENT/MISC.

NON TAX./ MISC.

TOTAL

57.92

SIGNATURE

X *Virginia L. Lewis*

GUEST COPY

Originals sent to
Mike Cole 10/23/89