

From: Deborah J Cohen <deco@MIT.EDU>
To: Lesley Groff <[REDACTED]>
Subject: Re: fund
Date: Thu, 21 Jun 2012 15:09:42 +0000

Hi Lesley--

I'm making an executive decision, and having you send the note and check to me, so that I can let Seth and the department know at the same time we put it through the Recording Secretary's Office. Note should include purpose and pledge plan (e.g., "Enclosed please find the first of two \$50,000 payments toward a pledge/gift of \$100,000 for discretionary research support of Professor Seth Lloyd. I expect to make the second payment on or before [date].")

See address info below, and please extend many thanks!

I am about to board the train to NYC, so may be somewhat out of reach but will have my cellphone (617-460-2290) if you need me.

Best,

Deb

Deborah J. Cohen
Senior Development Officer
MIT School of Engineering
Room 1-211
77 Massachusetts Avenue
Cambridge, MA 02139

T: [REDACTED]
F: [REDACTED]
E: [REDACTED]

On Jun 21, 2012, at 10:21 AM, Lesley Groff wrote:

great idea...hmmm, I might have the address in earlier mail, but since we are 'speaking' of it now, why don't you send along now! :)

On Jun 21, 2012, at 10:07 AM, Deborah J Cohen wrote:

Lesley--

Thanks, that's great! If easy on your end, since you are also sending a check, you can just send it with a "conventional" letter from Jeffrey, in the same envelope; that way it's all together. You have the mailing

address from my earlier email, yes?

Cheers,

Deb

On Jun 21, 2012, at 9:52 AM, Lesley Groff wrote:

Hi Deb...just wanted you to know we are in the process of getting you the check and the email. Hoping Friday for completion.

On Jun 15, 2012, at 5:10 PM, Deborah J Cohen wrote:

Dear Lesley,

Kathy Vitale is the person who will set up the discretionary account for Seth's use, and she can be reached at: [REDACTED] (She can set up the account either before or after you make the first payment, but in order to do it beforehand, she needs to have a communication from you saying you intend to make the gift.)

Many thanks for your wonderful support!

Best,

Deb

On Jun 15, 2012, at 4:37 PM, <[REDACTED]>

wrote:

Dear Lesley,

It looks to me from the email below that you should send an email to Kathy (Deborah -- can you supply) saying that Jeffrey wants to donate the money.

thanks!

Yours,

Seth

Seth and Caroline (in Sucharita's absence)--

We need to provide a bit more information for Kathy to set up the new account. Please see her questions, below.

As for the rest of the information, Seth, if you prefer, I can ask Lesley for it--unless you already have it. Please let me know?

When do we expect payment?

Please also send the donor's commitment from his/ her e-mail, or I can do a formal pledge agreement.

We need either a pledge form/e-mail or \$ to be able to establish this fund and add it to the > Gift system and SAP >

Unless you already have received money (I know the intent is to pay in two \$50K installments), Kathy needs either an email from Lesley (you may have?) saying she

intends to make the gift(s), or Kathy can provide a pledge agreement form (it's brief), for Lesley to complete.

I'll need a name and fund center for the fund. Please also send along a brief statement of fund purpose.
Caroline, can you provide a fund center?

Seth, for the name and fund purpose, here's a suggestion, which you may want to edit, and/or run by the donor: "Lesley Groff Fund, to provide discretionary research support to Prof. Seth Lloyd in the Department of Mechanical Engineering."

Thanks again,

Deb

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