



THE ZEN STUDIES SOCIETY

MEMORANDUM

**TO:** All Board Members  
**FROM:** Wilkie Pretorius, Secretary  
**Date:** December 9, 2003

This is to inform you that the annual Board Meeting for 2004 is scheduled for **Saturday evening, January 24, 2004**, at New York Zendo Shobo-ji. We will start at 6:00 P.M.

Please notify me as soon as possible about any items that you would want added to the agenda.

If you cannot attend, please be sure to inform me in advance. I can be reached at 212-866-5680.