the authority to accomplish activities to other officers. The trust, however, may have other officers, such as, a trust manager, secretary, treasurer or administrator. These other officers are elected by the trustees and are responsible to the trustees for their actions. The trustees generally sign all contracts, draft all checks and represent the foundation in all activities. The officers are generally assistants to the trustees to provide efficient management.

3. Transfer Documents - The transfer documents are highly valuable and should be respected just as you would respect bearer bonds or valuable insurance policies. Transfer documents are usually signed only by the "seller" unless a long term agreement is created. Transfers may be made through sales contracts, bills of sale, conditional sales agreements, installment sales agreements, lease sale agreements, contribution agreements, and any other forms of transfer that are prevalent in the law. Each of these methods of transfer involve different tax consequences and will be discussed later in some detail.

4. Minutes of the Meetings of the Board of Trustees.- These minutes are of greater importance than the minutes of your corporate foundation. Where the foundation's