

UNION BOARD MINUTES

May 6, 1942 - February 24, 1943

UNION BOARD ATTENDANCE RECORD
1942-1943

	May 6	May 13	May 20	May 27	June 10	Aug. 24	Sept. 23	Sept. 20	Sept. 25	Oct. 14	Oct. 21	Oct. 28	Nov. 4	Nov. 18	Nov. 24	Dec. 2	Dec. 9	Jan. 6	Jan. 13	Jan. 20	Jan. 27	Feb. 3	Feb. 10	Feb. 17	Feb. 24	
Arnold, John	✓	✓	✓	✓		✓	ab	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Behrens, Emil V.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bentson, N. Lawrence	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Braman, Edwin C.	✓	✓	ab	✓	✓		✓	✓		✓	✓	(resigned)														
Brown, Clara M.	✓	✓	✓	✓	(leave of absence)					✓																
Burley, Janet	✓	✓	✓	✓			✓	✓		✓	ab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Caley, Ruth	ab	✓	✓	✓	(transferred to another school)																					
Dahl, Henry	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
* Dealy, Mary O.	✓	✓	✓	ab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hamilton, Mary	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hanse, Lyle T.	✓	✓	✓	ab			ab	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
* Higgins, G. Ray	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Janda, Elsa	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	ab	✓	✓	✓	✓	✓	✓	✓	✓	✓
Johnson, Harley	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	(Graduated)		✓						
* Kirkpatrick, Evron	ab	✓	ab	ab		✓	✓	✓		ab	✓	ab	✓	ab	ab	✓	ab	✓	✓	ab	✓	✓	ab	ab	ab	ab
LaLone, Guy	✓	✓	✓	✓			✓	✓		✓	ab	✓	✓	ab	ab	ab	ab	(Resigned)								
* McIver, Ernest D.	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	(Graduated)								
* McQuarrie, Jeanne	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	ab	ab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Middlebrook, W.T.	✓	✓	ab	✓			✓	ab		ab	ab	✓	ab	ab	ab	ab	✓	ab	ab	✓	ab	ab	ab	ab	ab	ab
Pierce, E. B.	✓	✓	✓	ab	✓	✓	✓	✓		✓	ab	✓	✓	✓	ab	✓	ab	✓	ab	✓	✓	✓	✓	✓	✓	✓
Stenson, H. W.	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	(left for the Navy)													
Trost, Pearl D.	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	ab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Williamson, E.G.	✓	✓	✓	ab			✓	✓		✓	✓	ab	ab	✓	ab	✓	✓	✓	ab	ab	ab	✓	✓	ab	✓	✓
Goldstein, Vetta										✓	✓	✓	✓	✓	ab	✓	ab	✓	✓	ab	✓	✓	✓	✓	✓	✓
Myers, Marian L.										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* Striemer, Galen
Johnson, Charlotte
Executive Committee

✓ = Executive Meeting

Edmund Babcock
Dale Milver
Alfred Oiska

I N D E X

Union Board Minutes
1942-1943

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UNION BOARD OF GOVERNORS

COMMITTEE SET-UP

Fall 1942

STANDING COMMITTEES

Executive Committees

Emil Behrens, President
Evron M. Kirkpatrick
Mary Dealy, Vice President
G. Ray Higgins, Secretary
Jeanne McQuarrie
Ernest McIver

Merit System Committee

Polly Trost, Chairman
John Arnold
Elsa Janda

Program Co-ordinating Committee

Ernest McIver, Chairman
E. G. Williamson
Lyle Hanse
Ruth Caley
Polly Trost

Finance Committee

Lyle Hanse, Chairman
W. T. Middlebrook
Guy LaLone

Public Relations Committee

Mary Dealy, Chairman
Edwin Braman
Janet Burley

House Committee

Lyle Hanse, Chairman
E. B. Pierce
Jeanne McQuarrie
Harley Johnson

Liaison Committee

E. B. Pierce
Jeanne McQuarrie
Larry Bentson

SPONSORED COMMITTEES

<u>Committee</u>	<u>Sponsor</u>
Cabinet	Polly Trost
Evening Dance	John Arnold
Afternoon Dance	Guy LaLone
Tournaments and Outings	Larry Bentson
Fine Arts	Harley Johnson
Mixer	Henry Dahl
(Incl. Faculty Relations)	
Dance Instruction	Ruth Caley
Social Skills	Elsa Janda
Noon Activities	Janet Burley
War Efforts	
1. Social	Mary Dealy
2. Service	Jeanne McQuarrie

UNION BOARD MINUTES

May 6, 1942

Old and new members present.

Members absent: Miss Ruth Caley, Mr. E. M. Kirkpatrick, Miss Maxine Peterson, Mr. Al Wedge.

1. New Members: The following new members were welcomed to the Union Board by the President:

John Arnold	Elsa Janda
Lawrence Bentson	Harley Johnson
Janet Burley	Guy LaLone
Henry Dahl	Polly Trost

The President asked all the new members to peruse the Board's records and reports of the past two years before the next meeting.

2. Nominating Committee: The Board discussed the issue of the Nominating Committee amendment being presented to the Board of Regents. Miss McQuarrie suggested a change in the responsibilities of the board from legislative and administrative to solely a legislative function, which she felt would eliminate the need for a Nominating Committee. The President read a report, prepared by Warren Richard, which contained the following three points:

- (1) The Union Board feels that the Nominating Committee is an integral part of the organization and some form of this type of procedure is necessary to get qualified students on the Board.
- (2) The Board does not feel that the amendment, as presented to the student body one week before elections, was given adequate time for consideration.
- (3) The Board would like to request the President of the University to review impartially the past history and relative merits of the Nominating Committee.

Motion A-173

Mr. Middlebrook moved that the statement read regarding the position of the Union Board on the Nominating Committee be considered the general sentiment of the Board; and that the actual statement be formulated by Mr. Bill Dunsworth, Dean E. G. Williamson, and Mr. E. B. Pierce, these three men to constitute a committee to make an appearance before the Board of Regents. Passed.

The next meeting of the Union Board will be at 5:30 in Room 353, Wednesday, May 13.

Respectfully submitted,

G. RAY HIGGINS

Secretary

UNION BOARD MINUTES

May 13, 1942

1. Election of Officers:

President	Emil Behrens
Vice President	Mary Dealy
Secretary	G. Ray Higgins

2. Spring Sing: Mr. Stenson informed the Board that the Minnesota Foundation is planning an All-University Sing and dance with the WPA Symphony Orchestra on May 22. It was suggested that the Board write to the Foundation, explaining that definite plans have been made for an All-University Sing sponsored by the Union Board for May 28, and that the Foundation make their arrangements with that in mind.

3. Bowling Alleys: Mr. Higgins recommended that because of the warm ~~weather~~ weather and the drop in business that the Bowling Alleys be closed on Sundays.

Motion B-1

Miss Jeanne McQuarrie moved that the Bowling Alleys be closed on Sundays for the remainder of Spring Quarter. Passed.

4. 1942-43 Budget: The Board approved the 1942-43 Budget as prepared by Mr. G. Ray Higgins and presented by Mr. John Clark, chairman of the Finance Committee.

5. Executive Committee:

Motion B-2

Mr. McIver moved that one man member and one woman member be elected to the Executive Committee, in addition to the President, Vice President, and Secretary. Passed.

Executive Committee

Emil Behrens	President
Mary Dealy	Vice President
G. Ray Higgins	Secretary
Jeanne McQuarrie	Woman Representative
Ernie McIver	Man Representative

The next regular meeting of the Union Board will be a dinner meeting in Room 353, Union, at 5:30, May 20.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

May 20, 1942

Members absent: Mr. Ed Braman, Mr. Evron Kirkpatrick, and Mr. W. T. Middlebrook.

1. Freshman Week Chairmen: Freshman Week Committee presented to the Board the following chairman appointees: Elsa Janda, Women's Mixer; Philip Laybourne, Men's Mixer; Helen Rachie, Twilite Dance.

These committee recommendations were referred to the Executive Committee for approval. The committee will also determine the policy of whether the Freshman Week Committee or the Union Board will appoint the Chairman of the Freshman Week Union Board sponsored programs.

2. Graduate Student Board Membership: Miss Hamilton reviewed the success of recent graduate student programs and the general enthusiasm of the group as a whole. Miss Brown reminded the Board that the Constitution has been interpreted to admit graduate students to Board membership. However, the past election has proved that possibly the only way to get a graduate student elected would be to revise the Constitution, making a special seat on the Board for a graduate student.

Motion B-3

Miss Brown recommended that a committee be appointed to study the problem of electing graduates to the Board and see if a change in the constitution would be desirable. Passed.

The matter was referred to the Executive Committee.

3. Spring Festival: Mr. Hanse reported that the Foundation has cancelled the Sing portion of their Spring Festival program, because of the Union Board's Sing the following week.
4. By-Laws: The President pointed out to new Board members Section E, Item I of the By-laws, "Notification and Attendance."
5. Orientation Speeches: The following talks were given to acquaint the new members with the Union set-up and problems:

Mr. G. Ray Higgins: The Union movement began in England in 1815 in connection with the popular debating contests. Today there are 142 Unions in this country. The Minnesota Union dates back to 1908. The purpose of the organization is to provide a social, cultural, and recreational program for students.

May 20, 1942

Dean E. G. Williamson: Because the Union is a department of the University, it has a great deal more responsibility than any other student organization. The Union should always be alert to co-ordinate its program with those of other organizations and beware of monopolizing the program of informal education on the campus.

Harvey W. Stenson: New programs for the Union are instigated in many ways. Problems were pointed out showing why certain programs are not feasible. The problem of advertising and getting students to attend functions was reviewed.

Mary Hamilton: In a year's time, 200 students work on Union committees and 76,000 students participate in the Union program. With this large personnel, it is essential to keep a record by means of the Merit System of the quantity and quality of work performed. The committee chairmen and the sponsors are responsible for these records.

6. Next Board Meeting: The next meeting of the Union Board will be a dinner meeting at Miss Clara Brown's home, 1570 Vincent, St. Paul, at 6:00 p.m. Directions: Take inter-campus car to University Grove; go up steps and straight ahead one block. By car: Como to Hendon (past Breck School); turn left 2 blocks, turn left one block, turn right $\frac{1}{2}$ block. Brown shingle house.

Respectfully submitted,

G. Ray Higgins

DIRECTOR

UNION BOARD MINUTES

May 27, 1942

Home of Miss Clara Brown

Members absent: Miss Mary Dealy, Mr. Lyle Hanse, Mr. E. M. Kirkpatrick, Mr. E. B. Pierce, and Dean E. G. Williamson.

1. Director's Report: Acting upon a request from the Evening Students Association, Mr. Higgins made the following recommendation:

Motion B-4

(Dec. 5)
That the Evening Students be assigned the Ballroom for December 4, 1942, and that the reservation for the May 1, 1943 date be withheld until next fall for Board action; and that the Evening Student group be assigned one of the regular student offices, which will be used during the daytime by the student group, and by the Evening Students in the evening hours. Passed.

The following motion was the outcome of a discussion on the Union Building hours for the summer:

Motion B-5

Mr. Braman moved that the building close at 6 o'clock for a trial period for two weeks, until July 1. Passed.

2. Freshman Week Chairmen: Because the Men's Mixer has always been sponsored by the Union in the past, the Board felt that Freshman Week Committee had broken a precedent in recommending a chairman for the Men's Mixer, along with the Women's Mixer and the Twilite Dance.

Motion B-6

Miss McQuarrie moved that the Board accept the recommended chairmen for the Women's Mixer (Elsa Janda) and the Twilite (Helen Rachie) and select its own chairman, through the usual channels, for the Men's Mixer. Passed.

3. Executive Committee: Mr. E. M. Kirkpatrick was elected as the faculty representative of the Executive Committee.
4. Liaison Committee: Miss Jeanne McQuarrie, Mr. E. B. Pierce, and Mr. Larry Bentson were elected to the Liaison Committee. The committee will select its own chairman.
5. Chairmen and Sponsor Appointments: The President presented to the Board the Executive Committee's recommendations for the chairmen of the standing committees and the sponsors of the other committees. (see attached form.)

Motion B-7

Mr. Behrens recommended the approval of the committee set-up as suggested by the Executive Committee. Passed.

The President urged all sponsors to discuss their duties and obligations with the Program Consultants and to read the former reports of committee sponsors.

6. Union Art Gallery: Harley Johnson reported that he has made a study of the possibility of an art exhibit gallery in the second floor Alumni Lounge. The matter was referred to the Fine Arts Committee and the House Committee.
7. Military Contact Committee: Ed Braman explained the committee's plans for placing opposite the recognition flag a map of the United States showing the military camps of the country.

Motion B-8

Mr. Braman recommended that the Board appropriate \$10 for the construction of a map. Passed.

A loose-leaf notebook is being made, which will contain the names and the branch of service of all University students who have left school to go into military service. This book will be placed then by the flag in the front corridor of the Union.

Respectfully submitted,

G. RAY HIGGINS

Secretary

UNION BOARD OF GOVERNORS

COMMITTEE SET-UP

Fall 1942

STANDING COMMITTEES

Executive Committee

Emil Behrens, President
Evron M. Kirkpatrick
Mary Dealy, Vice-President
G. Ray Higgins, Secretary
Jeanne McQuarrie
Ernest McIver

Merit System Committee

Polly Trost, Chairman
John Arnold
Elsa Janda

Program Co-ordinating Committee

Ernest McIver, Chairman
E. G. Williamson
Lyle Hanse
Ruth Caley
Polly Trost

Finance Committee

Lyle Hanse, Chairman
W. T. Middlebrook
Guy LaLone

Public Relations Committee

Mary Dealy, Chairman
Edwin Braman
Janet Burley

House Committee

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SPONSORED COMMITTEES

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Fine ArtsHarley Johnson
MixerHenry Dahl
(Incl. Faculty Relations)	
Dance InstructionRuth Caley
Social SkillsElsa Janda
Noon ActivitiesJanet Burley
War Efforts	
1. SocialMary Dealy
2. ServiceJeanne McQuarrie

UNION BOARD MINUTES

Executive Meeting

June 10, 1942

Members present: Mr. Emil Behrens, Miss Mary Dealy, Mr. G. Ray Higgins, Mr. Ernie McIver, Mr. Ed Branen, Mr. E. B. Pierce, Miss Mary Hamilton, and Mr. Harvey Stenson.

1. Freshman Men's Mixer: Mr. Behrens explained that candidates had been considered for this position, and the sponsor, Mr. Dahl, had recommended that Cove Laybourne be appointed chairman for the Freshman Men's Mixer.

Motion B-9

The Board approved the appointment of Mr. Laybourne.

2. Alumni Dance for Seniors: Mr. Pierce, on behalf of the Alumni Organization, explained the status of the Alumni sponsored party for the graduating seniors. In the light of information brought out in this discussion, the following action was taken:

Motion B-10

In view of the Union policy of providing some program for the graduating seniors, it was moved that the Union waive the rental charge for the ballroom for the Alumni sponsored dance on Friday, June 12. It was recommended to the Alumni Association that they consider co-sponsoring the event in the future with the Union Board. Passed.

3. Summer Session Program: Mr. Higgins outlined the proposed summer school social and recreational programs follows:

Noon Movies	Monday	12:15-1:00
Bridge Instruction	Monday	3:00-5:00
Bowling Instruction	Monday	2:00-4:00
Music Hour	Tuesday	11:00-1:00
Social Dancing	Tuesday	3:00-5:00
Record Lending Library	Wednesday	2:00-4:00
Game Room	Wednesday	3:00-5:00
Old-Time Dance	Thursday	3:00-5:00
Newsreel	Wednesday	1:00-3:00

Motion B-11

The motion was made, seconded, and passed to approve this schedule.

Respectfully submitted,

G. RAY HIGGINS

Secretary

UNION BOARD MINUTES

August 24, 1942

Members present: Mr. John Arnold, Mr. Emil Behrens, Miss Mary Dealy, Mr. Henry Dahl, Mrs. Mary Hamilton DeLapp, Mr. E. M. Kirkpatrick, and Mr. E. B. Pierce.

1. Nominating Committee Amendment: President Emil Behrens reported that President Coffey will appoint a committee next fall to review the Nominating Committee amendment before it is referred to the Regents.

2. Men's and Women's Mixers:

Motion B-12

Mr. Dahl recommended that Jim Borreson act as Co-chairman with Gove Laybourne for the Men's Mixer. Passed.

The following budgets were presented: Women's Mixer: refreshments, \$20.00; posters, \$4.00 public address system, \$2.00 food service, \$2.00; labor, \$3.00; program, \$5.00; name tags, \$1.00; Total, \$37.00.

Men's Mixer: refreshments, \$45.00; posters, \$4.00; program, \$4.00; public address system, \$2.50; food service labor charge, \$4.50; Irv Tingley song leading, \$4.00; master of ceremonies, \$15.00. Total, \$79.00.

The matter of hiring a master of ceremonies from outside the University family was referred back to the committee for reviewal, with power to act.

Motion B-13

Mr. Dahl moved that the budgets for the Women's Mixer for \$37.00 and the Men's Mixer for \$79.00 be approved. Passed. (The budgets were figured with refreshments purchased. If the promotion of free food is successful, the refreshment item is out.)

3. Military Service Crafts: A discussion was held on the advisability of turning the Military Service Handicraft Project in the Recreation Room over to SWECC sponsorship.

Motion B-14

Mr. Kirkpatrick moved that SWECC be allowed to sponsor the Military Service Craft Project; but at the time this matter is discussed, they be advised that if there is any need for financial aid to keep it going, that they consider making some contribution to it. Passed.

4. Military Railway Group Dance: Mrs. DeLapp presented a request from the Ft. Snelling Military Railway group for a dance and banquet in the Union Ballroom. The President's office has advised that such requests be discouraged, for it will set a precedent for future reservations.

5. Sailor's Dance:

Motion B-15

Miss Dealy moved that the sailors be allowed to use the ballroom for a dance (without charge) on August 28. Passed.

6. Navy Recruiting Program:

Motion B-16

Miss Dealy moved that the Navy and WLB be allowed to use the ballroom on Mondays from 4:00-4:30 for a Naval Recruiting Broadcast with the WPA orchestra, until such time as the program should be reviewed, providing the matter is cleared by President Coffey's office. Passed.

7. Open House: A general discussion was held on the history and success of past Union Open House programs. The consensus of opinion was that they do fulfill a purpose in acquainting Freshmen and transfer students with the building.

Motion B-17

Miss Dealy moved that the Union sponsor an Open House on Thursday, October 1, Passed.

Respectfully submitted,

Mary Hamilton DeLapp

ACTING SECRETARY

UNION BOARD MINUTES

September 23, 1942

Members absent: Mr. John Arnold and Mr. Lyle Hanse

1. President's Report: Mr. Emil Behrens introduced Mrs. Dorothy Coolidge, the Assistant Director of the Farm Union, to the Board. He also reported on the success of the Freshman Camp.
2. Director's Report: The second summer session had a greater enrollment in 1942 than any previous year. There have been several changes in the staff during the summer; the hostess, the assistant to the supervisor in the Bowling Alley, the manager of the Farm Union, and the maintenance man in the Bowling Alley have all been replaced. Only 20 former part-time employees of the 120 on the miscellaneous payroll are returning this year. Mr. Goff has reported that during the last two years he has made 26 replacements in the 9 custodial positions in the building. This constant turn-over of employees will have an effect on the service and appearance of the Union. Mr. Higgins suggested that members of the regular Union staff be invited, one at a time, to visit the Board meeting and report on his position in the Union. During the summer, all members of the non-academic personnel received a \$5.00 and 5% cost of living salary increase. Copies of the Director's Biennial report to the President of the University were distributed.
3. Vacancies: Because Ruth Caley will be attending school in the East this year, she has offered her resignation from the Board. Miss Clara Brown is still on a leave of absence. The President of the University will be requested to appoint a temporary faculty member, and Mr. Behrens requested the Board members to be on the look-out for a student member replacement.
4. Military Meetings: Dean Williamson informed the Board that Monday, September 28, the SWECC and All-U Council are sponsoring a meeting honoring war heroes in the Union Ballroom. On Tuesday afternoon there will be a mass meeting in the ballroom to explain the army and navy reserve officer's training programs. There will be a representative from each of the five military branches. These men will meet on the Farm Campus Wednesday, and may return to the Union again on Thursday. It was suggested that the Men's Lounge be used for the Thursday meeting. This latter group has also

requested five meeting rooms for an entire week. The SWECC and the All-U Council will pay for the ballroom rental for the Monday meeting; but the Union will stand the cost of the Tuesday and Thursday meetings.

Motion B-18

Miss Dealy moved that the joint Army-Navy recruiting board be granted the use of the Ballroom on Tuesdays and the Men's Lounge on Thursday for mass meetings; and that five rooms be turned over to them for a period of one week. Passed.

5. Publicity Chairman: Miss Dealy requested all sponsors to appoint a publicity chairman to represent each Union committee.
6. Mixers: Mr. Dahl reported on the success of the Men's and Women's Mixers, September 22. The estimated attendance was 2,000.

7. Fun Nights Chairman:

Motion B-19

The Board approved Mr. Dahl's recommendation of Lois Martens as chairman of the Fun Nights.

8. Open House: Mr. Dahl made a general announcement of the Union Open House on Thursday, October 1. Emil Behrens requested the Board members to spend as much time as possible in the Union on that day. One member should be in the office each hour of the day.
9. Service Men on Campus: Mr. Higgins informed the Board that the Union is receiving a fee from the Army and Navy men housed on the campus.

Motion B-20

The Board passed Mr. Higgins' suggestion to consider the military trainees on the campus individually as any other student group in applying for special building reservations.

The next meeting of the Board will be Wednesday, September 20, at 5:30 p.m. in Room 354

Respectfully submitted,

G. Ray Higgins

SECRETARY

Executive Meeting
Union Board of Governors
September 25, 1942

Members present: Miss Jeanne McQuarrie, Miss Mary Dealy
Mr. Emil Behrens, and Mr. G. Ray Higgins.

Motion B-21

The Executive Committee approved the following
budget for the Union Open House, Thursday,
October 1, 1942:

Coffee Hour	\$15.00
Posters	4.50
Visual Education	5.00
Checking, etc.	5.00
Orchestra	50.00
Bowling Free Play	15.00
Billiards " "	12.00
Newsreel	<u>20.00</u>
Total	\$126.50

Respectfully submitted

G. Ray Higgins

Secretary

UNION BOARD MINUTES

September 30, 1942

Members absent: Mr. W. T. Middlebrook

1. President's Report: Mr. Behrens urged all sponsors to appoint committee chairmen as soon as possible. A sponsor should first fill out a form, which is signed by the Consultants and the Board president, before the recommendation is presented for Board approval.
2. Director's Report: Mr. Higgins commented on the difficulty in getting part-time student help, that Miss Goldstein, from the Farm Campus, has been appointed by the President to fulfill Miss Brown's leave of absence; and that there is a strike of non-academic employees scheduled for Saturday, but the department heads have received no official instructions as yet.
3. Board Vacancy: The Board elected Miss Mary Dealy, chairman, and Mr. Ed. Braman and Mr. Lyle Hanse as members of the committee to review candidates for the Board vacancy.
4. Director's Biennial Report: Mr. Higgins led the discussion on the biennial report sent to the President of the University.
5. Financial Report: Mr. Lyle Hanse explained the 1941-42 Coffman Union financial report. (See attached reports.)
6. League Bowling: Mr. W. R. Smith is arranging bowling leagues for fall quarter, and the Board discussed the policy of turning over all the alleys to league play for five nights of the week.

Motion B-22

Miss Dealy moved that the Board allow the leagues to use the minimum of 14 alleys, Sunday through Thursday. Passed.

7. Gopher Picture: The group adjourned to the Fine Arts Room where the Gopher picture was taken.
8. Table Tennis Rates: In the past, there has been no charge for table tennis playing, other than paying for broken balls. Mr. Higgins recommended that the Board change this policy and charge a small fee.

Motion B-23

Miss Trost moved that the Union charge 1/3¢ a minute per table for table tennis, with a maximum of one hour's playing time if someone is waiting. Passed.

9. Coffee Hours: Mr. Henry Dahl reported that during the year 1941-42, 31 coffee hours were held, 4,700 people attended, and the cost was \$284.00, or almost 6¢ per person. The hour program; the advisability of continuing the coffee hour program; the possibility of limiting each college to one coffee hour a year; or of establishing an admission charge.

Motion B-24

Miss McQuarrie moved that the Board authorize Henry Dahl to consult with some of the faculty who have had successful coffee hours in the past and see if they think charging 5¢ per person for Coffee Hours will lessen the success of the events. Passed.

10. Publicity Chairmen: Miss Dealy again urged all committees to appoint a publicity chairman to work with her on general Union program publicity.
11. Servicemen Dance: Miss Dealy recommended that the Board sponsor a dance for servicemen on October 9. The only cost would be that of checking services and the orchestra. The servicemen themselves will provide the intermission entertainment.

Motion B-25

Miss Dealy moved that the Union Board sponsor a dance for the servicemen on the campus Friday, October 9, the budget not to exceed \$75.00. Passed.

12. Committee Chairmen Appointments:

Motion B-26

The Board passed the following committee chairmen recommendations:

Student-Faculty Relations	Marian Meyers
Twilite Dance	Galen Streamer
Military Contact	Helen Portz

13. Space Allocation: The House committee will meet Friday, October 2, at 3:30 to review the assignment of temporary and permanent office space.

Motion B-27

Mr. Hanse recommended that the Board give Red Cross Room 321 for the duration, or as long as they will need the room. Passed.

14. Homecoming Orchestra: The concensus of opinion of the Board was not in favor of hiring an expensive name band for the Homecoming Dance.

Motion B-28

Miss Dealy moved that the Board allow not over \$200.00 for a Homecoming band or bands on October 24. Passed.

15. Permanent Employees at Board Meetings:

Motion B-29

Mr. Johnson moved that Mr. Higgins invite one member from the Union staff to each Board meeting for a short discussion of his work and duties. Passed.

16. Liaison Committee: The following matters were referred to the Liaison Committee for reviewal: (1) Because the luncheon and dinner prices have been raised, should the Board consider changing its policy of no bag lunches in the meeting rooms. (2) Food Service has indicated that the students are very uncooperative in keeping the Commuters' Lunch Room clean; and because of the present shortage of help, it may be necessary to close the room. (3) Some student organizations are inquiring if Food Service would turn over the dining rooms in the afternoons and evenings for student meetings without charge.

The next meeting of the Union Board will be Wednesday, October 7, 5:30 p.m., in Room 354 Union.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MEETING

October 14, 1942

Members absent: Mr. E. M. Kirkpatrick, and Mr. W. T. Middlebrook

1. President's Report: Emil Behrens described the Union Board-All-U Council touchball game of last Friday which ended in a 7-7 tie. Regular Union Board office hours will be set up soon, so the office may be kept open most of the day.
2. Committee Chairmen Appointments:
Service Men's Entertainment Committee, Helen DeWarr
Dance Instruction, Margaret Stribley and Pat Greer
Bridge, Tom Swain
Hike Committee, Dan Brandt
Table Tennis, Charlotte Johnson
Music Hour, Paul Brissey
Record Lending Library, Fred Kuhlmann
Theater Exchange, John Bystrom
Swing Session, Jean Hageman
Saturday Nite Dance, Leonard Pignatello

Motion B-30

Miss Dealy moved that these chairmen appointments be approved.
Passed.

3. Servicemen's Dance: The Union-sponsored dance for servicemen held Friday, October 9, was a success. Mary Dealy announced that over 700 people attended.
4. House Committee: Mr. Hanse reported the following office assignments and changes: M.I.M.A. relinquished 347; Student Forum moved from 347 to 110; Alpha Phi Omega, 110; Military Ball and War Chest, 230; and Pan Hellenic and W.^A.A. relinquished 226. The Christian Fellowship League is requesting office space.

5. Blackouts:

Motion B-31

The Board passed the motion to have the House Committee investigate the procedure for conduct in the Union during blackouts.

6. Check-up of Assigned Offices: The Board discussed the President's suggestion of having Board members periodically check-up on the assigned student offices to determine if they are being used.
7. Board Vacancy: Miss Dealy reported that five people had filed for the woman's vacancy on the Board. One was rejected, and the following appeared personally before the Board for further questioning:

Marie Sterner, Edytne Boyles, Helen Portz, and Marian Myers. Miss Marian Myers was elected.

8. Director's Report: Mr. Higgins introduced the new faculty member, Miss Vetta Gdastein, who is taking Miss Brown's place during her leave of absence. He brought greetings from George Irvine and Al Wedge, ex-Board members. He reported on the strike which was held on the campus 10 days ago. None of the custodial staff appeared in the Union building, but the rest of the staff was able to carry on quite normally. Toward evening the picketing was more active; and because the orchestra belonged to the union, the dance was forced to use phonograph music. No tickets were sold at the door, and all advance-sale tickets will be honored at a future dance. Mr. Higgins urged everyone to read the latest copy of the Association of College Unions Bulletin, which is posted in the Board office.

9. Twilite Dance: There were 270 students at the last Twilite Dance, Mr. LaLone reported. The publicity for the afternoon dances has not been satisfactory.

10. Saturday Nite Dances: Mr. Arnold reported that the first two Saturday Nite Dances have been very well attended. Publicity for the dance was broadcast over the public address system at the football game.

11. Coffee Hour: Mr. Dahl led the discussion on whether or not the Union should sponsor Coffee Hours this year. After discussing this program with 15-20 faculty members, he discovered there is such a difference in opinion that he suggested the Board itself decide whether or not it is a worthwhile program. The concensus of opinion of the Board was that Coffee Hours do fulfill a function and should be continued free of charge.

Motion B-32

Mr. Dahl moved that each department be allowed not more than one Coffee Hour for the school year, 1942-43. Passed.

Motion B-32 Amendment

The Board passed Dean Williamson's amendment to sponsor one Coffee Hour for foreign students.

12. Union Profit and Loss Statement: Mr. Hanse began the discussion of the 1941-42 Union Profit and Loss Statement; but the full explanation was tabled until the next meeting of the Board.

13. Homecoming Dance:

Motion B-33

Mr. Johnson moved that the price of the Homecoming Dance tickets be left to the judgment of the dance committee. Passed.

The next meeting of the Union Board will be at 5:30 in Room 354 Union, Wednesday, October 21. At 7 O'clock, following the meeting there will be a party for the Board and committee members.

Respectfully submitted
H. Ray Higgins, Secretary

UNION BOARD MINUTES

October 21, 1942

Members absent: Miss Janet Burley, Mr. Guy LaLone, Mr. W. T. Middlebrook, and Mr. E. B. Pierce.

1. New Board Member: The President welcomed Miss Marian Myers as a new member of the Board.
2. Director's Report: Mr. Higgins introduced Mrs. Clara Harkness, the new Union hostess, to the Board. In explaining her duties, Mrs. Harkness reported that her biggest problem will be getting students to check their wraps when the cold weather sets in.

3. Program Co-ordinating Committee Member:

Motion B-34

Miss Dealy moved that Mr. Henry Dahl be appointed to fill the vacancy on the Program Co-ordinating Committee. Passed.

4. Committee Chairmen Appointments:

Military Service Craft	Sara Smerude
War Exhibit	Joan Clarke
Military Contact	Jane Mees
Student-Faculty Relations	Katherine Markas
Charm, Incorporated	Elsabe Luedke
Personal Development	Dan Brandt

Motion B-35

Mr. Braman moved that these appointments be approved, subject to their eligibility check. Passed.

5. Financial Report: Mr. Lyle Hanse continued the discussion on the Union Financial Report, which was begun at the October 14 meeting. It was suggested that a report be compiled, giving the income and expense for each activity; i.e., Quarterback, Saturday Nite Dance, etc.

6. 1943 Gopher Contract:

Motion B-36

Miss Dealy moved that the Board take six pages in the 1943 Gopher @ \$120.00 Passed. One page will be used and financed by the Farm Union Board.

7. Mr. Braman's Resignation: The President announced that he had received a letter from Ed Braman, stating that he wished to resign from the Union Board because his work as Editor of the Gopher is taking so much of his time that his work on the Board is being neglected. Mr. Braman could not be persuaded to reconsider his action, and Mr. Behrens accepted his resignation on behalf of the Board.

8. Fine Arts Committee: Mr. Johnson, sponsor, reported on the success of the programs this year. Attendance at the Music Listening hours has been about 60-70, and the new program, Modern Music Time, which began last Monday, had

an attendance of about 50. After the football season, Mr. Johnson said he would like to present this program twice a week--on Monday and Wednesday noons. A theater art exhibit will be presented in one of the second-floor offices next week.

9. Sponsor-Chairman Meeting: Last week the Program Co-ordinating Committee held a meeting of the sponsors and chairmen of the Union programs. Ernie McIver reported that this sort of informal get-together is very beneficial, and more meetings will be held in the future.
10. Freshmen Letters: Miss Frost explained the purpose of the letters which have recently been sent to representative freshmen. The Board is trying to get these new students interested in Union programs so that by the time they are eligible for Board membership, they will have had had valuable experience.
11. Filing Committee: Mr. Behrens appointed Miss Mary Dealy, Mr. Lyle Hanse, and Mr. Ernie McIver as members of a committee to review applicants for the Board vacancy.
12. Next Board Meeting: The YWCA has invited the Union Board to a Smorgasbord in the YMCA Building next Wednesday, Mr. Behrens announced.

Motion B-37

Miss Frost moved that the Board attend the Smorgasbord (optional) next Wednesday, October 28, and that the Board meeting be held on the second floor of the YMCA building at 6:30 p.m. Passed.

Respectfully submitted,

G. Ray Higgins

SECRETARY

ATTENTION:

Next meeting of Board--October 28 at 6:30 p.m.
in YMCA building.

UNION BOARD MINUTES

October 28, 1942

Members absent: Mr. E.M. Kirkpatrick, and Dean E.G. Williamson.

1. Director's Report: Mr. Higgins presented a supplementary report on the type of expenditures included in the miscellaneous item on the financial report for 1941-42. The Summer Session office is preparing the bulletin for 1943, and Mr. Higgins read the paragraph describing the Union activities, which appeared in last summer's booklet.

Motion B-38

Mr. E.B. Pierce moved that the Director be authorized to prepare a general statement as he has outlined for publication in the Summer Session bulletin. Passed.

2. Newsreels: Miss Marian Myers gave the background and attendance record of the newsreels. She indicated the Union is losing about \$20 each time a newsreel is presented. The Board discussed the possibility of continuing the programs. It was decided to publicize the program to a greater extent and continue newsreels for at least two more weeks.
3. Committee Chairman: The Board approved the appointment of Louise Miller as chairman of the Noon Activities.
4. Association of College Unions Convention: Mr. Higgins reported that it will cost approximately \$75 to send a delegate to the convention of the National Association of College Unions in Cincinnati, if it is held this year.

Motion B-39

Mr. McIver moved that if a national convention of college unions is held this year, Minnesota send at least one delegate to the convention, subject to the approval of the administration. Passed.

5. House Committee:
 - a. Christian Fellowship League: Mr. Hanse presented the request for office space from the Christian Fellowship League. After checking with several campus advisers, Mr. Hanse recommended that the request not be granted, because there are many religious organizations on campus that would demand the same privileges.

Motion B-40

The Board passed the following general policy regarding religious organizations: The University of Minnesota, by its charter, must remain non-sectarian. The Union, as a department of the University, must adhere to the same policy in passing upon problems growing out of the use of the Union facilities by religious groups. Therefore, any request for privileges made by a single religious group must be denied if it cannot be granted to all similar groups.

- b. War Efforts Committee Office: Room 226 has been assigned to the War Efforts Committee.

- c. Decorations: Decorations in the past have injured the fabric of the hangings in the Union.

Motion B-41

Mr. Hanse moved that no decorations be hung in the Union that would in any way mar the features of the buildings, and that all decorations be approved by the Union Director. Passed.

6. Regents' Coffee Hour: Mr. Behrens announced that on Friday, October 30, from 4:00-6:00 p.m., there will be a Coffee Hour in the Terrace Dining Room for the regents attending the national meeting on campus. All members of the Board and about 50 campus leaders are invited.
7. Homecoming Dance: Between 1000-1700 people attended the Homecoming Dance last Saturday night, Mr. Stenson reported. Two local bands, Red Melgren and Larry Vilendrer, played in the grand ballroom and the junior ballroom. The dance was very successful, and the ticket sale exceeded that of last year.
8. Snow Week: The Board held a general discussion on whether or not a Snow Week program should be presented this year, and in what way it could be tied in to a war theme.

Motion B-42

Miss Dealy moved that the Board go on record as approving the continuance of Snow Week this year on a modified scale, stressing physical fitness. Passed.

9. Foreign Student Program: Miss McQuarrie outlined a program for orienting foreign students on campus. Several Board members felt this activity was outside the scope of Union activities, and the matter was referred to the Program Co-ordinating committee.
10. Military Contact Committee: Miss McQuarrie reported that the Military Contact Committee is continually getting letters from the boys in service, and some plan should be set up for answering these letters. Mrs. DeLapp reported that the members of the Business Women's Club have volunteered their services, and they might be interested in this type of project. At the present time, they are working on the committee files. The matter was referred to the Program Co-ordinating Committee.
11. Military Service Crafts: Mrs. DeLapp announced that the Military Service Crafts is open in the recreation room every Tuesday, Wednesday, and Thursday, from 2:00-5:00 p.m. At present about 15 students are making gifts from salvage material. Last spring a mimeographed booklet was published, giving full details of the project, and there have been many requests for this material.

The next meeting of the Board will be held in Room 354, Union, at 5:30, Wednesday, November 4.

Respectfully submitted,

G. Ray Higgins, Secretary

UNION BOARD MINUTES

November 4, 1942

Members absent: Mr. W. T. Middlebrook and Dean E. G. Williamson.
(Mr. Darley sat in Dean Williamson's absence.)

1. Harvey Stenson's Leave: The president announced that Harvey Stenson has received a commission in the Navy and is leaving for Chicago tonight. It was decided that Union Board members and committee members would combine to buy a farewell gift for Harvey. Miss Dealy was appointed to make the arrangements.
2. Regents' Coffee Hour: The Coffee Hour given for the visiting Regents on October 30 was a real success, Mr. Behrens reported. About 55 students and 20 regents attended.
3. Standing Committees: The president requested that the standing committees meet before the Wednesday of Board meetings. These committee meetings should discuss the business fully, so the sponsor can present the material in the form of a motion at the Board meeting.
4. Introduction of Visitors: Mr. Behrens introduced Dr. Darley, who is taking Dean Williamson's place while he is in Washington; and Mr. Warren Vong, the visiting member from the Farm Campus Union Board.
5. Director's Report: There have been a number of purse thefts in the Union recently, Mr. Higgins reported. One girl was apprehended recently who had rifled 16 purses. Mr. Higgins introduced the visiting staff member, Mr. Bob Christine, who is the supervisor of the Billiard Room.
6. Newsreels: Miss Myers reported that in the future only one newsreel will be shown, instead of a combination of three separate newsreels, as has been the practice in the past. This will cut down the expenses \$5.00. Beginning next week, there will be an additional showing at 3:30. The expense of this third presentation will be about \$4.00.
7. Board Vacancy: Miss Dealy reported that the Dean of Students office has not as yet reported on the eligibility of the eight men who have filed for the Union Board vacancy.
8. Chairmen Appointments: The Board approved the appointments of Rosamond Smith as chairman of the Saturday Night Dance, and Barbara McQuary as chairman of the photographic exhibit and competition.

9. Skating Rink: Larry Bentson informed the Board that plans are being discussed for a skating rink on campus this winter. The rink would be run on a co-operative basis, and the success of the venture and the upkeep of the rink would depend entirely upon student co-operation. Buildings and Grounds and the Athletic Department are enthusiastic about the plan. Mr. Bentson will inform the Board of further developments.
10. Liaison Committee: Mr. Eehrens reported on the meeting of the Liaison committee. The following points were discussed:
- A. Bag Lunches: There are two solutions to the problem of eating bag lunches at noon committee meetings (1) Turn over sections of the bag lunchroom for noon committee meetings (2) Allow the eating of bag lunches in the conference rooms. The first suggestion is being investigated by Mr. Felber. The Board voiced its disapproval of the second proposal.
 - B. Junior Ballroom Rental Charge: Food Service will reconsider the rental charge for the Junior Ballroom. At present, the rental is \$15 during the lunch hour, and \$5.00 for the morning or afternoon.
 - C. Terrace Dining Room: Mr. Felber will set-up a rental charge for the Terrace Dining Room. It has been suggested that in the future the coffee hours be held in this dining room instead of the Men's and Women's Lounges.
11. Program Co-ordinating Committee: Mr. McIver presented the following points which were discussed at the Program Co-ordinating committee meeting:
- A. Snow Week: Snow Week activities this year will probably be limited to a one or two-day program, stressing physical fitness, and ending with a dance on Saturday night. The committee will meet next week with the Athletic Department and the Dean of Students office.
 - B. Foreign Students: The committee is checking with the foreign students adviser, the Cosmopolitan Club, and the Dean of Students office before they take any action on the foreign students program. (See Item 9, Oct. 28)
 - C. Letterwriting to Fellows in Service:
- Motion B-43
Mr. McIver moved that funds be provided to answer any letters written in by men in the service, but the Union will not embark upon any campaign encouraging letterwriting. Passed.
- D. Displaying the Service Flag:
- Motion B-44
Mr. McIver moved that the Service Flag be left hanging in the Union foyer, and that any exception be passed on by the Union Board. This action is not retroactive. Passed.

12. All-U Council Calendar: Mr. Behrens briefly explained the all-university calendar the Council has proposed. Dr. Darley indicated that the set-up is probably an exact duplication of the calendar handled by the Director of Men's Activities in the Dean of Students office. The discussion was tabled until a check has been made by the Dean of Students office.
13. Cabinet Meeting: Miss Trost announced the Cabinet officers who were elected at the meeting this afternoon: President, Helen McKinley, and Secretary, Charlotte Johnson. Harriet Berg has been appointed to work with Mary Dealy's committee on public relations.
14. Singing Hour: The first singing hour of the year was a success, Mrs. DeLapp reported. It was held in the Women's Lounge this noon, and about 200 people attended.
15. Next Board Meeting: Because Wednesday, November 11, is a holiday, the next meeting of the Board will be held at 5:30 in Room 354, Wednesday, November 18.

Respectfully submitted,

G. Ray Higgins

SECRETARY

5. Election of Board Member: The following students filed for the Board vacancy caused by Ed Bramen's resignation: Ed Babcock, Arnold Canfield (withdrew), Christie Geankoplis, Jay Lurye, Leonard Pignatello, Stephen Rauch, Seymore Robinson, and Galen Streimer. After a personal interview with each of the candidates, the Board elected Galen Streimer.
6. Ice Rink: Larry Bentson reported that representatives from Buildings and Grounds and the Athletic Department, the manager of the Farm Campus rink, and student representatives are meeting soon to discuss further plans for the campus skating rink.
7. Snow Week: Up to date only two students have filed for the Snow Week chairmanship, Ernie McIver announced. Mr. McIver urged Board members to encourage more students to file for the chairmanship.
8. Saturday Nite Dance: John Arnold announced that the attendance at the Saturday Nite Dances is decreasing. A Dry Nite Club will be held on November 28, and the committee is planning to send notices to the rooming houses near campus, advertising the Union dances. The Homecoming Dance was financial success, with 882 couples attending and a profit of \$622.
9. Tech Twilite: The Techno-Log would like to sponsor a Twilite Dance the first part of December, Mr. McIver reported. They plan to get orchestra services free of charge, and they would not charge for the dance.

Motion B-48

Mr. McIver moved that the authority to pass on the Tech Twilite in December be delegated to the Program Co-ordinating Committee. Passed.

10. Next Board Meeting: Because of the Thanksgiving holiday, the next dinner meeting of the Board will be Tuesday, November 24, at 5:30 in room 353.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

November 24, 1942

Members absent: Miss Vetta Goldstein, Mr. Guy LaLone, Mr. E.M. Kirkpatrick, Mr. W.T. Middlebrook, Miss Jeanne McQuarrie, Mr. E.B. Pierce, and Dean E.G. Williamson.

1. New Board Member: The President welcomed Mr. Galen Streimer as the new member of the Board.
2. Director's Report:
 - A. Sailor Use of Building: Last Friday a count was taken of the number of sailors using Union facilities during the evening hours. From 5:15-9:00 p.m., 65 sailors passed the Information Desk; 131 were in the Bowling Alley; and over a period of two weeks, there has been an average of 15 sailors playing billiards each night.
 - B. College Unions Convention: The Convention of the National Association of College Unions has been cancelled this year.
 - C. Union Staff Representative: Mr. Higgins introduced Mrs. Estelle Lamberton, the attendant in the Union Game Room, to the Union Board. The Board approved the policy of permitting students to study in the Game Room when some of the tables are not in use. It was suggested that "Co-educational Game Room" be put on the door, in order to encourage girls to use the room.
3. Program Co-ordinating Committee:
 - A. Snow Week: Mr. Dan Brandt and Miss Elizabeth Crandall have been selected as Co-chairmen of the 1943 Snow Week. Mr. Rock from the Dean of Students Office and Mr. Smith from the Athletic Department will meet with the committee next Tuesday to discuss general policies. All Board members interested in this activity are invited to attend the meeting.
 - B. Foreign Student Program: The committee met with Dr. Darley and the foreign students' advisor, but no action will be taken until the program, as presented by Jeanne McQuarrie, has been discussed with President Coffey.
 - C. Tech Twilite: The committee approved the request of a Tech Twilite on December 8. The Tech Committee will handle the publicity and the checking, and the Union will donate the ballroom. The Techs are booking a band free of charge, and there will be no charge for the dance.

D. Christmas Program:Motion B-49

Mr. McIver moved that the Union sponsor a Christmas party for the students on campus, the Program to include singing and dancing to recorded music, and the expense not to exceed \$35. Passed.

4. Servicemen's Christmas Program: Mary Dealy reported on the committee meeting with several officers representing the servicemen on campus. They are ~~entitled~~ enthusiastic about a Union Christmas party, and would like to have it on December 23. Downtown civic organizations will donate gifts. The Union will furnish a Christmas tree, refreshments, and the girls. The Co-Efficient Club and WSGA have indicated they will co-operate.
5. Chairman Appointment: Miss Joan Haas was approved as the chairman of the Splash Party Committee.
6. Outing and Tournament Committee:
 - A. Splash Party: The Splash Party last Friday night had an attendance of 75. It was the most successful party of its kind that the Union has ever sponsored.
 - B. Hikes and Outings: The committee has been very active this fall. So far this quarter, they have held a hike (42 attending), a hayride (60 attending), and a skating party (42 attending). A Cook-Out is planned for next Friday night.
 - C. Tournaments: A chess tournament is now in progress, Larry Bentson reported. The interest in bridge instruction has been dwindling toward the end of the quarter, But the program will be continued next quarter.
7. Committee Cabinet: Polly Trost reported that the meetings of the committee cabinet are well attended and very successful. At a recent meeting, Roy Pearson, President of the All-U Council, spoke to the group. The next meeting will be Tuesday, December 1, at 12:30, and all Board members are invited to attend.
8. Newsreels: There was excellent publicity for the last newsreel showing, and as a result 481 attended. Newsreels will be continued next quarter.
9. Next Board Meeting: The Board will hold a dinner meeting on Wednesday, December 2, at 5:30 in room 353.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

December 2, 1942

Members absent: Mr. Guy LaLone, Mr. W.T. Middlebrook, Miss Jeanne McQuarrie, and Mr. Galen Striemer.

1. Cabinet Representative: The President introduced Miss Helen McKinley, president of the Committee Chairmen Cabinet.
2. Director's Report: Mr. Higgins appealed to the Board to accept their responsibility as members of the Union Board in these critical times. At the close of the fall quarter, there will be a drastic change in the Board personnel, as five of the male members will be leaving. Miss Betty Banta, Jr. Clerk Stenographer was introduced, and she explained her duties at the Information Desk to the Board.
3. Consultant Assistant: Mrs. De Lapp introduced Miss Charlotte Johnson, who has been working in the Program Consultant's office during fall quarter, and who has been assisting Mrs. De Lapp since Mr. Stenson left.
4. Snow Week: A tentative program of winter sports was discussed at the last Snow Week Committee meeting. The date has been set for the third week of January. There will be no button sales this year. The program will be subsidized to the maximum of \$150.00 from the Snow Week reserve fund. The committee requested that these funds be supplemented by the dancing party receipts.

Motion B-50

Mr. McIver moved that the Union turn over the Tuesday Afternoon Dance and the Saturday Night Dance during Snow Week to the Snow Week Committee. Passed.

5. Liaison Committee: As a result of the Liaison Committee meeting, the charge of \$5.00 was set for the use of the Terrace Dining Room and the Junior Ballroom for meetings only, and when the reservation is made no more than two days in advance.

Bag Lunches: Room 310 will be available to student groups between the hours of 11:30 and 1:30 on each Monday of the week for bag lunch meetings.

Dinner Dances: A rental charge of \$5.00 was established for the Junior Ballroom when the dance is held from 9:00-12:00 p.m. following a dinner.

6. Building Schedule: Mr. Higgins recommended that the building close at 7:00 every night/during the holidays and that the Bowling Alley and the commuter's lunch room be open on Sundays. As long as the Bowling Alley is open and available to the sailors on Sundays, Mr. Higgins suggested that the commuter's lunch room be open also, with equipment for ping pong and cards, an attendant at the soda fountain, and possibly hostesses from campus organizations.

Motion B-51

Mr. Pierce moved that during the Christmas holidays the building be open week-days from 7:00 a.m. to 7:00 p.m. and that the Bowling Alleys operate from 2:00-8:00 p.m. on Sundays. Passed. The Board also approved that experimental plan of opening the commuter's lunch room on Sundays from 2:00-8:00 p.m. throughout the year.

7. Servicemen's Christmas Party: The party has been set for December 21 from 8:00-12:00 p.m. The servicemen will provide the entertainment, and W.S.G.A. will furnish the girls, Miss Dealy reported.
8. Servicemen's Lounge: Mrs. DeLapp recommended that the Recreation Room be turned into a Servicemen's Lounge for their use during the dinner hour, the time when most of them are in the building, and when no particular activity programs are offered. The only expense would be having an attendant on duty three hours, and the W.S.G.A. and Co-Efficient groups have indicated that they are interested in a hostess project.

Motion B-52

Miss Trost moved that the Board turn the Recreation Room into a Servicemen's Lounge during the dinner hours for an experimental period, campus women's organizations to serve as hostesses, and the Union to provide an attendant. Passed.

The president referred the above motion/the Program Co-ordinating Committee, to report back to the Board at the next meeting.

9. Charm, Inc. Miss Janda outlined the program of Charm, Inc., which will be presented Winter Quarter. The series will have a military and economy theme, and the program will include a style show, lectures, and a campus poll.

Motion B-53

Miss Janda recommended that the Board approve the appropriation of not over \$40 for Charm, Inc. Passed.

10. Committee Chairmen: The Board approved the appointment of Gerald Phillips and Betty Lou Minckler as co-chairmen of the Talent Class and Lucille Hovland as chairman of the Christmas party for students. In order to eliminate any inter-departmental misunderstandings, Mr. Higgins explained that the Board is checking with the Music Department and the University Theater before using their people in our programs.
11. Fort Snelling Show: Mr. Higgins reported on the show that appeared at Fort Snelling December 1. About 20 university students went out, and the audience was very appreciative.
12. Senior Dinner: The Graduate Senior Dinner will be held on December 16. The Program Co-ordinating committee was requested to appoint a chairman for the event, and invitations should be issued very soon.

13. Next Board Meeting: Because five Board members will be leaving at the close of fall quarter, it was suggested that the next Board meeting be a dinner party off-campus. Board members will be notified of the time and place.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

December 9, 1942
(Dinner meeting, Mpls. Athletic Club)

Members absent: Miss Vetta Goldstein, Miss Elsa Janda, Mr. E.M. Kirkpatrick, Mr. Guy LaLone, Mr. E.B. Pierce, and Mr. Galen Striemer.

1. Board Membership: The president announced that this was the last meeting for two of the Board members--Ernie McIver and Harley Johnson, who graduate fall quarter.
2. Sponsorship Reports: Sponsors were reminded of the quarterly reports which are due before the end of fall quarter.
3. Director's Report: Mr. Higgins read a note from Miss Goldstein, expressing her regret in missing the meeting, and sending her best wishes to the members who will be leaving the Board.

Bowling Alleys: During this past week, nine pinsetters resigned in one day, Mr. Higgins reported. He recommended that, beginning Winter Quarter, the pinsetters' salary be increased 1¢, and that the price of bowling be correspondingly increased.

Motion B-54

Miss Jeanne McQuarrie moved that the pinsetters salary be increased to 6¢ per line and that the price of bowling be increased to 16¢ per line. Passed.

Black-Out: A general discussion was held on the procedure to be used in the building during black-outs. The matter was referred to the House Committee, with instructions to have a recommendation set up by the first of the year. It was decided to warn the people in the building of the black-out on Monday.

Motion B-55

Mr. Hanse moved that on December 14 an announcement be made one-half hour before the blackout that the building will be closed. Passed.

4. Senior Dinner: Mr. McIver reported that the Senior Dinner will be free of charge for all seniors, and an 85¢ charge for the guests. The Alumni Association has volunteered to assume one-half of the expense. Mr. Henry Dahl is chairman of the event.

Motion B-56

Mr. McIver moved that the Union spend no more than \$50 as their share of the Senior Dinner, December 16. Passed.

5. Servicemen's Lounge: The Commuter's Lunch Room will be open from 2:00-8:00 p.m. on Sundays. It will be a campus recreational center, and will be called the "Sunday DugOut." Beginning next quarter, Room 50 will be open during the dinner hour for a Servicemen's Lounge. Helen DeWar is chairman of this program.
6. Radio Announcements: Mrs. DeLapp informed the Board of the noon radio announcement program, as directed by Jay Lurye. A blank must be filled out in Room 131 by 10:30 a.m. of the day the announcement is to be made. These announcements are broadcast twice during the noon hour. Girls write up the script, and the broadcast originates from the Fine Arts Room, and is carried throughout the building.

Motion B-57

Miss Polly Trost moved that the Board approve the noon announcements program with Jay Lurye as chairman. Passed.

7. Physical Fitness Program: Larry Bentson announced that the week stressing physical fitness will have a new name this year.

The next meeting of the Union Board will be held Winter Quarter, 1943.

Merry Christmas
Happy New Year!

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

January 6, 1943

Members absent: Mr. W. T. Middlebrook

Guests present: Miss Alice Wendell, former Board member,
and Mr. Bill Kehr, President of Ag. Union Board.

1. President's Report: Mr. Behrens announced that the Freshman Leadership Camp will be held Saturday and Sunday, January 9-10. He urged Board members to attend. A letter was read from Harvey Stenson, thanking the Board members for the cuff links. The quarterly sponsor's reports are due for fall quarter.
2. Director's Report: The operation of the Bowling Alley during vacation was a new undertaking and proved fairly successful. Mr. Higgins gave a report on the war-time effect on the operation of the Union. Among present problems are lack of student help, priorities, rationing, and decreased daytime leisure time for students.
3. Program Co-ordinating Committee:
Motion B-58
Miss Dealy moved that Mr. Henry Dahl be appointed as sponsor of the Program Co-ordinating Committee. Passed.
4. Filing: Filing will be open from January 7-13 for the three Union Board vacancies. The Program Co-ordinating Committee will interview the candidates and the eligibility records should be checked as soon as possible.
5. Servicemen's Christmas Party: About 650 servicemen and 500 girls attended the Christmas Party on December 23. The Dug-Out, Bowling Alley, Terrace Dining Room, Main Lounge, and Ballroom were open. A Santa Claus distributed the gifts which the girls brought for the men. Mrs. DeLapp gave a detailed expense report--the net expense was \$155.70.
6. Out-of-Town Students' Christmas Party: Ninety-five students attended the party on December 22. Many were foreign students, and the evening was spent in singing songs and playing games.

7. Chairmen Appointments:

Motion B-59

Miss Myers moved that Al Kurzeck be appointed chairman of the Fun Nite Committee, and Claire Ingemann of the Personal Development Committee. Passed.

8. 8. Servicemen's Center and Dug-Out: The Dug-Out has been operating for four Sundays, Mrs. DeLapp reported. It is open from 2:00-8:00 p.m., and University girls act as hostesses. Beginning next Monday, the Servicemen's Lounge (Room 50) will be open in the evenings from 5:00-8:00 p.m. Lounging furniture has been set up in the room, and plans are being formulated for sewing repair center and a servicemen's tinker shop, where the fellows may make small articles for themselves. There has been a very fine response to the request for volunteer hostesses and a special course dealing with problems of hostesses will probably be offered to these girls.
9. 9. Skating Rink; Larry Bentson reported that there will be a campus skating rink. It will be located between University Avenue and Cooke Hall. Although it will be flooded for a hockey rink, there will be certain hours for open skating and it may be reserved for parties.

Motion B-60

Mr. Bentson moved that the Board send a letter to the Athletic Department, expressing our appreciation for the rink they are giving the students. Passed.

10. 10. War-Time Winter Week: The winter sports program has been given the new name of "War-Time Winter Week." Forester's Day activities will be combined with the Winter Week program.
11. 11. Unclaimed Symphony Tickets: Mrs. DeLapp explained a new program whereby students are contacted and given Symphony tickets on the night of the concert. They now have on file 150-200 names of students who would like to be called. In the discussion, it was suggested that the program be more widely publicized among the symphony concert patrons.
12. 12. Financial Report: Mr. Lyle Hanse presented income and expense comparisons of the 7202-4500 budget. (see accompanying forms).
13. 13. Thursday Noon Dance: Several students have requested a noon dance program, Miss Myers reported. Although such a program did fail once before, it may prove successful now because of the accelerated programs and less recreational time. Further discussion was tabled until Miss Myers checked with the administration to see if they would object to a dance being held fifth hour on Thursday.

The next Union Board dinner meeting will be held Wednesday, January 13, at 5:30 p.m. in room 353.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

January 13, 1943

Present: Miss Lila Hinze, Farm Union Board representative
Members absent: Mr. W.T. Middlebrook, Mr. E. B. Pierce, Mr. Galen Striemer, and Dean E. G. Williamson.

1. Director's Report: Mr. Higgins read a portion of a memorandum from the Dean of Students Office, which established the relationship between the campus social agencies and the servicemen on campus. This notice will be posted on the Board office bulletin board, and members are urged to read it.

B. Last spring the student body voted to eliminate the Nominating Committee of the Union Board election set-up. However, the Board placed a request before the President, asking for a reviewal of the action. President Coffey appointed Professor William Anderson as chairman of the committee to make a recommendation. Mr. Anderson has indicated that the report of the committee will be ready by the middle of February.

C. There has been a change in the Union staff personnel. Mr. Byron Smith, account clerk, has accepted another position, and is being replaced by Miss Lucile Maahs of the Business Office.

D. The global exhibit, "War in the Pacific", shown in the Game Room until January 28, is being very enthusiastically received.

2. Leadership Camps: Nine members of the Union Board attended the Leadership Camp, held at the Center last Saturday and Sunday, the President announced.

Motion B-61

Jeanne McQuarrie moved that the Board recommend to the All-University Council that they call another meeting within the next two months of the campus leaders in order to continue the discussion held at the Leadership Camp. Passed.

3. Program Co-ordinating Committee:

A. Elections: Mr. Dahl reported that seven men have filed for the Board vacancies. They will be interviewed this coming week, and elections will be held at the Board meeting next Wednesday. After a discussion, the concensus of opinion of the Board was that the All-University elections should be held during Winter Quarter this year.

Motion B-62

Miss Mary Dealy moved that the Board recommend to the All-University Council that elections be moved from Spring Quarter to Winter Quarter, and that the President send a letter stating the reasons for the change. Passed.

- B. Winter War-Time Week: The Program Co-ordinating Committee has met with Winter War-Time Week Committee to discuss the program and activities for Winter Week, January 18-24.
- C. Program Revisions: Mr. Dahl announced that each sponsor, along with their committee chairman and committee members, will be invited to a meeting, at which time the programs sponsored by that committee will be reviewed and possible revisions will be discussed. The schedule of these meetings is as follows: January 26, War-Efforts; February 2, Evening Dance, Afternoon Dance, and Dance Instruction; February 9, Mixer, Tournament, and Outings; February 16, Noon Activities; February 23, Social Skills; and March 2, Fine Arts.
4. Servicemen's Lounge: Mrs. DeLapp reported that the Recreation Room had been open two evenings from 5:00-8:00 p.m. as a Servicemen's Lounge. The first night 12 servicemen were present, and the second night there were 39.

5. Victory Assembly:

Motion B-63

Miss Trost moved that the Board approve the expenditures of \$15.00 to send a ~~delegate~~ of at least three student Board members to the Victory Assembly of Mid-West Colleges at Carleton, Friday and Saturday, January 15-16. Passed.

6. Ratio of Board Membership:

Motion B-64

Miss Dealy moved that the Board appoint a constitutional amendment committee to bring back to the Board a recommendation on the ratio of men and women members on the Board.

The following committee was appointed: Lyle Hanse, chairman; Mr. Kirkpatrick, Henry Dahl, Marion Myers, and Janet Burley.

7. Committee Reports and Party: Miss Trost again reminded the sponsors that their reports are due and should be turned in at Room 131. After some discussion, the selection of a date for a party for sponsors, chairmen, and committeemen was tabled.

8. Campus Photo Contest: Mr. Dahl presented the following itemized budget for the Campus Photo Contest, which will be held January 20-February 8: Posters, \$4.50; mimeograph, \$3.00; Daily picture, \$4.50; prize \$3.00; Miscellaneous postage and poster supplies, \$5.00; Total, \$20.00

Motion B-65

Mr. Dahl moved that a budget for \$20.00 be approved for the Campus Photo Contest. Passed.

9. House Committee: Mr. Hanse reported on the assignments of student offices in the Union for fall quarter.

The next meeting of the Union Board will be held at 5:30 p.m. in Room 353, Wednesday, January 20, 1943.

Respectfully submitted.
G. Ray Higgins
SECRETARY

UNION BOARD MINUTES

JANUARY 20, 1943

Members absent: Miss Vetta Goldstein, Mr. Evron Kirkpatrick, and Dean E.G. Williamson.

1. Director's Report: Because open bowling is still very light, Mr. Higgins reported that leagues should be encouraged in order to operate the bowling alleys successfully.
2. Victory Assembly: Miss Mary Dealy and Mr. Emil Behrens represented the Union Board at the Student Victory Assembly at Carleton, January 15-16. Over 100 students attended the conference, and they were divided up into five discussion groups. Mr. Behrens presented an outline of the topics discussed and read the resolutions which were drawn^{up} at the close of the conference.
3. Elections: The following candidates were interviewed for the three vacancies on the Board: Messrs. Leonard Pignatello, Ed Babcock, John Kokoszanski, Dale McIver, Al Ouska, Jay Luyre, and Stephen Rauch. Mr. Babcock was elected to fill the long term (to spring elections, 1944); and Dale McIver and Al Ouska were elected for the short terms (to spring elections, 1943).
4. Date of Elections: The President reported that there will be only two carry-over members after the elections this year--Miss Janet Burley and Mr. Ed Babcock. Because of this fact, it is imperative that elections be held early this year, in order that the old members may assist the new Board. Mr. Behrens said a letter would be written to the All-U Council, requesting them to hold the elections during Winter Quarter.
5. Constitutional Amendment: Mr. Lyle Hanse, chairman of the Constitutional Amendment Committee, read the following recommendation, amending Article III, Section I, B of the Union Board Constitution: "The Board shall be composed of 15 student members, the ratio of men and women to be equal to the men and women of the regularly enrolled students during the current quarter during which the appointments or elections are scheduled. However, the ratio of men and women on the Board shall never exceed 12-3". Discussion of the amendments developed mainly around the maximum ratio of 12-3. There were some who felt that the ratio should never be that one-sided. Majority, however, were in favor of the proposed ratio.

It was suggested that the latest report from the registrar's office for the quarter in which the elections are held be stated in the amendment as the enrollment figures to be used.

6. Sponsor-Chairman Party: Miss Trost announced that the Committee Sponsors, Chairmen and Committee members will have a party from 4:00-6:00 p.m. next Wednesday, January 27. A notice on the Board office bulletin board will give the place where it will be held.
7. Hostess Course: On February 1, 3, and 8, lectures will be given to the girls who act as hostesses in the Servicemen's Lounges. Speakers will be Miss Sara Converse, Dr. Darley, Captain Moses, and Chief Hal Boyer, Miss Dealy reported.
8. Servicemen's Lounge on Sundays: Miss Dealy presented a request from Chief Boyer that the Servicemen's Lounge be open to servicemen on Sundays, in addition to the Dug-Out. Because such an arrangement would necessitate heating and lighting a large part of the building, the recommendation was tabled until the time when additional service units may alter the conditions.
9. Program Co-ordinating Committee: Next Tuesday, at 3:30 the Program Co-ordinating Committee will discuss the problems and the program of the War Efforts Committee. All Board members are invited to participate in the discussion.
10. Next Board Meeting: Because of the sponsor-committee party next Wednesday, the regular dinner meeting will begin at 6 o'clock in Room 353 Union. There will be a penalty for anyone who comes late!

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

January 27, 1943

(A get-acquainted party for committee chairmen and sponsors was held from 4:00-6:00 p.m. in room 343-4-5.)

Members absent: Mr. W. T. Middlebrook, Mr. Galen Striemer, and Dean E. G. Williamson.

Present: Ex-Board member, Ensign Harley Johnson

1. Director's Report:

- A. Global Exhibit: An actual count of 10,217 people viewed the Global Exhibit in the 14 days it was on display in the game room.
- B. Association of College Unions Bulletin: Mr. Higgins read excerpts from the Bulletin and urged all Board members to read the copy which is posted on the bulletin board in the Board office.
- C. Office Handling Ticket Sales: At the request of one of the campus groups, Mr. Higgins recommended that the office staff sell tickets for the major activities and Freshman Week.

Motion B-66

Miss Dealy moved that, upon request, the Union sell tickets for the major functions of the classes and the Freshman Week activities. Passed.

2. Program Co-ordinating Committee: Mr. Dahl reminded the sponsors that their committee chairmen and committee members should attend the series of special meetings held by the Program Co-ordinating Committee. Next Tuesday, at 3:30 the committee will review the programs of the Afternoon and Evening Dance and Dance Instruction Committees.
3. Charm, Inc.: Miss Janda reported that Dayton's Campus Store presented the style show for Charm, Inc. last Monday afternoon. Attendance was 1200. It was the most beautiful and colorful setting in the Union ballroom to date, Mr. Higgins reported.
4. New Appointments: The President announced the following appointments:
 - Afternoon Dance Sponsor: Galen Striemer
 - Fine Arts Sponsor: Dale McIver
 - Mixer Sponsor: Al Ouska
 - Members of Program Co-ordinating Committee:
 - Janet Burley and Ed Babcock
 - Finance Committee: Dale McIver
 - House Committee: Al Ouska

Motion B-67

Miss McQuarrie moved that these appointments be approved. Passed.

5. Executive Committee: Mr. Henry Dahl was unanimously elected to the Executive Committee.
6. Presentation of Service Keys: Mr. E. M. Kirkpatrick presented service keys to the following: Miss Marian Myers, Miss Elsa Janda, Mr. Henry Dahl, Miss Janet Burley, and Miss Polly Trost, Mr. John Arnold, Mr. Larry Bentson, Ensign Harley Johnson. (Because Dean Williamson was absent, his key will be awarded at a later date.) Miss Marian Myers and Mr. John Arnold gave responses from the Board.
7. Constitutional Amendment: Mr. Behrens announced that the Council has selected February 11 as the special election day for voting on the constitutional amendments and February 26 as the regular All-University election day.

Mr. Hanse presented the following Amendment for Article 3, Section 1 B of the Union Board constitution: "The Board shall be composed of : 15 student members, the ratio of men and women shall be the same as the ratio of men and women regularly enrolled in the University during the quarter in which the appointments or elections are scheduled. In determining the ratio, the Board shall use the enrollment figures released by the Registrar's office at the end of the second week of the current quarter. However, the ratio of men and women on the Board shall never exceed 12-3".

Motion B-68

Miss McQuarrie moved that the Board approve the proposed amendment in substance. Passed.

The next dinner meeting of the Board will be on Wednesday, February 3, at 5:30 in Room 353.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

February 3, 1943

Members absent: Mr. W.T. Middlebrook

1. Director's Report: Mr. Higgins announced that the Union staff is losing another member--Miss Betty Banta, Jr. Clerk Stenographer. The position has not been filled.
2. Coffee Hour: Emil Behrens reported that about 40 people attended the coffee hour given by campus leaders for Senor Oropesa, Venezuelan journalist.
3. Program Co-ordinating Committee: (HankDahl, Sponsor)
 - A. Aero Ball: The Aero Ball Committee requested the Union Board to relinquish a Saturday Nite Dance so the Aero Ball might be held on Saturday, March 6.

Motion B-69

Mr. Dahl moved that the Aero Ball be denied the use of the Ballroom on Saturday, March 6. Passed.

- B. Talent Show: "Moods in Music," the winter Talent Class show, is scheduled for a Servicemen's free matinee on February 24 and an evening performance for the general public on February 25 @ 25¢ per ticket. It was suggested that a matinee for the general public also be given. A committee composed of Mrs. DeLapp, Mary Dealy, and Gerry Phillips will select a chairman of publicity of the show. Mr. Dahl presented the following budget: Publicity, \$25.00; Labor, \$70.00; Entertainment, \$15.00; Miscellaneous, \$5.75.

Motion B-70

Mr. Dahl moved that the Board approve the budget of \$115.75 for the Talent Class show, "Moods in Music," February 24 and 25. Passed.

4. Saturday Nite Dance: John Arnold led the discussion on ways of promoting the Saturday Nite Dances. He suggested that small orchestras be used for the next several weeks, and climax the quarter with one big dance. It was also suggested trying a grand march or other mixers at the dances.
5. Servicemen's Dance: Miss Mary Dealy announced that the next Servicemen's Dance will be held February 11. The Wold Chamberlain Navy Band will furnish the music free of charge. The following budget was presented: Refreshments, \$30.00; Street-car transportation, \$25.00; and Incidental expenses, \$10.00.

Motion B-71

Mr. Lyle Hanse moved that the Board appropriate a sum not to exceed \$65.00 for the Servicemen's Dance on Thursday evening, February 11; passed.

6. Constitutional Amendment:

Motion B-72

Mr. Hanse moved that the Board accept the amendment to the constitution (Article III, Section IB) to read as follows: "The Board shall

be composed of 15 student members, the ratio of men to women shall be the same as the ratio of men to women regularly enrolled in the University during the quarter in which the appointments or elections are scheduled. In determining the ratio, the Board shall use the enrollment figures released by the Recorder at the end of the second week of the quarter. However, the ratio of men to women on the Board shall never exceed 12-3." Unanimously passed.

7. Elections: The President appointed Polly Trost as chairman with Janet Burley and Ed Babcock as members of a committee to encourage students to file for the Board in the coming elections. Miss Janet Burley was appointed as the Union representative on the All-University Council Election Committee. Miss Burley was instructed to request that the Union Board amendment be placed on a separate ballot, so it will not be confused with the two amendments of the All-University Council.
8. Techno-Log Twilite: Last quarter, the Board granted the Techno-Log Board the free use of the ballroom for a twilite on December 8, (see Union Board Minutes, November 24, 1942, Item 3-C). Because arrangements were not made until very late last quarter, the dance was not held; however, the group is repeating this request for a dance winter quarter, Mr. Higgins announced. Mr. Busch reported that the dance was being given for Techno-Log promotion, although no subscription soliciting would be done at the dance.

Motion B-73

Mr. John Arnold moved that the Board allow the Techno-Log Board to give a free Twilite on Tuesday, March 2, all incidental and orchestra expenses to be paid by the Techno-Log; the Union will waive the \$15.00 ballroom rental; and there will be no soliciting allowed at the dance; all publicity of the dance must be approved by the Union Board Public Relations Committee. The motion was defeated by a 9-8 vote.

The President requested the Program Co-ordinating Committee to make further investigations on the proposed dance.

The next Union Board meeting will be held Wednesday, February 8, at 5:30 in Room 353 Union.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

February 10, 1943

Members absent: Miss Vetta Goldstein, Mr. E. M. Kirkpatrick, Mr. W. T. Middlebrook, and Mr. E. B. Pierce.

1. All-U Election; Miss Burley reported that the Union Board 12-3 ratio amendment was passed, and the All-University Council 4-4 amendment was passed in the All-University elections.
2. Program Co-ordinating Committee:

A. Technolog Twilite:

Motion B-74

Miss Dealy moved that the following recommendation of the Program Co-ordinating committee be approved: "That the Union Board co-sponsor the Technolog Twilite and that the Union Board Public Relations Committee approve the publicity used in the Daily and on the posters. The Union will furnish the ballroom, and the other expenses will be covered by the Technolog Board." Passed.

B. Committee Meeting: The programs and policies of the War Effort and the Outing and Tournament committees were discussed at the Program Co-ordinating committee meeting. The Union service flag and the accompanying roll call book will be brought up to date. On February 17 there will be a meeting of persons interested in the promotion of the local youth hostels.

3. Curtis-Wright Contingent: Mrs. DeLapp announced that about 100 girls of the Curtis-Wright school will arrive tomorrow. They will be stationed in Shevlin Hall. Saturday night of this week they will be taken on a tour of the Union, and on Sunday a campus tour will be conducted.
4. Committee Chairman Meeting: Sixteen attended the chairman meeting last Tuesday, Miss Trost reported. Ann Woodward discussed the Y.W.C.A. Cabinet. Mr. Ben Schmoker will speak to the group next week, and the following week Mr. Charley Rock will be the speaker. Board members and Committee Chairmen are urged to attend those meetings on Tuesdays at 12:30. Bring your lunch.
5. Servicemen's Letters: Mr. Behrens explained a tentative plan that has been suggested for sending "round robin" letters to men in service, discussing pertinent current affairs problems. The exchange of letters would be arranged so that about every fourth name on the list would be the University. In that way, the University would get a wide-spread range of ideas from the servicemen. Those interested in this project will meet at 2:30 tomorrow in the Board office.
6. Servicemen's Dance: Miss Dealy announced that about 800 sailors are expected at the servicemen's dance tomorrow night. There will be intermission entertainment, free refreshments,

and the Union recreational rooms will be open.

7. Sorority-Fraternity Room Reservations: Because many of the sororities and fraternities will become inactive unless meeting places are provided, Dean Williamson urged the Board to contact the Interfraternity Council soon and formulate some plan of room assignments for those groups who will have to close their houses.

8. Newsreels: The president requested Marian Myers to bring to the next Board meeting a complete report on the Newsreels.

Motion B-75

Miss Myers moved that the Union provide a continuous Newsreel Theater from 12 noon to approximately 2:20. Passed.

9. Future Board Meetings: The following suggestions were discussed for future board meetings: a skating party; and inviting a Union committee chairman to each dinner meeting.

10. Written Recommendations: In order to facilitate the business of the meetings, the president requested that all motions be presented to the Board in written form.

The next Board meeting will be in Room 354, at 5:30 on Wednesday, February 17.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

February 17, 1943

Members absent: Ed Babcock, Mr. E.M. Kirkpatrick, Mr. W.T. Middlebrook, and Dean E.G. Williamson.

I. Director's Report:

- A. Servicemen's Dances: Mr. Higgins suggested that in the future the Farm Union Board and the Main Campus Board co-sponsor the servicemen's dances, and that the Farm Board underwrite the expense of the dance in proportion to the number of servicemen attending from the Farm Campus.

Motion B-76

Miss Goldstein moved that the servicemen's dances be co-sponsored by the Farm and the Main Union Boards, and that they be financed by the Farm Board in proportion to the number of servicemen attending the function from the Farm Campus. Passed.

- B. Youth Hostels: Mr. Higgins explained the Youth Hostel organization which enables individuals to hike or bicycle through the country and stay overnight at selected farm houses for 25¢ per night. During this wartime period, he suggested that the Union might well investigate the possibility of promoting this movement on Campus and in the Twin Cities. Miss Dealy, presiding chairman, requested the program Co-ordinating committee to investigate the Youth Hostel movement.

- II. Chairman Report: Miss Dealy appointed Al Ouska, chairman; Janet Burley, and Galen Streimer as a committee to plan an informal dinner meeting and evening of entertainment at the Farm Union next Wednesday. It will be the last regular meeting of the present Board.

Henry Dahl, chairman; Elsa Janda, and Polly Trost were appointed to plan the program for the induction dinner, Wednesday, March 3.

- III. Servicemen's Parties: There were 350 from the Farm Campus, 450 from the Main Campus, 40-50 Army men, and 500-600 girls at the Servicemen's Dance on February 11, Miss Dealy reported. The Union-sponsored dance held at Pioneer Hall was also a success, with about 17 girls and 20-30 men attending.

- IV. Club Rooms: During the first 16 days of operation, the Servicemen's Lounge had 144 hostesses, 474 servicemen making use of the facilities. For a period of eight Sundays, the Dug-Out attendance was 119 hostesses, 185 servicemen, and 340 civilians.

The Servicemen's Lounge is loaning out the 20 pairs of skates that have been donated for servicemen's use.

- V. International Center: Miss Jeanne McQuarrie requested the Board to consider assigning office space to be used as an International Center for foreign students, sponsored by the Cosmopolitan Club, the International Relations Club, and the adviser of foreign students. The chairman requested the House committee to investigate the possibility of assigning a permanent room to foreign students.
- VI. Curtis Wright Tours: About 90 Curtis-Wright girls were taken on a tour of the building Saturday night. Moving pictures were shown, and Mary DeLapp explained the Union activities. On Sunday guides were furnished for a tour of the Campus.
- VII. Saturday Night Dance: Mr. Arnold reported that the Union salary for musicians has been raised from \$6.00-\$8.00 per man. Consequently, the dance on February 20 will be a record dance, 10¢ per person admission. On March 6, however, plans are being made for an 8 piece orchestra dance.
- VIII. Tech Twilight: March 9 is the date set for the Tech Twilight, Mr. Dahl reported.
- IX. Newsreels: Miss Marian Myers presented a report of the Newsreels. Attendance has been increasing, and the Board felt it is a worthwhile program to continue.
- X. Talent Show: "Moods in Music" will be presented for the servicemen on February 24, and for the general public on February 25--25¢ admission. The sponsor, Elsa Janda, and the Program Co-ordinating committee were requested to investigate the possibility of holding a matinee performance.
- XI. Committee Party: Next Wednesday, February 24, from 3:30-5:30 there will be a committee-member party, Miss Trost, announced. It is very important that all Board members be present and see that their chairmen and committee members also attend. Polly Trost also urged Board members to attend the Tuesday noon meetings with the Union committee members.
- XII. Senior Dinner:
Motion B-77

Miss Trost moved that the Union Board co-sponsor a Senior Dinner with the Alumni Association, the expense of 50¢ of each meal to be equally divided between the Board and the Alumni Association. Passed.

The Board discussed the plan of having the seniors lining up at the Union and marching across campus to the graduation exercises. Mr. Dahl was appointed to contact the Senior Cabinet and the Alumni Association for further arrangements.

The next meeting of the Board will be held at the Farm Union on Wednesday, February 24. Board members will be notified later about arrangements for getting out to the Farm Campus.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES
Farm Union Lounge
February 24, 1943

Members absent: Mr. E. M. Kirkpatrick

1. Director's Report:

A. The Director informed the Board that Mrs. Mary DeLapp will be leaving the Union Staff during the next month and a half. He presented the qualifications of Miss Hazel Chapman, who in his opinion, would make an excellent replacement. He outlined her training, experience, and personal qualifications.

B. Because the third floor dining rooms will in the future be used as dining facilities for military personnel, it has been necessary to cancel all private dinners and lunches in those rooms. The problems which will relate to this war-time change will best be solved after actual experience has been gained.

2. President's Report: Mr. Behrens expressed his appreciation of the cooperation given to him as president of the Board by the individual Board members. He indicated he had enjoyed the year as president of the Union Board.

3. Program Coordinating Committee:

A. Youth Hostels: Mr. Dahl reported that the committee had discussed the Youth Hostel movement; and in the light of the information, recommended that the Union establish a Youth Hostel Committee to promote the program on the campus.

Motion B-78

Miss McQuarrie moved that the Union establish a Youth Hostel Committee to publicize and promote the Youth Hostel movement at the University of Minnesota. Passed.

B. Committee Reviewal: The Program Coordinating Committee had also reviewed the work of the Noon Program committee and the Charm Inc., committee and indicated its satisfaction with the plans and activities of those committees.

4. House Committee: Mr. Hanse indicated that this would be the last opportunity for the old Board to indicate its stand on the subject of the request for an International Lounge and Center in the Union. He indicated that a definite suggestion of assigning room 231 had been made. After discussion, Miss McQuarrie moved.

Motion B-79

That the Board approve the plan for establishing an International Center in the Union and urged that such a Center be created as soon as possible. Passed.

5. The remainder of the program was given over to farewell party activities, which included the presentation of a gift to the retiring president, Emil Behrens, as well as appropriate individual gifts to each of the other twelve student members. Following that, the Board participated in informal games and social activities.

The new Board members will be inducted at the next meeting, Wednesday, March 3, 1943, at 5:30 p.m. Members will be notified by telephone of the place.

Respectfully submitted,

G. Ray Higgins

SECRETARY

COFFMAN MEMORIAL UNION

Statement of Income and Expense
 Program Activities
July 1, 1941-June 30, 1942

Income

Saturday Nite Dance	\$3,677.51	
Twilite Dance	538.86	
Variety Dance	356.51	
South American Dance	22.32	
Thursday Noon Dance	26.86	
Quarterback Sessions	298.52	
Newsreel	129.78	
Record Fines	53.89	
Duplicate Bridge	27.57	
Fun Nights	9.27	
Miscellaneous	462.67	
Summer Session (1941)	<u>197.49</u>	
		\$5,801.25
Plus Federal Tax on Admissions Sold	<u>729.08</u>	
TOTAL		\$ 6,530.33

Expense

Salaries:		
Regular	4,200.00	
Miscellaneous	<u>2,161.56</u>	\$6,361.56
Departmental Charges:		
Printing Charges	1,881.97	
Mimeograph	317.30	
Photo Laboratory	195.33	
Food Service	999.73	
Minnesota Daily	278.49	
Visual Education	<u>1,550.98</u>	5,223.80
Other Program Expenses:		
Orchestra Services	2,693.05	
Entertainers	273.10	
Instruction:		
Dance	\$244.25	
Other	<u>243.00</u>	487.25
Office Supplies	198.85	
Sheet Music & Records	480.29	
Misc. Refreshments	27.82	
Fed. Tax Remittance	729.08	
Miscellaneous	<u>1,531.85</u>	<u>6,421.29</u>
TOTAL		<u>18,006.65</u>

Student Fee Subsidization \$11,476.32

Coffman Memorial Union

INCOME COMPARISON
7202-4500

July 1, 1941-Jan. 1, 1942 - July 1, 1942-Jan. 1, 1943

<u>Event</u>	<u>41-42</u>	<u>42-43</u>	<u>Increase</u>	<u>Decrease</u>
Saturday Nite Dance	\$2,409.32	\$1,545.17		\$ 864.15
Twilite Dance	375.36	363.16		12.20
Quarterback Sessions	298.50	181.34		117.16
Variety Dances	130.83	147.30	\$ 16.47	
Newsreel Showings		141.57	141.57	
Fun Nite	9.78			9.78
South American Dances	22.32			22.32
Duplicate Bridge	26.75			26.75
Summer Session (cr.)	197.49			197.49
Record Fines	28.65	14.50		14.15
Misc. Income	210.09	66.17		143.92
Federal Tax	452.55	337.26		115.29
	<u>\$4,161.64</u>	<u>\$2,796.47</u>	<u>\$158.04</u>	<u>\$1,523.21</u>
			<u>Net Decrease</u>	<u>\$1,365.17</u>

Analysis of the 1942-43 Finances
of the Union Program

<u>Total Estimated Funds Available for Program</u>	
\$4,000.00	Budget Subsidization
2,796.00	Actual Program Income - Fall
1,000.00	Estimated Program Income - Winter
500.00	Estimated Program Income - Spring
Total	<u>\$8,296.00</u>
Less	<u>3,642.00</u> Program Expenses to Date
	<u>\$4,654.00</u> Estimated Funds Available for Remainder of Year
*	* * *

Program Income & Expense for Winter
and Spring Quarter in 1942

	<u>Winter Quarter</u>	<u>Spring Quarter</u>
Total Income	\$1,419.27	\$ 950.21
Total Expenses	2,919.82	2,090.71

Coffman Memorial Union

EXPENSE COMPARISON
7202-4500

July 1, 1941-Jan. 1, 1942 - July 1, 1942-Jan.1, 1943

<u>Account</u>	<u>41-42</u>	<u>42-43</u>	<u>Increase</u>	<u>Decrease</u>
Office Supplies	\$ 117.32	\$ 41.59		\$ 75.73
Mimeograph	170.75	57.00		113.75
Photo Laboratory	87.56	36.07		51.49
Printing	1,342.99	202.55		1,140.44
Visual Education	579.99	893.02	313.03	
Minnesota Daily	115.73	37.29		78.44
Food	672.66	267.12		405.54
Orchestra	1,767.05	1,035.00		732.05
Entertainers	160.60	55.00		105.60
Sheet Music & Records	310.03	182.69		127.34
Recreation Supplies & Equip.	288.96	94.09		194.87
Tax Expense	452.55	337.26		115.29
Dance Instruction	86.75	95.00	8.25	
Other Instruction	193.00	65.00		128.00
Misc. Items:				
Special Services	63.25	46.81		16.44
Telephone	46.00	61.80	15.80	
Gopher		100.00	100.00	
Publications	58.98	6.24		52.74
Rentals & Fees	1.00	28.20	27.20	
Conventions Expense & Insur.	126.40			126.40
	<u>\$6,641.57</u>	<u>\$3,641.73</u>	<u>\$464.28</u>	<u>\$3,464.12</u>
			Net Decrease	\$ 2999.84
Add:				
Reg. Salaries	\$2,100.00	\$1,801.12		\$ 298.88
Misc. Salaries	895.53	554.22		341.31
	<u>\$9,637.10</u>	<u>\$5,997.07</u>	<u>\$464.28</u>	<u>\$4,104.31</u>
			Total Net Decrease	\$3,640.03

COFFMAN MEMORIAL UNION

Summary of
Income & Expenditures
July 1, 1941-June 30, 1942

Schedule I

<u>Income</u>	<u>Income</u>	<u>Expenditures</u>
Income from Student Fees)	\$34,381.36	
Rental & Services) (7202-3500)	2,308.00	
Program Admissions, etc. (7202-4500)	6,530.33(1-2)	
Billiard Room		
Billiards(phonograph rec.\$56.60) (7237-2500)	7,814.86	
Merchandise (7237-4500)	16,405.33	
Bowling Alley		
Bowling (7238-2500)	27,450.23	
Merchandise (7238-4500)	<u>4,887.39</u>	
Total Income		\$ 99,777.50

Operating Expenditures

Budget 41-42

Administration (7202-2500)		
Salaries	\$11,190.00	\$10,857.81
Supplies & Expense	5,000.00	1,384.67(3)
Program (7202-4500)		
Salaries	6,000.00	6,361.56
Supplies & Expense	13,330.33	11,645.09(1)
Maintenance (7202-6500)		
Salaries	14,390.00	10,694.54
Supplies	19,855.00	25,264.23(4)
Billiards (7237-2500 & 4500)		
Salaries	6,100.00	5,846.17
Supplies & Expense	12,730.00	13,267.68
Bowling (7238-2500 & 4500)		
Salaries	18,230.00	18,755.79
Supplies & Expense	9,100.00	<u>8,121.20</u>
Total Expenditures		<u>112,198.74</u>

- (1) \$729.08, Federal Tax on Admissions included
- (2) \$197.49, Income from Summer Session '41 included
- (3) \$3,719.52, Heat Distribution Credit for '40-'41 not included
- (4) \$2,481.48, Heat Distribution Credit for '40-'41 not included

COFFMAN MEMORIAL UNION

Comparison of Income & Expenditures
Fiscal Years 1940-41 & 1941-42

Department	July 1, '40 to June 30, '41	July 1, '41 June 30, '42	Decrease	Net Decrease
<u>Income</u>				
7202(2500-4500-6500)	\$ 50,755.49	\$43,219.69	\$7,535.80	
7237(2500-4500)	25,484.97	24,220.19	1,264.78	
7238(2500-4500)	38,238.75	32,337.62	5,901.13	
	<u>\$114,479.21</u>	<u>\$99,777.50</u>		\$14,701.71
<u>Salary Expense</u>				
7202(2500-4500-6500)	\$ 30,338.97	\$27,913.91	\$2,425.06	
7237(2500-4500)	3,760.81	5,846.17	2,085.36*	
7238(2500-4500)	18,569.81	18,755.79	185.98*	
	<u>\$ 52,669.59</u>	<u>\$52,515.87</u>		153.72
<u>Other Expense</u>				
7202(2500-4500-6500)	\$ 38,208.40	\$38,293.99	\$ 85.59*	
7237(2500-4500)	14,303.83	13,267.68	1,036.15	
7238(2500-4500)	8,281.62	8,121.20	160.42	
	<u>\$ 60,793.85</u>	<u>\$59,682.87</u>		1,110.98
		Total Net Decrease		<u>\$ 1,264.70</u>

* Increase

Total Income, 1940-41	\$114,479.21	
Total Income, 1941-42	99,777.50	
Net Decrease	<u>\$ 14,701.71</u>	\$14,701.71
Total Salary Expense, 1940-41	\$ 52,669.59	
Total Salary Expense, 1941-42	52,515.87	
Net Decrease	<u>\$ 153.72</u>	\$ 1,264.70
Total Other Expense, 1940-41	\$ 60,793.85	
Total Other Expense, 1941-42	59,682.87	
Net Decrease	<u>\$ 1,110.98</u>	

COFFMAN MEMORIAL UNION BUDGET

General

The financing of the Coffman Memorial Union required the issuance of \$400,000 of certificates of indebtedness to be retired from student fees and building income. These certificates were sold at a stated interest rate of $1\frac{1}{2}\%$. The representations of the Regents to the purchasers of the bonds contemplated a retirement of the principal and interest in a period of approximately six years. The Regents pledged subscriptions and income from the activities in the building including student fees over and above operating expenditures. To this end the budgets of the departments under the supervision of the Minnesota Union Board of Governors were based on these general assumptions:

1. That one-third of student fee income plus the income from billiards, bowling and other activities under the jurisdiction of the Board would provide sufficient funds for the administrative and building costs and make available some funds to apply toward the retirement in principal of the indebtedness.
2. That billiards, bowling, and merchandise sales would pay their own way and provide profits for general administrative and building maintenance and the bond account.
3. That income from program activities would supplement the budgeted program allotment.

ROOM RESERVATIONS AND CHARGES

Lounges

Motion 87: The Men's and Women's Lounges be used for teas and other light refreshments after 3:30; a schedule of labor charges will be made according to anticipated service cost (in effect fall quarter only).

Motion 88: The Main Lounge should never be reserved for private affairs.

Motion 111 (III) That a service charge of \$3.00 be made for use of Men and Women Lounges for meetings.

Ballroom

Motion 36: General Policies: The ballroom is to be reserved on Saturday evenings for functions under the auspices of the Union Board of Governors. ✓

2. The Ballroom will not be available for banquets but will be reserved for dances and similar party reservations on Friday evenings and the evenings before University holidays. ✓

3. Checking facilities shall be furnished with the rental charge for the Ballroom, and their use shall be considered compulsory without charge to individual participants. (The Board may make exceptions to any of these general policies.) ✓

(c) 4. The Ballroom shall carry a charge of \$30.00 for University groups and \$50.00 for non-University groups, for evenings. For afternoon use, the charges shall be \$15.00 and \$30.00. ✓

5. Questions concerned with the use of the Ballroom for banquets and of the large private dining rooms for dances and parties should be referred to the Liaison Committee for discussion with service industries. ✓

Motion 95: ^{for non-admission event} A minimum charge of \$2.00 (up to 400 chairs) be made for meetings in Ballroom to be paid by organizations, with an additional $\frac{1}{2}$ ¢ per chair for those over that number. ✓

Motion 96: The organization will pay the p.a. cost, and the Board will pay any cost of overhead or cost of laying down rug. ✓

Motion 111 (II): A. That the charge of \$30 be set for groups of not over 300 couples, hours from 9-12.

B. That a charge of \$40 be set for groups of 300-600 couples.

C. That a charge of \$50 be set for those over 600 couples.

D. That \$5 be added for every hour the Ballroom is used after 12 o'clock midnight.

(v.) That the checking be provided by the organizations renting the Ballroom. ✓

Motion 167: The Board passed the recommendation to lower Ballroom rentals. In addition to the present rental arrangement, the minimum charge of \$25 be made for groups of 400 people or less. For afternoon rentals, the minimum charge of \$10 be made for events for which the attendance is 400 people or less.

Motion 252: That a charge of \$10 be made for Ballroom events, other than dining and dancing groups, for which admission is charged.

For groups using the Ballroom other than Friday or Saturday nights and for less than three hours, the rental is figured on a percentage basis.

Ex.: 2 hours, 600 people would be 2/3 of \$30.00, or \$20.00.

Meeting Rooms

Motion 36: (c) 1. There shall be no charge for the use of conference rooms by such organizations as the Board recognizes as University in character.

2. There should be a service charge of \$2.00 for the use of each conference room by groups, the membership of which is primarily off-campus, even though such group is properly sponsored.

3. In general, the Lounges shall not be reserved for special groups, except for dancing parties on Friday and Saturday evenings when the Men's and Women's Lounges may be reserved. There shall be a charge of \$15 for such use of University groups, \$30.00 for non-University groups.

Motion 87: Rooms 343-4-5 and 325-6-7 be used for teas and other light refreshments after 3:30; a schedule of labor charges will be made according to anticipated service cost. This policy in effect only fall quarter.

Motion 88: The Board restrict the eating of "Bag lunches" to the special rooms set aside for that purpose.

Motion 111 (i): That organizations holding meetings in the Union close their meetings at 9:45 p.m. on Monday through Thursday.

Game Room

Motion 36: (c) 6. The Game Room shall be closed to free use at 6 p.m., but shall be open for party reservations in the evenings at a charge of \$5.00 to University groups and \$10.00 to non-University groups, when the use requires special change. (referred back to committee for consideration)

Motion 111 (IV): That a service charge of \$2.00 be set for rental of the Game Room for meetings.

Motion 166: The Board passed recommendation making available the Game Room free of charge for groups who need accommodations for more than 100 and who charge no admission for their functions.

Fine Arts

Motion 36: (c) 7. The Fine Arts Room may be reserved for any morning, afternoon, or evening at \$2.00 for University groups and \$4.00 for non-University groups. There shall be no smoking allowed in this room.

Student Offices

Motion 36: (2) Rooms 229 and 230 shall be reserved as temporary office space for such organizations as request space for less than an academic year.

Junior Ballroom

Motion 133: It was agreed that the service charge for the use of the small Ballroom (Room 337) for dances and other activities that might interfere with its use for banquet service would be \$15.00.

Motion 134: It was agreed that the service charge for the use of the small Ballroom held at other than dining hours would be \$5.00.

Small Dining Rooms

Motion 135: It was agreed that the service charge of \$1.00 per room for each of the small private party rooms would be made if used at other than dining hours. If used during luncheon or dinner hours, the charge would be \$3.00 per room.

Other Food Service

Motion 176: In order to save the Men's and Women's Lounges, Food Service would reduce the rental charge of the Commuters' Lunch Room and the third floor kitchen area to \$1.00 plus labor charges. (all of these charges to be made by the Main Office.

Motion 216: Mr. Felber and Mr. Poucher would be very willing to quote one price for dinner, room rental, and orchestra charges for dinner-dancing parties. Food service will, in turn, remit the money collected for Ballroom rental to the Main Office.

Serving of Refreshments

Motion 71: 1. Food should be served by Service Enterprises.
a. Prepared hot foods, etc., should not generally be brought into the building.
b. The question of special occasion foods such as "wedding" cake, home-made cookies, etc., would be taken into consideration.
c. Food can be purchased from Service Enterprises and served in the bulk.

2. Teas and Receptions

a. In regard to teas and receptions, a regular rental and service charge is one solution.
b. Arrangements can be made on the per capita basis. This charge will include all expenses for food and room service.
c. Service for large groups may be handled by buying the food in large quantities at cost in which case an additional service charge for the use of the room will be added.

3. Mixers and Stags

a. Organizations sponsoring such events will be permitted to bring in donated refreshments. A storage charge plus labor and service charges will be made by food service, who will supervise the distributing of these items.
b. Organizations using conference rooms will be permitted to serve candy, popcorn, apples, and similar non-prepared refreshments upon arrangements with the Union Director's office. Charges, if any, will be determined by the Union Board.

Teas Motion 87: The Men's and Women's Lounges and meeting room 343-4-5- and 325-6-7 be used for teas and other light refreshments after 3:30; a schedule of labor charges will be made according to anticipated service cost. (in effect fall quarter only)

Motion 136: It was agreed that groups desiring tea or refreshments would have the option of ordering on a "per person" rate basis, or on a "wholesale quantity" basis. If the "per person" rate basis is taken, a minimum guarantee would have to be made, but there would be no additional cost incurred. If the "wholesale quantity" basis is selected, there would be, in addition to the cost of the food, a charge for labor involved in serving, plus a service charge for the use of the room on the basis indicated above.

Motion 137: It was agreed that inexpensive meals could be served various organizations, such as the YWCA, that meet frequently. This could be done by utilizing electric food carts from which the girls would serve themselves, thereby eliminating waiter service.

October 22: Teas have been raised from 8¢ to 10¢ per person. Wholesale service plan whereby large groups may buy the refreshments (55¢ a gallon for coffee, 45¢ a gallon for tea, 28¢ a pound for cookies and 1¢ charge for the use of plate, cup and spoon) and hire a waiter for 35¢ an hour.

Donated food in the form of cokes and apples is acceptable; but Food Service objects to hot dishes brought in from the outside.

Cart Service is a plan whereby a complete dinner is rolled into the dining room on a portable steam table, and the group serves themselves for 35¢ per person. (last heard Food Service discontinued this)

Refunds

Motion 289: (1) That there be no cash refunds made on deposits. (2) Credit refunds will be given for future reservations if notice is given 30 days in advance of the reservation date or if another organization makes use of the room at the time of the reservation.

1942-43 BUDGET FOR THE COFFMAN MEMORIAL UNION

7202

6500-BUILDING MAINTENANCE

<u>SALARY ADJUSTMENTS</u>	<u>1941-42</u>	<u>1942-43</u>	<u>Decrease</u>
<u>Automatic Salary Increases</u>	\$ 1,200	\$ 1,260	
Lester Schlink Janitor			
<u>Position not filled</u>			
***** Floorman	765		
 <u>SALARIES WITHOUT ADJUSTMENT</u>	 <u>10,525</u>	 <u>10,545</u>	
<u>TOTAL SALARIES FULL TIME STAFF</u>	<u>\$12,490</u>	<u>\$11,605</u>	
<u>SALARIES PART TIME STAFF-421</u>	<u>1,900</u>	<u>1,900</u>	
Total salaries Charged Against 7202-6500	\$14,390	\$13,505	
 <u>SUPPLIES, EXPENSE, AND EQUIPMENT</u>	 <u>19,855</u>	 <u>19,000</u>	
Total 7202-6500 Budget	\$34,245	\$32,505	\$ 1,740
Total 7202-2500 Budget	16,190	12,215	3,975
Total 7202-4500 Budget	<u>12,800</u>	<u>10,200</u>	<u>2,600</u>
 <u>GRAND TOTAL BUDGET FOR 7202</u>	 <u>\$63,235</u>	 <u>\$54,920</u>	
 <u>TOTAL REDUCTION FOR BUDGET 7202</u>			 <u>\$ 8,315</u>

ANTICIPATED INCOME

Income from Student Fees(10,000 @ \$3)	\$30,000	
Rentals	1,800	
Billiard Operating Balance	6,000	
Bowling Operating Balance	<u>7,500</u>	
Total	\$45,300	
		\$54,920
		<u>45,300</u>
Anticipated Deficit		\$ 9,620

1942-43 BUDGET FOR SELF-SUPPORTING DEPARTMENTS OF THE COFFMAN MEMORIAL UNION

7237

BILLIARDS

<u>SALARY ADJUSTMENTS</u>		<u>1941-42</u>	<u>1942-43</u>	<u>Decrease</u>
<u>Leaves of Absence without Salary</u>				
Byron C. Smith Stores Clerk	AIII	\$ 1,080	d	
John Kohler Stores Clerk	B	765	d	
<u>SALARIES WITHOUT ADJUSTMENT</u>		<u>1,740</u>	<u>\$ 3,270</u>	
TOTAL SALARIES FULL TIME STAFF		\$ 3,595	\$ 3,270	
SALARIES PART TIME STAFF-401	CH	1,000	1,000	
ADMINISTRATIVE EXPENSE CHARGED		<u>1,515</u>	<u>1,515</u>	
Total Salaries Charged Against 7237		\$ 6,100	\$ 5,785	
<u>SUPPLIES, EXPENSE, AND EQUIPMENT</u>		<u>1,730</u>	<u>1,000</u>	
(Overhead 2% i.e. \$350; Heat \$100; Light \$200)				
<u>MERCHANDISE FOR RESALE-4500</u>		<u>11,000</u>	<u>9,000</u>	
Total 7237 Budget		\$19,830	\$15,785	
Total Reduction for 7237 Budget				\$ 3,045

7238

BOWLING

<u>SALARY ADJUSTMENTS</u>				
<u>Automatic Salary Increase</u>				
William Chopp Maintenance Man	AII	\$ 1,260	\$ 1,340	
Rudes Ohnstad Floorman	CX	595	810	
<u>Non-Automatic Salary Decreases</u>				
* * * * * Asst. to the Supervisor	B	1,140	1,035	
<u>Position Not Filled</u>				
* * * * * Stores Clerk	B	765		
<u>Leave of Absence</u>				
Gordon Cunningham Floorman(765)	B	170d	d	
<u>SALARIES WITHOUT ADJUSTMENT</u>		<u>1,800</u>	<u>1,800</u>	
TOTAL SALARIES FULL TIME STAFF		\$ 5,730	\$ 4,945	
SALARIES PART TIME STAFF-401		11,000	10,000	
ADMINISTRATIVE EXPENSE CHARGED		<u>1,500</u>	<u>1,500</u>	
Total Salaries Charged Against 7238		\$18,230	\$16,445	
<u>SUPPLIES, EXPENSE, AND EQUIPMENT-2500</u>		<u>5,100</u>	<u>4,000</u>	
(Overhead 2% i.e. \$300; Heat \$300; Light \$1,000)				
<u>MERCHANDISE FOR RESALE-4500</u>		<u>4,000</u>	<u>3,500</u>	
Total 7238 Budget		\$27,330	\$23,945	
Total Reduction for 7238 Budget				\$ 3,385

1942-43 BUDGET FOR THE COFFMAN MEMORIAL UNION

7202

2500-GENERAL

SALARY ADJUSTMENTS

			<u>1941-42</u>	<u>1942-43</u>
<u>Automatic Salary Increases</u>				
#Wilma Sivertsen	Sr. Clerk-Stenographer	AIII	\$ 1,380	
Marian Ebeltoft	Sr. Clerk-Stenographer	AIII		\$ 1,260
Eldne Olson	Clerk-Stenographer	AIII	960	1,020
#Marian Ebeltoft	Jr. Clerk-Stenographer	AIII	900	
Elizabeth Banta	Jr. Clerk-Stenographer	AIII	(840)	900
Estelle Lambertson	Attendant	B	765	810
Byron Smith	Sr. Account Clerk	AXIII	1,200	1,260
<u>Leave of Absence</u>				
Carroll Sigurdson	Sr. Account Clerk(1200)	AIII	d	d

SALARIES WITHOUT ADJUSTMENT

G. Ray Higgins	Director	AIV	4,000	4,000
<u>TOTAL FULL TIME STAFF</u>				
SALARIES PART TIME STAFF-501 Switchboard Operator			9,205	9,250
401 Miscellaneous Help			(6001) 780	840
			GH 4,580	3,500
			<u>\$14,565</u>	<u>\$13,590</u>

ADMINISTRATIVE EXPENSE CHARGED TO OTHER DEPARTMENTS

7203	Parm Union		360	360
7237	B illiard Room		1,515	1,515
7236	B owling Alley		<u>1,500</u>	<u>1,500</u>

Total Salaries Charged Against 7202-2500 \$11,190 \$10,215

SUPPLIES, EXPENSE, AND EQUIPMENT

			<u>5,000</u>	<u>2,000</u>
Total 7202-2500 Budget			\$16,190	\$12,215

4500-PROGRAM

SALARY ADJUSTMENT

Non-Automatic Salary Increase

Mary Hamilton	Program Consultant	AIII	\$ 1,800	\$ 2,000
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SALARY WITHOUT ADJUSTMENT

Harvey Stenson	Program Consultant	AIII	<u>2,400</u>	<u>2,400</u>
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TOTAL SALARIES FULL TIME STAFF

SALARIES PART TIME STAFF-411 Miscellaneous Help			\$ 4,200	\$ 4,400
			<u>1,800</u>	<u>1,800</u>

Total Salaries Charged Against 7202-4500 \$ 6,000 \$ 6,200

SUPPLIES, EXPENSE, AND EQUIPMENT

			<u>6,800</u>	<u>4,000*</u>
Total 7202-4500 Budget			\$12,800	\$10,200

Previous Appointments

* Plus income from program admissions