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UNION BOARD MINUTES

March 3, 1943 - April 19, 1944

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UNION BOARD OF GOVERNORS

COMMITTEE SET-UP

April 2, 1943

STANDING COMMITTEES

Executive Committee

Ed Babcock, President
Janet Burley, Vice-President
G. Ray Higgins, Secretary
Galen Striemer
Jean Danaher
Miss Clara M. Brown

Program Coordinating Committee

Dale McIver, Chairman
Janet Burley
Jean Danaher
Thad Baker
Dean Williamson
(Marge Twedt, not official member)

Public Relations Committee

Marge Twedt, Chairman
Melvin Mark
Ruth Dowell
Ray Grismer

Merit System Committee

Jean Danaher, Chairman
Galen Striemer
Elsabe Luedke

House Liaison Committee

Wayne Brock, Chairman
Joy Nissen
Mr. Kirkpatrick

Finance Committee

Galen Striemer, Chairman
Jack Kiffe
Dale Mc Iver
W. T. Middlebrook

SPONSORED COMMITTEES

<u>Committee</u>	<u>Sponsor</u>
Dance Instruction	Melvin Mark
Movies & Noon Activities	Jack Kiffe
Large Servicemen's Parties	Joy Nissen
Dances	Ray Grismer
Hostessing	Elsabe Luedke
Fine Arts	Ruth Dowell
Outings & Mixers	Thad Baker

UNION BOARD MINUTES

(Dinner in Union Cafeteria; meeting in Men's Lounge)

March 3, 1943

Members absent: Mr. E. M. Kirkpatrick, and Mr. W. T. Middlebrook.
(Members of the old and new Boards were present).

- I. Director's Report: Mr. Higgins informed the Board of the changes in the Union staff: Miss Elizabeth Freeman is the new Jr. Clerk-Stenographer at the Information Desk; Mrs. Estelle Lamberton is taking another leave of absence and Mrs. Harkness, the Union Hostess, is taking her place; and Miss Hazle Chapman will begin her new duties as Program Consultant on April 5. He reported that the arrangements for feeding 500 army air force men three meals a day on the third floor of the Union are working out very satisfactorily. In order to encourage these servicemen to stay on campus week-ends, Mr. Higgins recommended that the Union recreational facilities be open on Sundays for an experimental period. He indicated that the Union will be receiving a fee from this contingent of servicemen.
- II. Program Co-ordinating Committee: Mr. Henry Dahl explained to the new Board members the duties and the responsibilities of the committee. The committee presented the following recommendations:
- A. That the sponsors be assigned the following areas of activities:
 - 1. Large Servicemen's Parties
 - 2. Small Servicemen's Parties
 - 3. Hostessing
 - 4. Fine Arts (including War Exhibits Committee)
 - 5. Dances, Parties, and Mixers
 - 6. Dance Instruction
 - 7. Service Projects
 - a. Military Contacts Committee
 - b. Craft Shop
 - 8. Noon Activities
 - 9. Outings
 - B. That one or two Union Board members who are sponsors of War Efforts and Servicemen's Entertainment groups be appointed to the Program Co-ordinating Committee.
 - C. That the Chairman of the Union Board Public Relations Committee be a member also of the Program Co-ordinating Committee. The Public Relations Chairman will be the special research and investigating person on the Program Co-ordinating Committee.
 - D. That the Liaison and the House Committees of the Union Board be one and the same committee.
- III. Date Bureau: Mrs. DeLapp presented a typical Union Program problem--that of finding 400 girls as dates for the Army pre-flight trainees for the Saturday Nite Dance. This group must

March 3, 1943

- IV. President's Message: Mr. Behrens introduced the faculty and staff members to the new Board members, and gave them helpful suggestions and hints on how to conduct themselves as members of the Union Board of Governors.

The remainder of the evening was devoted to social activities.

The next meeting of the Union Board will be a dinner meeting on Wednesday, March 10, at 5:30. Members will first meet in the Board office and will go down to the cafeteria for dinner. Election of officers will be held.

Respectfully submitted,

G. Ray Higgins

SECRETARY

Union Board Minutes

March 10, 1943

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

1943-44 Union Board Membership

Thad Baker	Elsabe Luedke
Ed Babcock	Melvin Mark
Wayne Brock	Dale McIver
Janet Burley	W. T. Middlebrook
Jean Danaher	Joy Nissen
Ruth Dowell	E. B. Pierce
Vetta Goldstein	John Richter
Ray Grismer	Galen Striemer
Jack Kiffe	Morjorie Twedt
E. M. Kirkpatrick	E. G. Williamson

1. Election of Officers:

President: Ed Babcock
Vice-President: Janet Burley
Secretary: G. Ray Higgins

2. Director's Report: A staff member, Miss Lucile Maahs, is suffering from injuries from a recent fall. Mr. Higgins has been notified that the Inter-Professional Council has voted to spend several hundred dollars for a record playing machine for the Servicemen's Lounge. Last week-end the servicemen were confined to their barracks and were unable to attend the Saturday Nite Dance and the Sunday tour of the Union. The Sunday introductory tour of the building will be given as soon as feasible.

Motion C-1

Miss Janet Burley moved that the Union be open on a modified scale for the following two Sundays and thereafter the Union be open according to the discretion of the Union Director. Passed.

3. Program Consultant Report: Mrs. DeLapp reported that March 20 is the tentative date for another servicemen's party. The Union collected and sent to the stadium magazines and books for the servicemen in quarantine.
4. Executive Committee: The Board agreed to wait until they have met all the faculty members before they elected the faculty representative of the Executive Committee.

Motion C-2

Mr. Brock moved that no limitation as to the sex of the candidates be imposed in electing the student members of the Executive Committee. Passed.

Election for the two student members on the Executive Committee was held. Galen Striemer and Jean Danaher were elected.

The members of the Executive Committee are:

Ed Babcock, President
Janet Burley, Vice-President
G. Ray Higgins, Secretary
Galen Striemer
Jean Danaher

5. Leadership Camp: Board members were urged to attend the Leadership Camp which will be held at the beginning of Spring Quarter. It is an excellent opportunity to meet campus leaders and the faculty and to learn about other campus organizations.

The next regular meeting of the Union Board will be held the first Wednesday of Spring Quarter, March 31, at 5:30 p.m. Members will be notified by telephone if there is a need for a meeting during spring vacation.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES
March 31, 1943

Members Absent: Mr. E. Kirkpatrick and Mr. W. T. Middlebrook.

1. Director's Report: Mr. Higgins reported that over the vacation period, the servicemen used the Union facilities a great deal. Last week-end between 600-650 servicemen were in and about the building. He raised the question as to whether the Billiard room should be set aside exclusively for servicemen's use on Sundays, as long as that is the only time they are free to play billiards. Because there have been so many changes in the staff personnel, Mr. Higgins asked the Board members not to be too critical of conditions in the building these days.
2. Saturday Night Dances: Mrs. DeLapp reported on the past two Saturday night dances. The first dance was a blind date affair. The attendance was very good and the party was successful. The following Saturday, the Union held a stag-mixer dance. This was exceptionally successful and there have been requests for more parties of this type. Next Saturday, it will be an orchestra dance, and the new experimental prices will be 20¢ for girls; 40¢ for fellows; and 60¢ per couple.
3. President's Report: Ed Babcock reported that from his observations, the U. of M. is far ahead of the other universities which he visited on his recent trip to New York. He urged Board members to make use of the Union Board office, to read the bulletin board, and to go to their post office boxes at least once a day. He called the members' attention to that section of the By-Laws regarding excused absences. Everyone was urged to attend the All-U Council Leadership Camp, April 17, at the Continuation Center. The Board held a short informal discussion on possible topics for discussion at this meeting.
4. Sponsored Committees: Miss Janet Burley presented the following recommendation of the Executive Committee for the new Union Sponsored Committees: Large Servicemen's Parties; Hostess Committee; Fine Arts; Dances; Dance Instruction; Special Servicemen's Projects; Movies and Noon Activities; and Outings and Mixers. (see accompanying mimeographed sheet.)

Motion C-3

The Board passed the Executive Committee's recommendation for the revision of the Union Sponsored Committees.

5. Use of the Billiard Room: ✓

Motion C-4

The Board passed the recommendation to leave the Billiard Room open to both servicemen and civilian students.

The President appointed Wayne Brock to investigate the problems and to report back to the Board the advisability of reserving a certain number of tables for servicemen during the noon hour.

6. Standing Committees: The Executive Committee recommended that the Liaison and the House Committees be combined.

Motion C-5

Dean Williamson moved that the Union members of the Liaison Committee be comprised of the Union members of the House Committee; Passed.

- ✓ 7. Co-Efficient Dance Class: The President read a request from the Co-Efficient Dance Class for the use of the Game Room on Tuesdays from 5:30-7:30 p.m.

Motion C-6

Dean Williamson moved that the Board approve the request with the understanding that the group may use the room until it is converted into other uses. Passed.

8. Board Vacancies: Miss Jean Danaher presented the Executive Committee's recommendation for the procedure in electing members to fill Board vacancies; "Vacancies in the student membership of the Board will be filled in the following manner: a. The Public Relations Committee will notify the student body of the vacancy as soon as the ratio for Board membership can be computed. b. The Public Relations Committee will prepare an application for the candidates with the help of the Program Consultant. The application should be returned to the Public Relations Committee in time for them to check the eligibility of the candidate with the Dean of Student's Office. c. The Board will interview the candidates at a specific time and make its selection."

The Board will vote on this By-Law at the meeting next Wednesday.

9. Student Forum Representative: John Richter requested the Board to assign a member to fill Emil Behren's vacancy as the Board representative on the Student Forum. The appointment will be made at the next Board meeting.
10. Military Representatives at Board Meetings: A discussion was held on the proposal of inviting military representatives to Board meetings. The concensus of opinion was that it would be a nice gesture, and valuable suggestions would be gained.

Motion C-7

Dean Williamson moved that once or twice each quarter the commanding officer of his adjutant of each military unit be invited to a special meeting of the Board, at which time the Unions program for military men be reviewed and discussed. Passed.

11. The President requested members to turn in any new business to him two days before the meeting.

The next meeting of the Board will be at 5:30 p.m., Wednesday, April 7, Please be on time so that the meeting will be over at an early hour.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES
April 7, 1943

Members absent: Miss Clara Brown, Miss Charlotte Johnson, Mr. E. M. Kirkpatrick, Mr. E. B. Pierce, and Mr. W.T. Middlebrook. Farm Union Representative--Miss Aileen Shannon.

1. Correction of minutes: The March 31 Minutes were corrected to read "Hostess Committee" instead of "Hostel Committee" in Item #4.
2. Director's Report: Mr. Higgins introduced Miss Hazle Chapman as a new Program Consultant on the staff. He indicated that the Union was fortunate to have a person as well qualified as she assume these responsibilities.
Mr. Higgins explained two difficulties in securing pinsetters: Minimum age of 16 years, and a law prohibiting hiring girls for this work. He suggested employing a few full-time men and guaranteeing them a certain minimum salary. The checkroom is receiving little use during the spring. The matter was referred to the House Committee for reviewal, and requested to report back to the Board.
3. Servicemen's Equipment: Mrs. DeLapp reported that a drive is being conducted for tennis and golf equipment, which will be available for servicemen in the recreation room. As soon as the Outing Committee is organized, the sororities, fraternities and dorms will be canvassed for equipment. It was also suggested that the Union investigate the possibilities of having bicycles for rent on campus week-ends.
4. President's Report: The President reminded Board Members of the Freshman Leadership Camp on Saturday, April 17, 1943. He explained that when the committees are set up, the sponsors bring before the Board only the vital, important business of their committees. The majority of the work and business is left for the committee itself to handle. Mr. Babcock welcomed Miss Chapman to the Board.
5. Union Week-end Program Reports: Ray Grismer: The Saturday Night Dance with Bud Strawn's orchestra was very successful. Everyone participated in the mixers and enjoyed them.
Joy Nissen took a group of fifteen servicemen from Sanford on a tour of the Farm Campus. The men expressed a desire for an excursion of the lakes and scenic spots of the city.
Thad Baker conducted a group of 100 fellows and girls on a tour of Como Park and zoo. They hiked from Como back to the Farm Union where they had a lunch and played games.
Ruth Dowell reported that Paul Brissey conducted a music hour in the men's lounge on Sunday afternoon. About ten servicemen were present and each one asked if there would be another music hour the following Sunday. It was the feeling of the Board and the committee that the program should be continued and there should be more advance publicity. Jack Kiffe was in charge of the Sunday movies and organ concert. He recommended more publicity and a full-length film instead of several shorts. He felt that program was worthwhile and should be continued. It was suggested that in the future, pictures be taken of all the Union events to be used for publicity purposes.
Elsabe Luedke was in charge of the hostesses. She recommended that the most attractive and finest girls on the campus be active in the group and that the hostesses be given a badge to wear while on duty.
6. Committee Appointments: Miss Janet Burley presented the recommendations

April 7, 1943

of the Executive Committee for appointments of chairmen and sponsors of the Union Committees. (see accompanying sheet.)- See front of this book-

Motion C-8

Ray Grismer moved that the Board accept the recommendations as presented with the exception of the House-Liaison Committee, which will be elected. Passed.

Liaison Committee: Wayne Brock, chairman, Joy Nissen, and Mr. Kirkpatrick were elected members of the House Liaison Committee.

The President announced that there will be a meeting of the committee chairmen and sponsors next Tuesday at 12:30 in the Board office. All chairmen should be selected by that time, and Mrs. DeLapp requested the Board members to stop in the office and discuss their committees as soon as possible.

7. Billiard Room Reservations: After a study of the problem of accommodating the servicemen during their noon hour, Wayne Brock recommended:

Motion C-9

That the Billiard Room reserve two pool tables for servicemen from 11:45 until 1:30, Monday through Friday. Passed.

The President asked Mr. Brock to continue his check on the matter and to report back to the Board.

8. Board Vacancies: Miss Jean Danaher again presented to the Board the proposed By-Law amendment regarding the filling of Board vacancies. (Please see item 8 on March 31 minutes) The By-Law will be voted upon at the next meeting of the Board.
9. Pinsetter Problem: The Board discussed the difficulty in getting pinsetters. Galen Striemer of the Finance Committee was requested to keep in touch with Mr. Higgins and to report back to the Board.
10. Sunday Dancing: Miss Janet Burley informed the Board that the Senate Committee on Student Affairs had voted against the proposal to allow dancing in the Union on Sundays. The President was requested to appoint a committee to contact President Coffey and discuss the matter with him. This committee will be appointed within a couple of days and will be directed to report back to the Board as soon as possible.

The next meeting of the Board will be held at 5:30 p.m., Wednesday, April 14, with dinner in the cafeteria.

Respectfully submitted

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

Members absent: Mary DeLapp, E. M. Kirkpatrick, W. T. Middlebrook, E. B. Pierce, and E. G. Williamson.

- ✓ 1. Director's Report: With warm weather approaching, the Recreation Room and the Dug-Out will be hot and uninviting. Mr. Higgins suggested that the House Committee investigate the plan to convert the Game Room and the adjoining Terrace into a recreational area with table tennis available to students during the day and the servicemen in the evening hours. There have been recent complaints about "necking" in the Union Lounges. Mr. Higgins reported that action is being taken to stop it. He urged sponsors to appoint chairmen immediately and to call meetings and get acquainted with them as soon as possible.
2. Consultant's Report: Miss Charlotte Johnson reviewed the history of the Military Service Craft and explained that the set-up is being revised to allow servicemen to make articles for their use. The room will be open three evenings a week with Helen Heley, a student in charge. Don Collogan, co-originator of the project, who is at present stationed on campus, has volunteered to work one afternoon a week with the students and servicemen.
3. President's Report: Mr. Babcock announced that plans were being made to invite military representatives to the next Board meeting. A dinner meeting on the Farm Campus and a picnic were also suggested for future Board meetings. Mr. Babcock explained the background of the Nominating Committee and the proposed amendment to the constitution. He read the following action of the Board of Regents, which adds a clause to the present Union Board Constitution: Part C: "Nominations may be made by petitions signed by at least 5% of the total number of students who voted at the last preceding regular student election."

Elsabe Luedke and Thad Baker have been appointed to discuss with President Coffey the matter of dancing on Sundays. The committee will report back to the Board at the next meeting. The Freshman Leadership Camp begins Saturday at 2:45 in the Continuation Center.

4. Chairman Appointment: Upon Ray Grismer's recommendation,
Motion C-10
Miss Burley moved that the Board appoint Betty Lou Anderson as chairman of the Saturday Nite Dance Committee. Passed.

5. Servicemen's Dance: Miss Joy Nissen presented the following budget for the Free Servicemen's Dance, April 17: Orchestra, \$88.00; Checking, \$13.40; Dug-Out, \$1.60; Public Address, \$2.00; Cider, \$20.00; Pretzels, \$3.85; paper cups, \$4.50; Waiters, \$4.00. Total, \$137.35. Mr. Higgins explained that the Farm Union will cover a percentage of these expenses, depending upon the number of servicemen attending the dance from the Farm Campus.

- Motion C-11
Miss Marjorie Twedt moved that the Board approve the dance budget. Passed.

6. Game Room Investigation: The President appointed Elsabe Luedke

and Wayne Brock to investigate Mr. Higgins' recommendation of transferring the clubrooms into the Game Room and Terrace.

7. Chairmen-Sponsors Meeting: Miss Luedke reported that most of the Union Board members attended the meeting for chairmen and sponsors, but not many chairmen were present. In the future these meetings will be held fifth hour on Thursdays. One committee chairman will be invited to each of the Board meetings.
8. Activities Scrap Book: It was suggested that a scrap book of publicity material be kept for each of the Union committees, in addition to the publicity scrapbook kept by Mrs. Lamberton. The matter was referred to the Program Co-ordinating Committee.
9. Red Cross Project: In a report on the Red Cross Surgical Dressing project, Miss Nissen gave the following figures: Winter quarter 30,000 dressings were made; during the month of March 127 girls made 8,400, but the quota is 40,000 per month. In the past week, however, the attendance has improved and there were 80 girls on Monday and 50 on Tuesday in the Red Cross Rooms.
10. Board Vacancy: Miss Twedt announced that the University enrollment ratio has changed since the last election, and John Richter's vacancy will be filled by a girl. Filing will be open until noon Saturday, and the candidates will probably be interviewed and the selection made at the next Board meeting.
11. Record Library, Symphony Tickets: Miss Dowell explained to the Board the set-up and history of the Record Lending Library and the success of the project of contacting students and giving them unused symphony tickets. In the past week the Record Library received 25 records as gift from WLB.
12. Dance Reports: Ray Grismer reported that the dance last Saturday night was very successful, but Tuesday's Twilite Dance had a very poor attendance.

13. Checkroom Hours:

Motion C-12

Wayne Brock moved that the checkroom be closed on Saturdays and at 8 p.m. on week-day evenings, to effective Monday, April 19 (with the exception of special functions warranting additional checking service.) Passed.

14. Cafeteria Reservations: Thad Baker presented a student's recommendation to have tables in the cafeteria with a screen arrangement reserved for student groups. The matter was referred to Wayne Brock, with the request to report back to the Board.

15. Hostel Committee: Upon Thad Baker's recommendation,

Motion C-13

Miss Burley moved that a Hostel Committee be set up under the sponsorship of the Outings and Mixer Committee. Passed.

The next Board meeting will be held Wednesday, April 21, at 5:30 p.m. Members will be notified by telephone regarding the agenda of the meeting: a discussion with the military representatives, or the election of the new Board member.

Respectfully submitted, •

G. Ray Higgins
SECRETARY

UNION BOARD MINUTES

April 21, 1943

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

1. Director's Report: Mr. Higgins presented the following servicemen attendance figures for Union activities April 11-18: Billiard Room, 1899; Bowling Alley, 877; Servicemen's Center, 1046; Sunday Dug-out, 171; Newsreel, 270; Twilite Dance, 6; Dance Instruction, 15; Servicemen's Dance, 400; Organ Concert, 20; Music Hour, 12; Motion Picture, 225; Total, 4966.

Miss Polly Trost, a former Board member, has requested the use of the Union Bowling Alleys for a group of high school students connected with a southeast service center, Mr. Higgins announced.

Motion C-14

Mr. Brock moved that the Board deny the request of Miss Trost to permit high school students to bowl in the Union Bowling Alleys. Passed.

2. Consultant's Report: Mrs. DeLapp discussed with the Board two problems which they will have to face: the possibility of the Union Ballroom being converted into a dining center for servicemen and establishing an International Center where foreign students may meet and mingle with others. The President agreed to appoint a committee to contact the Cosmopolitan Club, International Relations Club, and other campus groups that are connected with foreign students.

3. Program Co-ordinating Committee:

Motion C-15

Mr. McIver recommended that the Board approve a budget of \$27.00, for the Military Contact Committee, to cover the cost of sending Daily's, Techno-log's and Ski-U-Mah's to servicemen. Passed.

The committee recommended that the Union sponsor a Friday Nite Date Dance. The matter was tabled until the Committee investigates the date and plans for a Foundation Ball.

In addition to the scrapbook Mrs. Lamberton is making as a permanent record of Union activities, she will also clip out all the Daily articles which the Consultant's office will make into a scrap book.

4. Selection of New Member: The Board interviewed eight women candidates who filed to fill John Richter's vacancy: Mary Jo Gulbrandsen, Helen McKinley, Barbara Wilson, **Joan Clark**, Eleanore Johnstone, Kathryn Markhus, Harriet Schaffer, and Helen DeWar. Miss Eleanor Johnstone was elected.
5. Sunday Dancing: Mr. Baker reported on the Special Committee's conference with President Coffey regarding dancing on Sundays. The matter is considered dropped after this discussion with him.
6. House Committee: Mr. Brock presented the following recommendations:

Motion C-16

I move that a two dollar fee per occasion be imposed on non-fine art events taking place in the Fine Arts Room. "Fine Arts" shall include

free public recitals, plays, lectures, movies, and other similar events. Passed.

Motion C-17 ✓

I move that the facilities of the recreation room located in room 50 be relocated in the Game Room and Terrace. These facilities include ping-pong tables, lounge equipment, and hosteling functions. Passed.

Motion C-18 ✓

I move that the checking service be terminated on May 1st, except for special occasions warranting such service. The necessity of checking service for these occasions shall be determined by the Union Director. Passed.

7. Youth Hostel Passes:

Motion C-19

Mr. Baker moved that the Board allot \$5.00 for a youth hostel group pass and the authority to buy another \$5.00 pass at the discretion of the Hostel Committee. Passed.

8. Friday Afternoon Dance Committee:

Motion C-20

Mr. Mark moved that a Friday Afternoon Dance Committee be set up under the sponsorship of the Dance Instruction Committee. Passed.

9. Chairmen Appointments:

Motion C-21

The Board approved the appointment of Mary Jo Gulbrandsen as chairman of the Hostessing Committee and Simon Simon as chairman of the Twilite Committee.

10. Permanent Bulletin Board:

Motion C-22

Miss Ruth Dowell moved that the Board approve the expenditure of \$35.00 for a bulletin board on the ground floor of the Union. Passed.

11. War Bond Drive: The Program Co-ordinating Committee recommended that the dance committee consider sponsoring a free dance, admission by purchase of a defense stamp; or basing the Saturday Nite Dance intermission entertainment on a war bond theme.

12. President's Report: Ed Babcock asked the Board members to read the Daily clippings on the Union Board office bulletin board. He again urged the sponsors to appoint their chairmen at once!

The next Board meeting will be held at 5:30, Wednesday, April 28.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

April 28, 1943

Members absent: Miss Janet Burley, Miss Ruth Dowell, Mr. E. M. Kirkpatrick, Mr. W. T. Middlebrook, and Mr. E. B. Pierce.

1. Miss Eleanor Johnstone was welcomed as the new Board Member.
2. Director's Report: Last Sunday, the Bowling Alley was forced to close due to lack of pinsetters. The Pi Phi Chi, the interprofessional council, has given the Union a juke box to be used by the servicemen in the Union. Mr. Higgins was requested by the Board to send a note of appreciation to the organization. Mr. Higgins explained that it was possible for Food Service to serve the recognition banquet for Gov. Stassen because it was booked before food rationing went into effect and because the navy contingent on campus provided 60 waiters for the occasion. This, however, will be the last big banquet for the duration. Copies of the survey on the use of the Union by the Military Personnel were passed out.
3. Talent Bureau: Action was taken at a recent Military Co-ordinating Committee meeting to establish a centralized campus talent bureau and file. Miss Chapman reported that the Union had been selected as the logical organization for keeping such a file.

4. Sponsor Appointment:

Motion C-23

Mr. Grismer moved that Eleanor Johnstone be appointed as sponsor of the special Servicemen's Project Committee. Passed.

5. Bowling Alley: Because of the difficulty in getting pinsetters Mr. Striemer presented the following recommendations:

Motion C-24

I move that we recommend to the Personnel Committee of the University a pinsetters salary of 7¢ a line and raise the price of bowling from 16¢ to 17¢ per line. Passed.

Motion C-25

I move that when there are no pinsetters available, students and servicemen be permitted to set their own pins. The bowling fee in this case shall be 10¢ per line. Those setting pins shall be requested to sign a waiver releasing the University from any responsibility in case of injury. Passed.

6. Meeting with Military Personnel: The following topics were suggested for the meeting next Wednesday: An outline of the activities of the Union by Mr. Higgins; an outline of the duties and powers of the Board by Marj Twedt; a short talk by the sponsors of committees connected with servicemen's programs; and general discussions covering the philosophical background of servicemen's recreation; how the Union can co-operate with military units; what provision for recreation do they provide within their own groups and is this adequate; and what additional forms of recreation would they like offered.
7. Summer Session: Mr. L. D. McIver presented the following Summer Session program and budget; Noon movies, \$40.00; Bowling Instruction; Old-Tyme Dance Instruction, \$20.00; Union Tour; Social Dance Instruction, \$50.00; Servicemen's Center, \$104.00; Newsreel, \$24.00; and Outings, \$20.00; Total, \$258.00.

Mr. Higgins reported that the social dance will be held on Saturday nights and summer session students and servicemen and their guests will be invited. The Union's Dance Instruction can be held on Friday evenings.

Motion C-26

Mr. McIver moved that the Board accept the proposed program and budget of \$258.00 for the first summer session.

Motion C-27

Mr. L. D. McIver moved that Motion C-26 be tabled until the next meeting. Passed.

8. Executive Committee: Miss Clara Brown was elected the faculty representative of the executive Committee.
9. International Center: Mr. Babcock appointed the following committee to investigate the need for an international center on campus and report back to the Board: Miss Janet Burley, Mr. Mel Mark, and Miss Eleanor Johnstone.
10. Hostel Trip: Mr. Baker reported that the Union is sponsoring a hostel trip to Afton this week-end. About 20 people have signed up for the trip.
11. Servicemen's Dance: There were about 800 people at the last servicemen's dance, Miss Nissen reported. The dance was a success.
12. Saturday Nite, Twilite Dances: Mr. Grismer informed the Board there were fewer servicemen at last Saturday's dance and about 50% of the men present were civilians. The Twilite Dance was well attended, with Al Wiklund instructing the Lindy Hop. Another Twilite of this type is being planned.
13. Post-War Plans: Miss Clara Brown reviewed the post war plans discussed by the American Vocational Association at their recent meeting in Washington.

Because the meeting Wednesday, May 5, is a special meeting with military representatives, the Board will meet for dinner at 5:15. Please be prompt, so all the Board business can be completed by 7:05.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

May 5, 1943

Members absent: Miss Eleanor Johnstone, Mr. E. M. Kirkpatrick, and Mr. E. B. Pierce.

1. Program Co-ordinating Committee: Mr. McIver reported that the committee rescinds a previous recommendation of the Union sponsoring a Friday night dance, because a number of dances have already been planned by other organizations.

Motion C-26

(tabled at the April 28 meeting.) Mr. McIver moved that the Board accept the proposed program and budget of \$259.00 for the first summer session. Passed.

2. Hostel Trip: Twenty-two people attended the bicycle hostel trip to Tapping Farm, Bloomington, last week-end, Mr. Baker reported. There is a great deal of enthusiasm for the hostel movement among the students.
3. Dances: Mr. Grismer reported that the Saturday Dance was successful with the usual attendance. The Twilite, featuring dance instruction with a 10¢ admission, had an attendance of seventy-eight.

The next Board dinner will be held at 5:30 p.m. in the Union cafeteria. The meeting will be in Room 346.

At 7:15 p.m. representatives from the various military units on campus met with the Board.

Present: Lt. Peter F. McCartney, Army Air Force
Lt. James F. Kirk, Army Engineers
Lt. Commander Joseph A. Flynn, Naval ROTC
Lt. Milton Beller, Pre-Meteorology
Lt. Harold M. Piety, Navy
Captain Phillip Schroeder, Army Engineers

Mr. Higgins explained the background of the Union movement and the organization of the present Coffman Memorial Union.

Miss Marjorie Twedt discussed the Board committees which deal with the student activities.

The sponsors of the servicemen committees explained their activities: Miss Elsabe Luedke, Hostessing; Mr. Thad Baker, Outings; Miss Joy Nissen, Large Servicemen Parties; and Mr. Ray Grismer, Saturday Night Dances.

An informal discussion was held.

The officers emphasized the need for programs on Saturday night and Sunday afternoons, using the talent from various military groups. It was also suggested that these programs be held on a competitive basis among the groups, but that a limit be set on the length and expense of such programs.

May 5, 1943

The Board asked if it would be possible for servicemen to take an active part in the committee work for some of the Union programs. The officers indicated that this plan would be desirable, but that the time for such meetings would have to fit into the schedule of the servicemen. They also approved the suggestion of each unit acting as hosts for a particular event.

The Navy expressed a special interest in the week-end hosteling program, because the sailors have two extended week-end leaves from Friday to Monday and two other leaves over Saturday night.

It was explained to the Board that the commanding officers are directly responsible for the actions of the men under them, and for this reason they are anxious to keep them on campus. Because of the officer's responsibility, the Board was urged always to check with the commanding officer of each unit in planning any program or event.

The Union Board explained the problem of securing desirable motion picture releases. In order to show a first-run moving picture, the audience must be limited to servicemen, and as yet, the University is not considered on the same basis as an army or navy post where the showing of a first-run picture is permitted.

Each of the officers expressed an appreciation for the work accomplished by the Union and a desire to cooperate as much as possible in future programs.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD EXECUTIVE MEETING

May 3, 1943

Board Members Present: Miss Clara Brown, Miss Janet Burley, Miss Jean Danaher, Mr. Galen Striemer, Dean E. G. Williamson, Mr. Ray Grismer, Mr. Ed Babcock, Miss Hazle Chapman, and Mr. G. Ray Higgins.

Panhellenic Representatives Present: Miss Kay Hornung, and Miss Betty Himmelman.

An Executive Meeting was called to discuss the problem of the Panhellenic Ball and a large Union dance being scheduled for the same Saturday night, May 22, 1943.

Motion C-28

The Executive committee approves the recommendation of the Dean of Student's Office, which states that the Panhellenic Council will hold their annual ball at an off-campus location and that no blanket invitation will be offered to campus servicemen. However, in approving this recommendation, the Union Board wants it understood that this approval should not represent a precedent for shifting large campus functions from Friday to Saturday night. Further, the Board feels that this situation shows a need for long-term planning for such functions at which servicemen will be present. The motion was passed.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

May 12-13, 1943

Members absent: Miss Clara Brown, Miss Ruth Dowell, Mr. Jack Kiffe, Mr. E. M. Kirkpatrick, Mr. Melvin Mark, Mr. Dale McIver, Mr. W. T. Middlebrook, Mr. E. B. Pierce, Mr. Galen Striemer.

1. Director's Report: Over the week-end there was an average of 90 lines per day bowled at 10¢ per line with groups setting their own pins. During the week-days an average of 30 lines are set in this manner. There have been very favorable comments on the transferring of the Servicemen's Lounge from Room 50 to the Game Room.

Upon Mr. Higgins recommendation, the President referred to the Fine Arts Committee the joint sponsorship with the Music Department of the campus appearance of the National Coast Guard Band. The summer building hour schedule and the suggestion of converting a billiard table into a snooker table were referred to the House Committee.

Upon occasions a military unit is confined to quarters over the week-end, and Mr. Higgins reported that for a small charge he has been able to schedule the showing of the Union Sunday movie to these servicemen in the evening.

Mr. Higgins recommended that the Bowling Alley open at 10:00 a.m. instead of 9:00 a.m. for the rest of the spring quarter.

2. Merit System Revision: Miss Jean Danaher announced that she will present to the Board a proposed by-law which will revise the present merit system policy.
3. Outings and Mixer Committee: Mr. Thad Baker reported that a Hostel trip is scheduled for Tapping Farm, Bloomington, for this week-end and that arrangements are being completed for this spring sing Friday, May 21.
4. Military Meeting: Mr. Babcock referred to the Program Co-ordinating Committee the incorporation into the Union program of the ideas and suggestions presented at the meeting with the campus military representatives on May 5.
5. Servicemen's Dance: Miss Nissen reported that the committee representing the air corps unit was very enthusiastic in their plans for co-sponsorship of the Saturday Night Dance on May 29. The air corps will act as hosts that night and they will furnish the orchestra.
6. Summer Session: Mr. Higgins stated that this year the summer session will hold dances every other Saturday night, instead of the usual weekly program. The possibility of the Union's sponsoring a dance on the alternate Saturdays was referred to the Program Co-ordinating Committee.
7. Military Service Craft:

Motion C-28

Because of the transfer of the Servicemen's Lounge to the Game Room, Miss Johnstone recommended that the Military Service Craft project be terminated until fall quarter. Passed.

The Board Meeting was recessed until 3:30 p.m. Thursday.

Thursday, May 13, 1943

Miss Jean Danaher presented the following by-law revising the Union Board Merit System:

PROPOSED ALTERATION FOR THE UNION MERIT SYSTEM

(The Merit Committee will be composed of three members of the Union Board)

Duties of the Merit Committee:

1. To keep the merit rating sheets for all Union Chairmen and all committee members and to see that these sheets are turned in to the chairman promptly.
 2. To recommend all Union chairmen to the sponsor and approve all committee members.
 3. To recommend to the Union Board candidates whom the committee feels are competent and desirable for filling Union Board appointed membership when needed.
 4. As recognition of service to chairmen of the Union committees, the Merit System Committee shall, with the approval of the Union Board, give an annual award five weeks prior to the termination of the Board's term of service:
 - a. These awards shall be made at a special recognition meeting arranged for by the Merit Committee. In attendance at this meeting should be all Union chairmen, committeemen, Board members, and especially invited guests.
 - b. The award shall be in the form of a service key, pin, or insignia.
 - c. These awards shall be granted only to those chairmen who have:
 - (1) Served at least two quarters as chairmen.
 - (2) Kept rating sheets and reports of committee activities satisfactorily.
 - (a) Merit Rating sheet
 - (b) Event Report
 - (c) Summary report on Committee events.
- (3) ~~(2)~~ Attended 90% of Cabinet Meetings with justifiable excuses given to the chairmen's cabinet.
- d. The Merit Committee shall:
 - (1) Present recognition meeting to facilitate Board's approval.

The System

1. To obtain a Union committee position:

- a. All individuals would register with the program consultants. The Merit Committee in cooperation with the program consultant would try to put all applicants on the committee the applicant was interested in.
- b. The chairman of each activity would have the power to appoint committee members from these applications with the approval of the Merit Committee.
- c. The sponsors would recommend chairmen to the Union Board from three or more recommendations given them by the Merit Committee.

- (1) When a vacancy occurs in chairmanship, the Merit Committee will announce general filing for the position.
- (2) The Merit Committee would go over the applications and Union records and make its recommendations to the sponsor.
- (3) The Merit Committee would interview the recommended people with the sponsor and give the sponsor any information desired.
- (4) The sponsor would make his recommendation to the Union Board.
- (5) The sponsor has the right to appeal directly to the Board in case he feels the Merit Committee is not justified in their recommendation.

2. The Merit Records:

- a. Merit Sheets recording the essential details of the activities work of the committee members will be filled out by the chairman and given to the Merit Committee. The Merit Committee will be given a chance to question chairmen at any time about their reports.
- b. Merit Sheets recording the essential details of the activity work of committee chairmen will be filled out by the sponsor of their chairman and given to the committeemen.

The next Board meeting will be held at the Farm Union, Wednesday, May 19. Mr. Babcock appointed Janet Burley, chairman, and Ruth Dowell and Jack Kiffe, to plan the party. Board members will be notified the first part of the week regarding transportation and the time of the dinner.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

May 19, 1943

Farm Union

Members absent: Mr. E. M. Kirkpatrick and Miss Marjorie Twedt.

Former members present: Miss Vetta Goldstein, Mr. John Arnold,
and Miss Elsa Janda.

The Board members played a game of softball. The teams were headed by Thad Baker and Mel Mark. Dinner was served in the Farm Union, followed by the presentation of a farewell gift to Mary DeLapp and an informal party.

1. Snooker Table: Mr. Wayne Brock of the House Committee recommended;

Motion C-29

That the Board appropriate a sum of \$135 for remodeling a billiard table into a snooker table. Passed.

2. Building Summer Schedule: The House Committee presented the following recommendation:

Motion C-30

That the building summer schedule be as follows:

7:00 a.m. - 8:00 p.m. - Weekdays

7:00 a.m. - 10:00 p.m. - Saturdays (When there is a dance Saturday night, the building will remain open until 12:00)

1:00 p.m. - 8:00 p.m. - Sundays

The recommendation was passed.

3. Merit System: The Board discussed at length the Merit System by-law as presented by Jean Danaher (see Union Board Minutes for May 12). Members were asked to present in writing all suggestions and revisions to Miss Danaher by Friday, May 21. The proposed by-law will be passed at the next Board meeting.

4. Bowling Alley Hours:

Motion C-31 ✓

Miss Clara Brown moved that the Board approve Mr. Higgins' recommendation to open the Bowling Alley at 10:00 a.m. instead of 9:00 a.m. Passed.

The next Union Board meeting will be held at 5:30 p.m. Wednesday May 26, in the Union.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

May 26, 1943

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

1. Director's Report: The Gopherette will be closed for a few days while the fountain is being repaired. Mr. Higgins asked for individual Board member's opinions on the "necking" problem in the Union. It was felt that with the warm summer weather coming, there would be less of a problem and it would not be necessary to hire a person to watch the lounges during the early evening hours.

Mr. Higgins reported the death of a Union employee, Mr. Sig Nordvik, janitor.

2. President's Report: The Board accepted the invitation from the Ag Union Board for a picnic supper at the Farm Campus next Wednesday at 6:00 p.m. After the supper, the two groups will hold separate business meetings. This will be the last Board meeting of the year.

Mr. Babcock also read an invitation to the Coffee Hour honoring Dean Freeman, who is retiring as Dean of the School of Agriculture, Tuesday, June 1, at the Farm Union.

The sponsor report sheets were distributed. They should be turned in to the Consultant's office by the end of the quarter. The President stressed the importance of criticisms and suggestions in the reports.

3. Program Co-ordinating Committee: Mr. McIver reported that the proposed Merit Committee system was discussed at the committee meeting.

Action was taken on the summer school dance programs, and the following recommendations were made by the committee:

Motion C-32

Mr. McIver moved that the Union Board continue its program of giving a monthly servicemen's dance through the summer. Passed.

Motion C-33

Mr. McIver moved that the Union Board sponsor a record dance for students and servicemen on the Saturday nights this summer that are not booked by Mr. Piper or a servicemen's dance. Passed.

4. Outing Committee: The spring sing held on the Knoll last Friday night was a success, with about 1,500 attending.
5. Servicemen's Dance: Miss Nissen presented the following budget for the Servicemen's Dance, May 29.

May 26, 1943

Labor	\$15.00
Public Address System	2.00
Decorations	8.00
Instruments	5.00
Total	<u>30.00</u>

Motion C-34

Miss Ruth Dowell moved that the Board approve the budget as presented by Miss Nissen. Passed.

Miss Nissen reported that the Meteorologist unit is sponsoring a dance in the Union ballroom on June 5.

6. Merit System Committee Amendment: The Board discussed the amendment to the Merit System Committee set-up as presented by Miss Jean Danaher.

Motion C-35

Mr. Ray Grismer moved that the Board adopt the amendment as corrected. Passed. (see attached sheets)

7. Chairman appointment: The Board approved Miss Johnstone's recommendation of Miss Joan Clark as chairman of the Talent Bureau.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES
(Farm Union)
June 2, 1943

Members absent: Mr. Thad Baker, Mr. Wayne Brock, Miss Jean Danaher, Miss Eleanor Johnstone, Mr. Jack Kiffe, Mr. E. M. Kirkpatrick, Miss Elsabe Luedke, Mr. W.T. Middlebrook, Mr. E. B. Pierce, Mr. Galen Striemer, and Dean E. G. Williamson.

The Farm and Main Union Boards played a game of baseball and then enjoyed a picnic supper in back of the Farm Union. Each of the Boards held its separate meeting in the Farm Union.

1. Program Consultant's Report: There will be a special showing of the Newsreel at 5:15 every Wednesday for the servicemen during the summer. The original recommendation was for a late Newsreel showing every other Wednesday, but this plan is being changed because the servicemen's show in Northrup will no longer be given on Wednesdays.

Miss Chapman recommended that the servicemen's dances during the summer be co-sponsored as follows: Engineers, June dance; Navy, July dance; and Pre-Meteorologists, August dance.

There is a need for hostesses in the Servicemen's Lounge. Miss Chapman reported that letters will be sent to the new summer school students explaining the Union set-up. The Board approved the suggestion of the Hostess Committee's giving hostess badges or cards to the girls who volunteer for this work.

Board members are urged to stop in the Consultant's office this week and discuss with Miss Chapman their plans for the summer. If the Board member will not be available, it is important that a responsible chairman assume his duties.

2. President's Report: The Board will be meeting during the summer, Mr. Babcock reported, but there will be no definite meeting schedule. The first summer meeting will be held the latter part of June.
3. Freshmen Mixers: A Men's and a Women's Freshman Week Mixer will be held Tuesday, June 15.

Motion C-36

Miss Burley moved that the Board accept the responsibility of sponsoring the Freshman Men's and Women's Mixers as suggested by the Freshman Week Committee and appropriate a sum not to exceed \$75.00. Passed.

4. Chairmanships: The president announced that the present chairmen will carry over until next fall, and that the Merit Committee will fill all vacancies. Mr. Higgins suggested that the chairmen's term be one quarter, at the end of which time all the chairmen would be reviewed by the Merit Committee. The establishment of a specific term for chairmanships will be discussed at a summer meeting of the Board.
5. Budget 1943-44: Mr. McIver and Mr. Higgins explained to the Board the recommended Union Budget for 1943-44.

Motion C-37

Miss Burley moved that the Board approve the Budget as presented.
Passed.

Board members who wish copies of the 1943-44 Budget may secure them by calling at the Director's office.

Board members will be notified by telephone of the next meeting.

Respectfully submitted

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

June 23, 1943

Members absent: Mr. Wayne Brock, Miss Clara Brown, Miss Eleanor Johnstone, Mr. E. M. Kirkpatrick, Mr. Dale McIver, Mr. W. T. Middlebrook, Miss Joy Nissen, Mr. Galen Striemer, and Dean E. G. Williamson.

1. Director's Report: The Union is now feeding 500 more servicemen (pre-medics and dental students and basic engineers) in Room 50 and the Ballroom Annex.

Because the Armory will not be available, the Registrar's office has requested the use of the Ballroom for registration next fall.

Mr. Higgins indicated that the military may take over the remainder of the third floor rooms for feeding servicemen. After some discussion, the president requested Wayne Brock to consult with Mr. Higgins and then see President Coffey or Dean Willey and discuss with them the problems that would arise if the Union lost the Red Cross rooms and the meeting rooms.

2. Consultant's Report: With an ever-increasing number of servicemen stationed on campus, it is imperative that the Hostess Committee get more girls signed up. Contacts are now being made through Panhellenic and P.O. boxes.

Last Saturday's Servicemen's Dance was a success, with 180 men, 120 girls, 112 couples and 44 guests attending.

3. President's Report: Mr. Babcock reported that he will be going on active duty July 1, but he will be able to continue his Union Board duties.
4. Freshmen Week: Miss Janet Burley announced the Freshman Week program as follows: Monday night, Open House; Tuesday night, Men's and Women's Mixers; Wednesday afternoon, Twilite, and Saturday Nite, Freshman Dance. The Saturday nite dance is sponsored by Freshman Week, and the other activities are Union sponsored.
5. University Songs: E. B. Pierce led a discussion on the lack of opportunity for students to learn and sing University songs. It was suggested that students be orientated to these songs during Freshman Week, and have the Minnesota Hymn played at the close of each University dance.

June 23, 1943

6. Servicemen Entertainment: Because the military units are collecting a monthly Union fee from the men, Mr. Higgins suggested that the Union concentrate on more spectacular programs and entertainment for them. Mr. Higgins recommended a request for a larger staff and more money to expand the servicemen's programs.

Motion C-38

Mr. Grismer moved that the Board approve the request to the administration for a \$2,000 maximum salary for a new program consultant and \$3,000 for additional funds. Passed.

7. Board Vacancy: The Board bade farewell to Thad Baker, who is going into active Naval duty July 1 and will be stationed at another college. The Board approved the President's suggestion to fill the vacancy next fall.
8. Board Service Flag: Miss Janet Burley was appointed to investigate different types of service flags and plaques and to bring a recommendation to the next Board meeting.

Members will be notified by telephone of the next Board meeting.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

July 13, 1943

Members absent: Mr. Wayne Brock, Miss Clara Brown, Mr. Jack Kiffe, Miss Elsabe Luedke, Miss Joy Nissen, and Mr. E. B. Pierce.

1. Director's Report: The addition of a second Program Consultant to the staff of the Union has been approved, and inquiries are now being made to find someone, preferably a man, for the position.

A larger number of student organizations than ever before have suggested evening meetings in the Union, thus making it desirable that the building be kept open later than 8:00 p.m. Therefore, it was deemed advisable to open the building until 10:00 p.m. one night a week, perhaps Tuesday, if enough meetings warrant the staying open. The House Committee has expressed its agreement to this action.

Motion C-39

It was moved that the Board approve the request to keep the Union open Tuesday nights until ten o'clock. Passed.

2. Servicemen's Sunday Morning Service: Mr. Higgins introduced the question of opening the Union building Sunday mornings for the purpose of holding non-denominational service in the Ballroom for military men.

Motion C-40

Mr. Middlebrook moved that the Board has no objection to the holding of non-denominational service for military men, and that in view of the apparent shortage of facilities for holding the services, the Union Board expresses its willingness to make available the Union Ballroom if requested to do so. Passed.

3. Freshman Week: Because the Freshman Mixer given on June 15 was so successful, it was suggested that a second Mixer be sponsored by the Board. A suggestion was made that both freshmen and new Summer Session students be included and that a portion of the remainder of the \$75.00 appropriated for the first Mixer be used to finance the second Mixer.

4. Game Room: Mr. Higgins reported that more servicemen and students have suggested that the Game Room be opened for five hours on Tuesday and Thursday afternoons.

Motion C-41

Eleanor Johnstone moved that the Board accept the recommendation that the Game Room be opened on Tuesday and Thursday afternoons from 12:00 to 5:00. Passed.

5. Entrance to Ballroom: With the messing of the basic engineers and pre-medical and pre-dental students in the Ballroom Annex, it seems advisable to close off the main entrance to the Ballroom for all functions at mealtime and that entrance be made instead from the entrance on main floor.

Motion C-42

Eleanor Johnstone moved that the main entrance to the Ballroom be closed during mealtime and that the entrance on the balcony be used instead. Passed.

Mr. Higgins suggested that a small portion of the garage be turned over to the servicemen when the weather becomes cold, so that they will have a place to form lines for entering the dining areas.

6. Provision of Place for Servicemen's Possessions: According to Mr. Higgins, it is necessary that a place be provided for servicemen to place books, coats, raincoats, etc., during mealtime. They are now placed on the floor in the halls, interfering with the cleaning and eventually ruining the wainscoting. He has written to Buildings and Grounds suggesting that they make some kind of rack for the men's things on the third floor and in the area immediately outside the Ballroom Annex.
7. Representation of Servicemen on Board: As an outgrowth of the Military Coordinating Committee meeting on July 12, it was suggested by Major Rinsland that since servicemen are paying a \$1.00 Union fee they be represented on the Union Board of Governors. Several alternative plans were presented as to how this could be done:
 - a. The Constitution could be amended through student vote.
 - b. An amendment could be presented to the Board of Regents through President Coffey and then could go on record. (The next Regents meeting is in September.)
 - c. By-laws.

In the general discussion which followed, various suggestions were made:

- a. During the period of the war each military unit on the campus appoint or elect a member representing it, having full membership rights.
- b. Representatives appear on the Board in an advisory capacity.
- c. Servicemen who are U. of M. students have the right to vote in the election next spring.
- d. Allow servicemen to participate in discussion but not have vote that carries same weight as that of present members.

- e. Rather than have one representative from each of the eleven military units, place the men on committees and one from the group represent them on the Board.
- f. Servicemen are entitled only to proportionate representation.
- g. Servicemen should have the right to full membership.
- h. They might be appointed by faculty members.

After further discussion, Mr. Babcock proposed that the Executive Committee meet and later discuss the matter with military heads to determine what arrangements would be most satisfactory to all.

Mr. Kirkpatrick was temporarily appointed by Mr. Babcock to fill the position of Miss Clara Brown on the Executive Committee.

Members of the Executive Committee will be notified by telephone of the proposed meeting.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

July 30, 1943

Members absent: Miss Clara Brown, Miss Hazle Chapman, Miss Ruth Dowell, Mr. Jack Kiffe, Mr. E. M. Kirkpatrick, Miss Elsabe Luedke, Mr. Melvin Mark, Mr. W. T. Middlebrook, Miss Joy Nissen, and Mr. E. B. Pierce.

A note, thanking the Board for the flowers and kindnesses during her illness, was read from Miss Chapman.

1. Director's Report: Mr. Higgins reported that Miss Lucile Maahs, senior account clerk for Coffman Memorial Union, is leaving and Mrs. Barbara Mills Laging is taking her position.

As yet, there has been no success in finding a man for the position of program consultant in the Union. It is suggested that we take at least three or four weeks longer in which to attempt to secure a man for the position. If, at the end of that period, this has been impossible, a woman will be considered for the position.

2. Freshman Week: Discussion was held concerning the advisability of having Board members act as chairmen on Freshman Week committees because of difficulty in finding other students for the positions.

Motion C-43

Jean Danaher moved that Eleanore Rothenberger act as chairman of the Freshman Week Open House committee. Passed.

Motion C-44

Jean Danaher moved that Ann Bosanko act as chairman of the Twilight Dance committee for Freshman Week. Passed.

Motion C-45

Janet Burley moved that Eleanore Johnstone act as chairman of the Freshman Week Mixer, provided she accepts the appointment. Passed. It was suggested that she confer with Mr. Rock for suggestions.

3. Military Representation on Board: As a result of the Executive Committee meeting with the military representatives of the army and navy on the campus, Major Rindsland and Lieutenant Rinehart, respectively, it was reported that the military is in favor of military representation on the Union Board of Governors. This representation, it was thought, would best be obtained through appointing one man from each of the eleven major housing units on the campus. It was suggested that this action be secured by an amendment to the constitution, submitted in a letter to President Coffey by Mr. Higgins, secretary.

The proposed amendment follows:

Amendment Number Two

"For the duration of the war, the membership of the Union Board of Governors shall be enlarged to include one representative from each major housing unit of the military training groups stationed at the University of Minnesota.

The method of selection and term of office of these representatives shall be determined by the commanding officers of the army and navy training programs.

The members selected in this manner shall constitute the only military representatives, and military students shall, therefore, not participate in the selection of the civilian student members to the Board nor shall they be eligible for election to the Board at civilian student elections.

All parts of the constitution which are inconsistent with the spirit of this amendment shall be considered modified."

In the discussion which followed, the subject of representation of military men from the Farm Campus was mentioned. It was suggested that this matter be left until such time as the Farm Union Board has time to meet and make a decision.

It was indicated that the letter should name the eleven major housing units on the Main Campus; later, the other three units from the Farm Campus could be named, if so decided upon.

Motion C-46

Ray Grismer moved that Mr. Higgins be authorized to write a letter to President Coffey recommending the proposed amendment to the Board of Regents for adoption. Passed.

4. Roll of Honor: Suggestions were made for some type of roll of honor for Board members in military service. This might be in the form of a scroll, a wood plaque, or some other medium prepared by a local artist, and will be placed in the Board Office.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

August 13, 1943

Members absent: Mr. Wayne Brock, Miss Clara Brown, Miss Dorothy Coolidge, Miss Janet Burley, Mr. Ray Grismer, Miss Eleanor Johnstone, Mr. E. M. Kirkpatrick, Mr. Melvin Mark, Mr. W. T. Middlebrook, Mr. E. B. Pierce, Mr. Galen Striemer, Miss Marjorie Twedt, and Dean E. G. Williamson.

1. Director's Report: Mr. Higgins asked the Board's opinion concerning his attending a meeting of the Executive Committee of College Unions of which he is a director. The meeting, which will be held in Chicago in September, would be valuable from two points of view: (1) it would provide knowledge of Union fees collected elsewhere and (2) it would provide a basis of comparison of our plans of servicemen's activities with others.

Motion C-47

Ruth Dowell moved that the Board recommend that Mr. Higgins be sent to the Board of Directors meeting in Chicago in September. Passed.

2. Financial Report: In an explanation of the Financial Report of the past fiscal year, Mr. Higgins mentioned that the net deficit was smaller this year than last. Servicemen's fees contributed in some measure to this result. Mr. Higgins feels that the Board is to be congratulated upon the economy measures approved by the Board last year which made possible this satisfactory result without serious affects upon the services of the Union.
3. Photo Darkroom: Because of recent numerous requests from servicemen, arrangements have been made to provide a photographic darkroom on the campus. Miss Chapman has arranged with a local commercial photographer for servicemen's privileges in his laboratory under the supervision of the Union Board of Governors. An agreement with the photographer is on file in the Director's office.

Motion C-48

Jean Danaher moved that the Board adopt the plan as outlined by Mr. Higgins regarding the photographic darkroom for servicemen. Passed.

4. Induction of New Servicemen Representatives to the Board: A discussion of plans for an informal induction of servicemen to the Board was led by Mr. Babcock. It was agreed that the meeting, which will be arranged by Janet Burley, be planned for 7:00 p.m., Monday, August 23, 1943. The program will probably include two or three brief talks explaining the background of the Union, its organization and operation, and student self-government at the University, in addition to colored movies of Union-sponsored activities, perhaps a small amount of business, and the serving of light refreshments. It was

emphasized that as many Board members as possible attend this meeting.

The problem of sponsorships by the civilian students and the servicemen on the Board was thought best left until the present Board members had had an opportunity to talk with the servicemen.

5. Fine Arts Room: Miss Chapman presented a request made by several servicemen for the use of the Fine Arts Room for the playing of phonograph records.

Motion C-49

Miss Dowell moved that the Union provide an attendant for the Fine Arts Room during the hours of 4:30 to 7:30 twice a week, the specific days to be designated at the discretion of the program consultant.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

August 23, 1943

Members absent: Pvt. James R. Fox, Mr. Raymond Grismer, Mr. W. T. Middlebrook, A/S Hugh J. O'Brien, Warren M. Schauffer, Mr. Galen Striemer, Miss Marjorie Twedt, Dean E. G. Williamson, and Mrs. Dorothy Coolidge.

1. Induction of Military Members: Following a welcome to the new members of the Board and introductions, Mr. Babcock explained the founding of the present Union, the building itself, student self-government, and revisions made since servicemen have been stationed on the University of Minnesota campus. It is likely that the Minnesota Union is the first union in the country to give servicemen full representation on the Union Board. Mr. Babcock explained that the military members of the Board may present to the Board the wishes of the men they represent, since there is still much to be done to meet the needs of the present program.

Mr. Higgins presented a history of the University of Minnesota Union and a history of the Union movement to provide a better understanding for the military members of the Board in dealing with the problems before them. From a beginning at Oxford University in England in 1815, the Union movement has grown and now 145 colleges have Unions on their campuses, 114 of these also having military training groups. In 1913 the University of Minnesota Union was organized and in 1940 the present structure was opened.

The income of Coffman Memorial Union is derived from three sources: fees paid by students and servicemen at \$3.00 per term, billiard and bowling fees and the balance that remains after selling candies, etc., and rentals. The expenses of the Union consist of salaries of the administrative staff, program consultants, custodial staff, utilities, and the principal and interest on payments.

The Union Board has been composed primarily of fifteen civilian students. The ratio of men and women on the Board parallels the number of men and women in the University. Four appointed faculty members complete the membership of the Board.

Janet Burley explained the organization of the Board under the authority of the Board of Regents of the University. The purpose of the Board is two-fold: to establish rules as they are set up and to formulate and execute a broad social program. The standing committees--their members and duties--were explained in detail by Miss Burley.

2. Director's Report: Mr. Higgins reported that one of the valued staff members, Charlotte Johnson, is leaving to take a position as recreation director in another community.

It is hoped that it will be possible to have some members of the caravan of movie stars appear on the Campus September 19 to sell

August 23, 1943

war bonds. Plans for this event have been partially completed.

Mr. Higgins reported that Mr. Grismer, chairman of the Dance Committee, is trying to secure a travelling orchestra for Homecoming on November 5 and 6.

The dates of the College Union Directors meeting in Chicago are September 14 and possibly 15. From the discussion of other union directors' war-time problems, it is hoped that valuable ideas will be secured.

3. Reorganization Committee: Members of the Reorganization Committee appointed by Mr. Babcock are: Janet Burley, Elsabe Luedke, Bob Mills, Hugh O'Brien, Mr. Pierce, and Russ Williams.
4. Freshman Week: Plans for four events of Freshman Week were detailed by Janet Burley: (1) Open House, Monday night; (2) Men's and Women's Mixer, Tuesday night; (3) Twilight, Wednesday afternoon; (4) Saturday Night Dance. Free entertainment for Monday night (table tennis, bowling, movies), the Freshman Round-Up on Tuesday night, and an orchestra for Wednesday were discussed. Budgets for these events were presented as follows: \$78 for Monday night Open House; \$120 for Tuesday night Mixers (including orchestra); \$55 for Wednesday afternoon Twilight.

Motion C-50

Mr. Pierce moved that the proposed budgets be approved. Passed.

5. Regular Meetings: Time of the regular meetings, to be resumed this fall, will be 6 p.m. Wednesdays. The meetings will follow the usual plan of a dinner with the business meeting afterward.
6. Freshman Camp: September 17 and 18, Friday and Saturday, have been set aside as meeting days for the Freshman leadership camp at Y.M.C.A. Camp Idahopi. Presidents and vice-presidents of campus organizations, together with the All-University Council and Board members, will meet to discuss problems pertinent to all organizations on the campus. The cost per person for the two days will be approximately \$3.25, or \$6.00 including transportation.
7. Movies of Union Activities: Following completion of the business meeting, colored movies of Union activities were shown, and light refreshments were served. The meeting was then adjourned.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD OF GOVERNORS

August 23, 1943

Military Student Members

John Crawford, Ylc
(Electrical School)

Pvt. James R. Fox
(U.S. Army Dental and Med.)

Pfc. Robert M. Good
(Advanced Engineers)

Richard L. Jandl
(Basic Engineers)

Pfc. Walter Luftman
(Personnel Psychologists)

Pvt. Robert Mills
(Pre-Meteorologists)

Robert Nims
(U.S. Navy Dental and Med.)

A/S Hugh J. O'Brien
(USNR V-12)

T/Sgt. Jack Pritchard
(Asiatic Language)

Warren M. Schauffer
(NROTC)

A/S Russell Williams
(Pre-Flight)

Civilian Student Members

Edmund Babcock
Wayne Brock
Janet Burley
Jean Danaher
Ruth Dowell
Raymond Grismer
Eleanor Johnstone

Jack Kiffe
Elsabe Luedke
Melvin Mark
Dale McIver
Joy Nissen
Galen Striemer
Marjorie Twedt Benson

Non-Student Members

Clara Brown
Hazle Chapman
G. Ray Higgins
Dorothy Coolidge

E. M. Kirkpatrick
W. T. Middlebrook
E. B. Pierce
E. G. Williamson

UNION BOARD MINUTES

September 29, 1943

Members absent: Mr. Ed Babcock, Miss Ruth Dowell, Pfc. Robert D. Good, Pvt. Bob Mills, W. M. Schauffer, Robert Nims Yeoman First Class F. B. Crawford.

Miss Janet Burley presiding chairman.

1. Director's Report: A report on the results of the Chicago meeting of the Association of College Union Directors will be given at a later meeting.

The Board approved Mr. Higgins' recommendation to keep the the building and recreational areas open later in the evening to accommodate servicemen.

He announced that Miss Hazle Chapman had resigned as a staff member due to ill health.

At the present time, there is a 20¢ an hour charge for table tennis, and this charge is waived after 5 o'clock when the Game Room is used as a servicemen's lounge. Mr. Higgins recommended that instead of a charge, a deposit be required whenever equipment is used.

Motion C-51

It was moved that a deposit be made on the use of table tennis equipment (the deposit to be kept if the equipment is damaged) and that a half hour limit playing time be set. Passed.

2. Associate Sponsors: Because the military representatives of the Board have limited spare time, it was agreed that these servicemen will not assume a full sponsorship of Union committees, but rather act as associate sponsors and military advisers.

3. Identification: The Board discussed the merits of continuing the Union policy of identification for Union activities and a plan for an identification card to be issued to all servicemen, entitling them to all Union privileges.

Motion C-52

Sgt. Pritchard moved that the Board accept the plan of an identification card for servicemen. Passed.

4. Servicemen's Exchange: Mr. Higgins asked for the Board's approval for the establishment in the Billiard Room of a servicemen's exchange which would handle refreshments and personal articles for servicemen at a reduced price. Merchandise will be sold to civilians in the Foyer and the Bowling Alley.

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Motion C-53

Mr. Pierce moved the approval of the idea of a Union Exchange for servicemen. Passed.

5. Professional shows: Unions on other campuses are beginning to book "A" professional shows for \$1800-\$2000, Mr. Higgins told the Board. It would be possible for this campus to book such a show on a Sunday afternoon at Northrup auditorium for about \$1500. After discussion, the Board agreed that Mr. Higgins should make further investigation.

6. Union Board Office: Miss Burley urged the military representatives to stop at the Union Board office during their spare time.

During the meeting John Richter, former Board member, was presented with a box of stationery, and Miss Hazle Chapman was given a Union Board key upon her resignation.

Respectfully submitted,

G. Ray Higgins, Secretary

UNION BOARD MINUTES

October 6, 1943

Members absent: John Crawford, James Fox, Robert Good, Richard Jandi, Mr. E. M. Kirkpatrick, Jack Kiffe, Walter Luftman, Mr. W. T. Middlebrook, Robert Nims, Mr. E. B. Pierce, Jack Pritchard, Warren Schaeffer.

1. Director's Report: Mr. Higgins reported that he was still investigating the possibility of a Union Exchange. The Army units have indicated that they would support an Exchange, and Mr. Higgins will check with Ft. Snelling on securing supplies.

During the week, a notice was posted on the Motley bulletin board to the effect that Union officials had requested that the men be restricted to the basement and ground floors of the Union. It is true that some restriction had been made upon the men, but it was not at the request of any Union or University official.

Mr. Higgins suggested the possibility of discontinuing piping music into the Main Lounge at noon because the servicemen prefer playing the piano during their lunch period.

2. Merit Committee:

Motion C-54

Miss Danaher moved that the Board give a party for the new chairman and Board members after the meeting on October 20. Passed.

3. House Committee: Mr. Brock presented a request from the YM and YWCA for a blanket reservation for the Fine Arts Room on Thursdays for a religious meeting. Because there is such a large number of religious groups on campus, the Board's policy has been to deny blanket reservations to any of these organizations. Mr. Brock was requested to review the matter with Mr. Ben Schmaker of the Religious Council and report back to the Board.

4. New Sponsorships:

Motion C-55

Miss Nissen moved that the Board change the sponsorships to meet the recommendations of the Executive Committee. Passed. (see the attached sheet)

5. New Billiard Tables: Mr. Higgins suggested the purchase of two new pocket billiard tables, at a cost of \$900. The Billiard Room is doing a capacity business, and the tables would be paid for in a short time.

Motion C-56

Miss Dowell moved that the Board approve Mr. Higgins' suggestion to purchase two tables for the Billiard Room. Passed.

6. Sponsorship and Chairmen Appointments: Mr. Babcock reported that the Executive Committee is meeting tomorrow, and it is imperative that the sponsors and the chairmen of the standing committees be appointed immediately.

Motion C-57

Mr. McIver moved that the Executive Committee be empowered to appoint the Board sponsors and committee chairmen for this quarter. Passed.

7. By-Laws: Mr. Babcock called the Board's attention to important by-laws: Article I, Item E, Section 3-4 (attendance) and Item F (Board agenda).

8. Regular Board Meetings:

Motion C-58

Mr. Mark moved that the Board meet every Wednesday night: dinner in the cafeteria at 5:30 and a business meeting at 6:15 in Room 346. Passed.

9. Public Relations and Merit Committee Appointments: Miss Danaher moved that the Board approve the appointment of an Office Hostess and committee to work on Merit System files and another committee to assist the Public Relations Committee. The question was raised that this action will probably require a change in the By-Laws. The matter was referred to the Executive Committee for a recommendation.

Motion C-59

Miss Dowell moved that the Board appoint a temporary chairman for the Merit Committee. Passed.

10. Open House: Mr. Giles announced that the Union will hold an Open House on Sunday, October 17. The program will include free billiards and bowling, movies, and an entertainment program.
11. Servicemen Publicity Contact: The military representatives were questioned on the best way to publicize Union events to the servicemen. Suggestions included posters on the units' bulletin boards; and notices sent to the individual Board representatives, who will present them to the commanding officer.
12. Military Ball: Joy Nissen recommended that the Union sponsor a formal Military Ball. The following questions were raised: do the servicemen want a formal dance; should this big dance be restricted to servicemen; and if it is a restricted dance and held on December 4, should it take the place of the November Servicemen's Dance. The military representatives were requested to get the opinions of their units and report back to the Board.

The Board will meet next Wednesday, October 13, at 5:30 in the Cafeteria for dinner and at 6:15 in room 346.

Respectfully submitted,

G. Ray Higgins

UNION BOARD MINUTES

October 13, 1943

Members absent: John Crawford, Pvt. James Fox, Mr. G. Ray Higgins, Jack Kiffe, Mr. W. T. Middlebrook, Robert Nims, Warren Schauffer.

1. Open House: Mr. Giles reviewed the program for the "Funday," the Union Open House, Sunday, Oct. 17. He urged all Board Members (especially the military representatives) to be present to act as hosts at the "At Ease Hour" in the Men's Lounge.
2. Program Co-ordinating Committee: Dale McIver reported that the following points were discussed in the committee meeting: The Hobnob Ball program will continue in the Game Room Saturday nights, and probably dance instruction will be given there instead of from 8:00-9:00 o'clock in the ballroom; Friday nights should still be considered an all-university party night, even though the Union has scheduled a Variety Dance on that night.

The Delta Phi Delta Sorority has offered to sketch portraits in the servicemen's lounge (3 hours on Tuesday and Thursday and 4 hours on Sunday), the expense for the service and materials to be \$4.00 - \$5.00 a week. The cost of the initial supplies will amount to about \$6.00.

Motion C-60

Mr. McIver moved that the Union Board approve the contract with Delta Phi Delta for sketching in the servicemen's lounge. Passed.

3. House Committee: Wayne Brock contacted Mr. Ben Schmoker of the Religious Council regarding the request from the YM and YWCA for a blanket reservation for a meditation hour. Mr. Schmoker suggested that the Board consult the Student Religious Council, which has two representatives from all the religious organizations on campus. Mr. Brock was requested to bring to the Board the opinion of the Religious Council.
4. Executive Committee: Ed Babcock presented the Executive Committee appointments for reviewal by the Board. (See attached sheet).

5. War Chest Drive: The Campus War Chest Drive began today, and Mr. Babcock announced that the Union Board goal is \$30.00-\$2.00 from each of the student members. Although the Servicemen are not being solicited, they indicated they would set their own goal for contributions. Contributions should be left with Miss Marian Ebaltoft, Information Desk, Union.
6. Election: Twelve candidates were reviewed for the two women vacancies on the Board: Helen DeWar, Barbara Ann Wilson, Kathryn Worrell, Eleanor Rothenberger, Irene Berde, Freyda Myers, Harriet Schaffer, Betty Stewart, Dorothy Putnam, Eldrid Batzer, Harriet Juntilla, and Katherine Henry. Misses Helen DeWar and Harriet Juntilla were elected.
7. Committee Appointments: Miss Jean Danaher presented the following Executive Committee recommendations for committee chairmen:

Publicity: Marjorie Spear, June Pallesen
Twilites: Eunice Heried
Frolics: Ruth Svendsen
Homecoming: Estelle Hagen
Saturday Nite Dances: Betty Lou Anderson
Music Hours: Amelia Korosec
Exhibits: Ann Bosanko
Record Lending Library: Irene Berde
Outings: Phyllis Carlson
Sunday Programs: Bill Reiser
Talent Pool: Joan Clarke
Crafts: Frances French
Servicemen's Center: Kathryn Henry
Beginning Dance Instructions: Bill Legler
Variety Dance: Margaret Stribley, Patricia Greer
Noon Programs: Joyce Aronson
Noon Movies: George Wright
Hobnob Ball: Eleanor Rothenberger
Informal Parties: Freyda Myers
Hostessing (not filled)

Motion C-61

Miss Bayley moved that the Board accept the recommendations of the Executive Committee: Passed.

Because there will be a party following the Board meeting on October 20, dinner will be at 5:15 in the cafeteria, and the meeting will begin promptly at 6:00 in Room 346.

Respectfully submitted,

UNION BOARD OF GOVERNORS

COMMITTEE SET-UP

Fall, 1953

STANDING COMMITTEES

Executive Committee

Ed Babcock, President
Janet Burley, Vice-President
G. Ray Higgins, Secretary
Galen Striener
Jean Danaher
Miss Clara M. Brown

Program Co-ordinating Committee

Dale McIver, Chairman
Janet Burley
Joy Nissen
Jean Danaher
Hugh O'Brien
Mr. Charles Rock

House Committee

Wayne Brock, Chairman
Mr. E. M. Kirkpatrick

Finance Committee

Galen Striener, Chairman
Jack Kiffe
Elsabe Luedke

Public Relations

Marjorie Benson, Chairman
Ray Grisner
Melvin Mark
Mr. E. B. Pierce

Merit Committee

Jean Danaher, Chairman
Galen Striener
Ruth Dowell

SPONSORED COMMITTEES

Large Servicemen's Parties	Joy Nissen
Hostesses	Elsabe Luedke
Mixers and Noon Activities	Ruth Dowell
Dances	Ray Grisner
Servicemen Projects	Jack Kiffe
Dance Instruction	Mel Mark
Miscellaneous Activities	Janet Burley
Sunday Program	Robert Mills
Large Servicemen Dances	Russ Williams
Sunday Program	
Fine Arts	

UNION BOARD MINUTES

October 20, 1943

Members absent: Miss Clara Brown, John Crawford, James Fox, Mr. E. M. Kirkpatrick, Mr. W. T. Middlebrook, Sgt. Jack Pritchard, Mr. Charles Rock, Warren Schaeffer.

1. Introductions: The President introduced Miss Ruby Christenson, the new Program Consultant; Misses Helen DeWar and Harriet Juntilla, new Board members; James Howard, Naval medical representative; and Miss Helen Monteith, the YWCA president.
2. Director's Report: Mr. Higgins reported that Army regulations do not permit the sale of army supplies to civilian agencies, and therefore the Union PX cannot secure the necessary supplies.

The current copy of the Bulletin of College Unions (posted in the Board office) contains an article on the recent convention in Chicago, and Mr. Higgins urged all Board members to read it.

3. War Chest: A few of the Board members have still not contributed to the War Chest, and the President asked that the Board complete their 100% goal as soon as possible.
4. Presentation of Key: Mr. E. B. Pierce presented a Union Board Merit Key to Dale McIver, who is leaving for Naval duty in Norfolk, Virginia.
5. Program Co-Ordinating Committee: Mr. McIver recommended that the Board offer an Open House program (similar to the one held Sunday, October 17) every 4-6 weeks. The cost of the Open House was \$225.

Motion C-62

Mr. Robert Good moved that the Board sponsor an Open House every five weeks during the fall, winter, and spring quarters and that the Board appropriate a sum not to exceed \$250 to cover the expenses for each Open House program.

Passed.

6. Chairmen Appointments: The executive committee recommended the following appointments: Harriet Juntilla, Fine Arts sponsor and Merit committee member; Helen DeWar, member of the Program Co-Ordinating committee and Sunday programs; Dick Jandle, associate sponsor of Program Co-Ordinating and Mixers and Noon Activities; Walter Luftman, associate sponsor of House-Liaison committee; Robert Good, associate sponsor of Servicemen's Projects; and Jack Pritchard, associate sponsor of Union Dances.

Motion C-63

Miss Burley moved that the Board accept the recommendations of the Executive Committee. Passed.

7. Servicemen's Dance: Miss Nissen presented the following budget for the Servicemen's Dance, October 23: Band, \$50.00; Public Address system, \$1.65; Decorations, \$17.20; Food, \$48.00; Total \$116.85

Motion C-64

Miss Luedke moved that the Board accept this budget for the Servicemen's Dance. Passed.

8. House Committee: Mr. Brock reported that because Mr. B. Schmoker has been out of town, the Religious Council does not have a recommendation regarding the request of the YM-YWCA for a blanket reservation for their Meditation Hour once a week.

Mr. Brock recommended that an oil mural be painted in the border around the entrance to the Game Room. The cost would be approximately \$35. He also suggested that the room be given an appropriate name.

Motion C-65

Miss Dowell moved that the Board accept the recommendation of Mr. Brock for a sum of approximately \$35 for the painting of murals around the Game Room door. Passed.

9. Merit Committee: Miss Danaher requested any sponsor who is not satisfied with his chairman to report to the Merit Committee.

The Merit Committee presented the recommendation that the Union Board office be open at all times and that the committee chairmen have the same privileges in the office as the Union Board members. A possible alternative would be to have the Union Board take over the Interfraternity and SWECC offices (rooms 225-226), which have a connecting door. After some discussion, the matter was tabled for further consideration at the next Board meeting.

10. Party: The meeting adjourned to the Men's Lounge, where a get-acquainted party was held for Union Board members and committee chairmen. Informal games were played and refreshments served. The evening closed with dancing in the game room.

Respectfully submitted,

G. Ray Higgins,

Secretary

UNION BOARD MINUTES

October 27, 1943

Members absent: Miss Clara Brown, Miss Janet Burley, John Crawford, Miss Ruth Dowell, James Fox, Jack Kiffe, Mr. Kirkpatrick, Walter Luftman, Mr. W. T. Middlebrook, Hugh O'Brien, Warren Schaeffer.

1. New Members: The President introduced two new Board representatives: Mr. Bob Buchholz, Farm Union, and Mr. Dick Hutchinson, the alternate Naval Dental and Medic representative. Thad Baker, former Board member, visited the meeting.
2. Director's Report: Mr. Higgins announced two new staff members: Mrs. O'Brien, Union hostess; and Miss Doris Chapman, Farm Union Director.

The Union now has one 35mm projection machine, and Mr. Higgins recommended the rental of another machine for \$100-150 per year. Mr. Brock of the House Committee was requested to present a recommendation to the Board at the next meeting.

3. Program Co-ordinating Committee: The next Open House Funday will be held Sunday, November 28.

The Public Relations Committee will prepare a budget for the next Board meeting for a Union booklet, explaining and illustrating Union activities, for distribution to the servicemen.

The Board discussed plans for the Military Ball on December 4. Questions raised were will there be a charge; are both civilians and servicemen invited; if civilians are invited, should they come in formal dress.

Motion C-66

Russ Williams moved that the Board not sponsor the November Servicemen's Dance, but instead hold the proposed Military Ball on December 4. Passed.

Joy Nissen was asked to bring to the next Board meeting a complete outline of plans for the Military Ball.

4. Homecoming Dance: Ray Grismer reported on the Homecoming Dance, November 6. Estelle Hagen is the chairman and the decorations are in a Sadie Hawkins theme. Boyd Raeburn and Bob Hewitt orchestras are playing in the ballroom and the cafeteria.

A Varsity Dance will be hold in the ballroom following the Varsity Show on Friday night. It will be a free dance, from 10:00 p.m. to 1:00 a.m. Entertainment will include singing and cheer leading.

5. Servicemen's Dance: There were about 700 at the Servicemen's Dance, Saturday, October 23, Joy Nissen reported. A carnival was set up in the Commuter's Lunch Room, and free cokes were served.

6. Board Office:

Motion C-67

Miss Danaher moved that the Union Board office be open from 8:30-5:00 and that the committee chairmen be permitted to use the office for business meetings. Room 230 will be used as an office for committee members and chairmen and Union Board members. Passed.

7. Conduct in Building: The Board discussed the kind of disciplinary measures that should be enforced by the Social Hostess. The discussion will be continued at the next Board meeting.

8. Servicemen's Center: Mr. Giles recommended that the Board approve the renewal of the subscriptions to eight of the out-of-town newspapers which are kept in the Servicemen's Lounge.

Motion C-68

Russ Williams moved that the Board approve the proposed budget for \$100 for renewing newspaper subscriptions. Passed.

The next Board meeting will be held at 5:30 in the Cafeteria, Wednesday, November 3, 1943.

Respectfully submitted.

G. Ray Higgins

Secretary

UNION BOARD MINUTES

November 3, 1943

Members absent: Miss Clara Brown, John Crawford, James Fox, Ray Griener, Jack Kiffe, Mr. W. T. Middlebrook, Hugh O'Brien, Mr. E. B. Pierce, Warren Schaffer, Russell Williams.

Guests: Ensign Ed Braman, former Board member; and three RAF pilots on furlough from training in Canada.

1. Director's Report: Mr. Higgins introduced one of the staff members, Mrs. Barbara Lagging, Senior Account Clerk.

Because students aren't informed about the correct conduct when the Star Spangled Banner is played over the public address system, the Board agreed to eliminate the playing of that record. The Public Relations committee was asked to investigate the matter and to report to the Board the correct conduct for the military and civilians when the anthem is played over a speaker.

A University ruling prohibits liquor in any building on campus. Because there has been some evidence of bottles in the Union, Mr. Higgins announced that all checkroom attendants have been notified not to check articles containing liquor bottles.

2. Russell-Kenney Appearance: Harriet Juntilla and Mr. Giles reported that about 1800 people attended the Union-sponsored appearance of Rosalind Russell and Sister Kenney in the ballroom at 10 a.m. Wednesday morning.
3. Program Co-ordinating Committee: Miss Nissen presented the following suggestions for the Military Ball, December 4: strictly military attendance; \$1.10 charge per couple; dodgers distributed to the military units as publicity; award a war bond to the person selling the most tickets, and pick the leaders for the grand march according to the ticket sales from each unit; dance programs for favors; allied nations' flags for decorations in the ballroom; important University administrators for chaperones; and reserve rooms for girls who would like to change into formal dresses in the Union.

Motion C-69

Miss Burley moved that the formal Military Ball on December 4 be restricted to the military and the price be set at \$1.10 a couple. Passed.

4. House Committee: Mr. Brock reported that the Religious Council has not taken action regarding the YM-YWCA request for blanket meeting room reservation.

The House Committee is investigating the possibility of exchanging some present equipment for a 35mm movie projector. Visual Educational Department is proceeding with negotiations.

General conduct in the building was discussed. The House committee will set up a list of rules to be enforced by the Union social hostess. It was suggested that a man be on duty Saturday nights to maintain order in the building.

The Union is employing a number of high school students this year, and there have been complaints about their being tardy and noisy and spending too much time in the building.

Motion C-70

Miss Barley moved that high school employees in the Union should not be allowed to use the Union except to go to and from their work. Passed.

5. Charms in War Time: Miss Barley reported that the YWCA was planning a program called "Charms in War Time," which the Union feels is a duplication of the Charms, Inc., program in name and the style show theme. Representatives from the Union and from the YV group have met, and a compromise program will be established.

6. Union Pamphlet: Most of the material has been written, and the budget for the Union Serviceman's Booklet will be submitted at the next Board meeting. Mrs. Benson announced.

7. Board Vacancy:

Motion C-71

Mrs. Benson moved that the Board open filing for the Board vacancy Thursday, November 4 through Monday, 5 o'clock, the Board to interview those candidates who did not appear at the last election. Passed.

The next meeting of the Board will be Thursday, November 9, because of the holiday November 11.

Respectfully submitted,

O. Ray Higgins

Secretary

UNION BOARD MEMBERS

November 9, 1945

Members absent: Miss Janet Darley, John Crawford, Helen Decker, James Fox, Mr. E. M. Kirpatrick, Mr. V. T. Middlebrook, Mr. E. B. Pierce, Warren Schenffer.

Guests: Miss Genevieve Butts, Chairman of the Entertaining Committee, was guest.

1. Director's Report: The recreational facilities in the Union will be open on Armistice Day for the servicemen, Mr. Higgins announced.

Because the Union building was built within a nine month period, defects in construction are now appearing. These repairs will cost several thousand dollars, and as the money is not available from the normal operating budget, it will be taken from other University sources.

2. Servicemen's Booklet: Marge Benson described the booklet which will be printed for distribution to all servicemen on campus: Present plans include a 12-page pamphlet, 4 x 6", 7-8 pictures; and the cost is about \$125 for 6,000 copies.

3. House Committee: Wayne Brock reported that the House committee is meeting the latter part of the week to compile some tangible rules regarding conduct in the building.

4. Program Co-ordinating Committee: In the absence of Jay Hassen, Mr. Higgins reported that if the servicemen support the Army-Navy formal dance in great numbers, it may be necessary to engage a second orchestra and ball-room (cafeteria).

The committee recommended that the 5¢ charge for the noon showing of the Quarterback be dropped. The attendance has not been high, and it was felt that a few more servicemen might take advantage of this showing if there were no charge.

Motion C-70

Mr. Ortmeyer moved that the Board eliminate the 5¢ charge for the noon Quarterback session. Passed.

5. Board Vacancy: Marge Benson announced that filling for the vacancy on the Board will continue through Tuesday, November 16, 5:00 o'clock. All the new candidates will be interviewed at the next Board meeting, and those candidates who have appeared before the Board previously will just make an appearance.

6. Homecoming Dance: The Homecoming Dance was very successful, with an attendance of about 2,200, May Grismer announced. The Board discussed the suggestion of presenting a name band once a quarter, and the possibility of combining a name band with War Time Winter Week this year.
7. Yehudi Menuhin: Mr. Giles is trying to book an appearance of Yehudi Menuhin for servicemen in the Union Ballroom. In the future the Union will present as many of these visiting celebrities as possible.
8. Funday: The next Union Open House had been scheduled for November 28, and Mr. Higgins announced that there is a conflicting booking for that Sunday--the President's Reception.

Motion C-71

Miss Leudke moved that the Board change the date of Funday from November 28 to November 21. Passed.

9. Army-Navy Ball: The question of flowers and corsages was referred to the committee. Tickets will be sold in advance. If 1,000 couples attend, it would mean about 20% of the total number of service men on campus.
10. Dailies for Servicemen: The Board discussed the suggestion of the Union's furnishing each serviceman on campus with a copy of the Daily one day a week (probably the Tuesday issue). The Public Relations committee will report on the expense of such a project. In general, the Board members felt this would be an excellent way to contact the servicemen and announce the programs available in the Union.

The next meeting of the Board will be at 5:30 p.m., Wednesday, November 17.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

November 17, 1945

(Saugusbord dinner and meeting at YWCA Ballroom)

Members absent: James Fox, Jim Brownel, Dick Hutchinson, Mr. Kirkpatrick, Bob Mills.

The President introduced Miss Eileen Shannon, President of the Fern Union Board, and Oskar Boyer, the Royal Elastician's Matees, new Board representative.

1. Director's Report: Mr. Higgins reported that after a conference with the commanding officers, the army and navy writers have indicated they would give full support to the distribution of the new Union Booklets to the writers. Instead of a weekly copy of the Daily being given to individual men, they favored the plan of a certain quota (about 25%) being distributed to the men in the barracks.

2. Funday: Mr. Gillis reviewed the program for Funday, Sunday, November 21 from 2:00-6:00 p.m.: Free billiards, free bowling, free movies and professional entertainment program, free coffee and doughnuts, and an exhibit on obsolescent warfare in the Fine Arts Room.

3. Union Presents Celebrations: Robert Casademus, noted French pianist, will present a free program for servicemen Thursday, November 18, at 6:30 in the Coffman Union Ballroom, Mr. Gillis announced.

Yehudi Menuhin appeared last Thursday in a half-hour free program for servicemen in the Union. And "Yemas America" was presented at the Union Football Field last Saturday.

4. Program Co-ordinating Committee: Miss Hansen reported that the committee reviewed the Saturday Night Dance and it was felt that a special theme or program should be planned for the dances, possibly with a master of ceremonies. A joint meeting was held with the Public Relations Committee, at which time the distribution of Dailies and the Union booklet to servicemen was discussed.

5. War Time Winter Week:

Notion C-76

Miss Hansen moved that the War Time Winter Week be held on a weekend--Friday, Saturday and Sunday. Passed.

The matter was referred to the Program Co-ordinating Committee for further discussion and planning with the Athletic Department, co-sponsors of the event.

6. Home Committee: Mr. Brock reported that the W-YWCA has withdrawn its request for a blanket reservation for a religious meeting in the Union Fine Arts Room.

Mr. Brook read the policies for conduct in the Union as drawn up by the House Committee. Because there was some discussion on the rules, the President asked everyone who was interested in the issue to contact Walt Luftman. The House Committee will present the revised policies at the next meeting.

7. Public Relations Committee: Mrs. Benson has checked with Col. King regarding the playing of the Star Spangled Banner in public. Because it is a controversial issue on whether or not a person should stand when the piece is played over a radio, he advised that the Union discontinue it as an introduction to the noon music.

The committee will report back to the Board on the plan for providing the units with Dailies based on about 25% of the enrollment.

8. Election of New Member: The Public Relations committee presented the following alternatives for the election of the new Board member: (1) Continue the filing until the first part of the week and hold elections at the next Board meeting, (2) Postpone election until the first part of the Winter Quarter. A total of eight girls have filed, but only two of these girls have had experience in Union activities.

Motion C-73

Bob Good moved that filing for the position on the Union Board be closed at 5 p.m. next Monday, November 22, and that the election be held at the next Union Board meeting. Passed.

9. Gopher Contract:

Motion C-74

Miss Burley moved that the Board contract for six pages in the 1944 Gopher (one page for the Ag Campus) at \$130. Passed.

The next meeting of the Board will be held on Tuesday, November 23, at 5:30 p.m. in the Union cafeteria. This change was made because of the Thanksgiving holiday on Thursday.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

November 23, 1943

Members absent: Wayne Brook, Helen DeWar, Mr. E. M. Kirkpatrick, Walt Luftman, Mr. E. B. Pierce, Mr. Charles Rook, Gelen Striemer

1. Program Co-ordinating Committee: Miss Nissen reported that the Program Co-ordinating Committee recommended canceling all but the following programs during Christmas vacation: Free record dance, December 11; Free servicemen's dance, December 18; Christmas party, December 25.

Motion C-75

Miss Dowell moved that the Board approve the recommendation of the Program Co-ordinating Committee for the Christmas vacation schedule. Passed.

The plans for a New Year's Eve party were tabled for re-viewal at a later meeting.

2. Wartime Winter Week: The Program Co-ordinating committee recommended that Wartime Winter Week be set for the week-end of January 22-23. Filing for chairmanship will be held for one week, beginning November 24.

Motion C-76

Mr. Grismer moved that the Board approve the date of January 22-23 for the Wartime Winter Week. Passed.

3. Funday: In the absence of Helen DeWar, Mr. Giles reported that last Sunday's Funday was a success with close to 2000 people attending. The crowd mixed well and seemed to enjoy all the features of the program. Several Board members commented on the number of elderly people and very young children in the building. In the future, a guard may be placed at the door to stop those people who obviously are not guests of Union members.
4. Chemical Warfare Exhibit: Miss Christenson announced that she has been very pleased with the attendance of the Chemical Warfare Exhibit in the Fine Arts Room. The ASFP units have held some classes in conjunction with the articles and information on display there.
5. Election: The Board reviewed the following candidates for the vacancy: Misses Jean Thomas, Ann Young, Barbara Bernard, Barbara McQuarrie, Iren Berde, Eleanor Rothenburger, Harriet Schaefer, Barbara Ann Wilson, Katherine Worrrell, Betty Stewart, Eldrid Batzer, Dorothy Putman, Joan Clark, and Estelle Hagen. Miss Joan Clark was elected.

6. Terrace Lounge: The Board discussed the recommendation to convert the Terrace Dining Room (which has been used as a conference room this fall) into a public lounge, providing writing tables and magazines, books, and newspapers. The Music Hour will also be held in this room, instead of the Fine Arts Room, because of the confusion on the third floor when the servicemen mess.

Motion C-77

Mr. Good moved that the Terrace Dining Room be open daily for use by servicemen and civilians as a quiet reading and writing room. Passed.

7. Dailies for Servicemen: Mr. Higgins reported that the Union may purchase copies of the Dailies for servicemen for 40¢ per subscription, or \$1,200.00 per year. He strongly recommended that the Union provide this percentage coverage of the Dailies for servicemen, rather than plan on having a Union print their own issue.
8. House Committee: In the absence of Wayne Brock, the President read a final draft of the Union Conduct Policy which will be pasted on the Union Bulletin Board:

Union Conduct Policy

The student body is capable of forming its own rules of conduct and we are avoiding a list of set rules. Instead, we offer the following suggestions:

The furnishings and equipment, if treated properly, can provide pleasure and comfort to everyone. If mistreated its serviceability will be limited, for replacement is practically impossible.

It should be remembered that in a public institution our conduct is subject to constant observation and comment.

A little consideration will go a long way!

(signed) The Union Board

Motion C-78

Chief Boyer moved that the Board accept the revised proposal of the House Committee. Passed.

9. YWCA Gift Wrapping: The YWCA requested a room for December 1-24; 3:30-5:00 p.m. for gift wrapping service.

Motion C-79

Miss Nissen moved that the Board grant room 230 or 68 for the YWCA gift wrapping bureau. Passed.

10. Merit Committee: Jean Danaher reported that there are 23 chairmen and 103 committee members in the Union program.

However, over 250 students have signed up for committee work. The merit committee is working on the problem of fitting these people into the Union organization.

The Junior Boardmen have elected Bill Legler President and Eleanor Rothenburger Vice President. This group is planning a party for Winter Quarter.

A mimeographed sheet, "Chairmen's Responsibilities to the Sponsor" was read.

Miss Danaher reminded the sponsors that their quarterly reports are due.

11. All-U Elections: The All-University Council is considering holding elections the middle of winter quarter and seating the people at the end of winter quarter.
12. Chairmen Appointments: The Board approved the following chairman appointments: Marjorie Mac Dougall, Billiard Tournament; Sara Lou Mather, Informal Mixers; Eleanor Krumer, Charm, Inc., and Marion Olson, Sunday Program.

The next Board meeting will be held at 5:30 Wednesday, December 1.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

December 1, 1943

Members absent: Miss Clara Brown, Miss Helen Dekar, Mr. E. K. Kirkpatrick, Jack Pritchard, Mr. Charles Beck.

1. New Members: The President introduced three new Board members: Miss Jean Glucke, Mr. Lawrence R. Lunden (replacing W. F. Middlebrook), and Elmer Rollins, the new representative from the Electricians Mate School.

2. Director's Report: Since the time of the last Board meeting, the Fine Arts Room and Reception Room have also been taken over by the Health Service for the emergency flu epidemic cases. Mr. Higgins suggested that the House Committee spend some time with the health authorities to determine which other rooms in the Union might be used as hospital wards in future emergency cases.

Last week every half hour a count was taken of the people in the building. The results were as follows: CIVILIANS, 6,055; ARMY 4, 185; NAVY, 532; grand total of 10,776. Last year a more complete survey was made, and about 14,000 people entered the building in one day.

The administration has indicated they will support the Union's request for an increased budget for the fiscal year. Mr. Higgins suggested that the Executive Committee meet during the week to draw up definite recommendations for the Board to present to the administration.

3. Program Coordinating Committee: Miss Hissam reported that because the YCA is planning a New Year's Eve party, the Union will present a free record dance New Year's Day.

The Committee recommended that Harriet Juntilla assume the sponsorship of the New Terrace Lounge.

Motion C-80

Miss Burley moved that the Fine Arts Committee include the sponsorship of the Terrace Lounge. Passed.

4. Terrace Lounge: The plans for the new Terrace Lounge were presented by Miss Juntilla; there will be stationery, writing tables, magazines, newspapers available; the library has promised 500 books for the room; there will be an attendant on duty throughout the day; a music hour will be presented from 11:30-1:30 and 4:30-5:30 twice a week; the room will officially open December 9, at which time a full program of the room's activities will be distributed.

Motion C-81

Miss Williams moved that Ann Young be appointed chairman of the Terrace Room. Passed.

Motion C-82

Mr. Pierce moved that the secretary write a letter of appreciation to Mr. Falber for the use of the Terrace Room as a lounge. Passed.

5. Army-Navy Ball: Mr. Giles reported that colored pictures will be taken of the ball. It promises to be a very successful party.
6. Public Relations: Mrs. Benson presented to the Board a printed draft of the Union booklet for servicemen. The booklets should be ready about Friday of this week.

The administration has approved the plan of the Union's distributing 1,000 copies of the Daily to servicemen on campus. Distribution will be based upon a percentage of the men housed in each of the units, and the papers will be made available in the barracks. The cost will be \$400 a quarter for the 1,000 copies, or \$800 for the remainder of the year.

Motion C-83

Mr. Mark moved that the Board approve the budget for circulating 1,000 copies of the Daily to the servicemen. Passed.

7. Senior Dinner: Mr. Pierce reviewed the policy of the Union and Alumni Association giving a dinner in the Union for the graduating seniors. Last year the Alumni Association and the Union paid \$36.50 apiece, and the student paid 50¢ per ticket. The cost this year would be about the same.

Motion C-84

Mr. Pierce moved that the Union Board approve the plan for a dinner in the Union Cafeteria for the fall graduating class. Passed.

8. Christmas Party:

Motion C-85

Miss Burley moved that the Board approve Jean Thomas as chairman of the Christmas party. Passed.

9. Board Vacancies:

Motion C-86

Mr. Luftman moved that the commanding officers of the units which have no representatives be informed of that fact and asked to appoint representatives to the Board; and in the case of the one military who has not attended the meetings, a letter be written asking him to be more faithful in his attendance. Passed.

Next Wednesday the Board will have a party as a climax of the Fall Quarter. Members will be notified later of the time and place.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

December 8, 1943

Members absent: Miss Clara Brown, Miss Janet Burley, Miss Jean Danner, Miss Helen DeWar, Mr. E. M. Kirkpatrick, Mr. Ray Griener, Mr. Jack Kiffe, Miss Elzabe Luedke, Mr. Charles Rock.

1. Director's Report: This past week a survey was made of the furniture in the lounges, and all the pieces that are badly worn were removed for repair.

There has been a rumor that the medical and dental groups on campus will be charged \$10 per quarter for the use of the Union, instead of the usual \$1 per month charge. Mr. Higgins reported that there is no basis for the statement.

2. Conduct in the Building: Because of the recent Daily publicity, the Board discussed the conduct of students in the Union. Since the building at present is being used so much more than in normal times, Mr. Higgins reported the problem may require additional staff.
3. Executive Committee: The University administration has approved the Union's request for \$3,200 additional program funds.

Motion C-87

Mrs. Benson moved that the Board approve the Executive Committee's recommendation that all Union functions be made free of charge to servicemen who have paid the Union fee. Passed.

Some of the Navy groups stationed on campus have recently been placed on a voluntary basis for Union fee payments, and only a small percentage of the men in some units paid the usual \$1.00 fee from this last pay check. Therefore, the following action was taken:

Motion C-88

Mr. E. B. Pierce moved that the Board approve the Executive Committee's recommendation that identification be required of all students and servicemen, beginning December 15. Passed.

4. Program Co-ordinating Committee:

Motion C-89

Mrs. Benson moved that the Board approve the committee's recommendation to hold the Twilite and Smooth Session Dances during the Christmas vacation. Passed.

All the military representatives were requested to inform the consultants as soon as possible the number of men from their unit who would be interested in attending the Christmas party on December 25.

The annual Christmas Sing will be held in the Union Main Lounge on Wednesday, December 15, 12:15 p.m.

The co-chairmen of the Wartime Winter Week-end are Jean Thomas and Phyllis Carlson.

5. Army-Navy Ball: The Army-Naval formal dance held December 4 was a very successful party. Miss Kisson gave the financial report: Income, \$775.10; expenses, \$499.51; profit, \$135.79.

Motion G-90

It was moved that the servicemen members of the Board be empowered to determine how the profits from the Army-Navy Ball should be used. Passed.

Robert Good was appointed chairman of the group.

6. Board Members Leaving: Mr. E. B. Pierce made a farewell presentation to Mel Mark from the Board. It was announced that Mel Mark is graduating, and it was probably the last meeting also for Walt Luffman and Russ Mills, who will be shipped out before the next Board meeting.

7. Terrace Lounge: The Terrace Reading and Music Room will officially open Thursday, December 9, with a Coffee Hour from 4:00-6:00 p.m. At the servicemen's suggestion, the committee will investigate the possibility of having hostesses on duty and the room open at 7 o'clock in the morning because many of the men have a free period at breakfast-time.

8. Ballies: Mrs. Benson announced that tomorrow 1,000 copies of the Daily will be distributed among the servicemen on campus. Beginning Winter quarter, the servicemen will be receiving copies of each issue of the paper.

9. Servicemen's Booklet: The Board received copies of the newly printed servicemen's booklet.

Unless there is the need for a special meeting, the Board will reconvene on Wednesday, January 5, 1944, at 5:30 in the Cafeteria.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

January 5, 1944

Members absent: Miss Clara Brown, Robert Good, Richard Jandl, Evron Kirkpatrick, L. R. Lunden, and Jack Pritchard.

1. New Members: The president introduced Pierce Bentz, who is replacing Russ Williams of the Pre-Flight group; and Walter Kaminaki, who will replace Elmer Eddins of the Electrical School.
2. Director's Report: The temporary hospital ward on third floor has been dismantled, Mr. Higgins reported. However, the equipment has been stored in Room 321 in case of a future emergency. The Dailies are now being distributed to the servicemen, and Mr. Higgins asked the servicemen for comments on the effectiveness of the program. Mrs. Preston, the Jr. Clerk-Stenographer, is resigning, creating another vacancy in the full-time staff.
3. Program Consultants' Report: Another Funday was held December 26. Altho the attendance was light, the program was very good. About 150 attended the New Year's Day dance. The Christmas party, December 25, had an attendance of about 150. There was a sing the first part of the evening, followed by gifts contributed by Red Cross and dancing and refreshments in the Game Room. There were two Christmas Sings this year--the second one was an informal affair at the request of the servicemen.
4. President's Report: Ed Babcock announced that the University has sanctioned informal Sunday dancing in the Union, when it is held in connection with other activities. The President urged the sponsors to be more conscientious and to serve as an active, vital link between the Board and the committee chairman.

5. Program Co-Ordinating Committee:

Motion C-91

Mr. E. E. Pierce moved that the Board accept Miss Nissen's recommendation to change the Twilite dance to Wednesdays from 4:00-7:00 p.m. Passed.

Motion C-92

Galen Striemer moved the acceptance of the recommendation to sponsor a coffee hour every Sunday during Winter Quarter. Passed.

The Program Co-ordination Committee presented the question of whether the monthly servicemen's dances should be continued now that all servicemen are admitted free to all activities. There was some discussion on the policy of publicizing one large dance a month, and of the civilian students' reaction to being barred from this dance. The discussion was tabled until the next Board Meeting, when more servicemen representatives will be present.

6. Merit Committee: Miss Danaher announced that reports from all the sponsors are due by next Saturday noon.
7. Chara, Inc.: The Chara, Inc., courses will begin January 17, Miss Burley announced. Because the government has banned style shows, the committee has been discussing the possibility of having campus co-eds model their own clothes. Eleanor Kreeger is chairman of Chara.
8. Snow Week: Phyllis Carlson and Jean Thomas are co-chairmen of Snow Week End, which begins January 22. The program includes a ski train to Columbia Heights, sleigh ride, skating party, and dance. Because all servicemen may attend these activities free of charge, Miss Burley presented the following motion:

Motion C-93

To appropriate a maximum sum of \$75.00 to subsidize Snow Week End. Passed.

9. Union Program Financial Report: Mr. Striener presented the following report of Union finances to date of this year:

Income from Fee Subscriptions	\$11,000.00	
Program Admission Charges	<u>4,015.60</u>	
Expenditures to Dec. 15		\$8,711.36
Balance for the year		6,304.24
Anticipated income for remainder of year		<u>1,800.00</u>

10. Cards for Servicemen's Wives: At the request of the servicemen's wives for the privilege to use Union facilities, Mr. Pierce moved:

Motion C-94

To issue guest cards to wives of the servicemen stationed on campus. Passed.

11. Board Vacancy: Mrs. Benson was requested to bring to the next Board meeting recommendations on the procedure for filling the Board vacancy.

The next Board meeting will be held Wednesday, January 12, at 5:30 p.m. The Junior Board has invited the Board members to attend a party following the business meeting.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MEETING

January 12, 1944

Members absent: Richard Hutchinson, Jack Kiffe, E. M. Kirkpatrick,
L. R. Lunden, Jack Pritchard.

1. Director's Report: Mr. Higgins announced another vacancy in the full-time staff--the Clerk-Stenographer position. There are at present only five out of fifteen full-time staff members who have been employed in the Union longer than six months. This year 250 additional work hours per month are being assigned on the part-time student help work schedules.
2. Program Co-ordinating:

Snow-Week End: Joy Nissen reviewed the program for Snow Week, beginning January 21: obstacle race, selection of snow girls, snow romp, skating party, sleigh ride, dancing, ski and toboggan trip to Glenwood.

Charm, Inc.: Because the YWCA had made plans for a program similar to Charm Inc., the Union and YW will sponsor a series of six meetings. The first three will be presented by the Union (style show Monday, January 17; and meetings covering military etiquette, buymanship, and possibly personality.) The following three meetings by the YWCA will be called Conservation, Limited.

Servicemen Dances: The Board continued the discussion from the last meeting regarding the policy on continuing the servicemen's dances, sponsored by military units.

Motion C-95

Miss Brown moved that the Board have one dance each quarter sponsored by one or more of the military units and that at that dance the civilian students be admitted free. Passed.

3. Board Vacancy: Mrs. Benson presented the following plan for filling the present vacancy on the Board: Filing will be open to everyone through Saturday of this week; the girls who filed for the last vacancy will be contacted; from this group the Merit Committee will select the outstanding candidates, who will appear before the Board at the next meeting.

Motion C-96

E. B. Pierce moved that the Board approve the plan as presented by Mrs. Benson, the number of candidates selected to be left to the discretion of the committee, but that at least three women appear before the Board for the election. Passed.

January 12, 1944

4. Army - Navy Ball: Colored moving pictures of the Army-Navy Ball held in the Union ballroom were shown.

The military members again discussed the question of how to use the profits from the Army-Navy Ball.

Motion C-97

Miss Nissen moved that the military members of the Board held a separate meeting and determine what to do with the Army-Navy Ball fund. Passed.

5. Graduate Student Club: Miss Brown, sponsor of the graduate students on campus, gave a brief history of the group, and informed the Board that the Club is again on an active status and will be requesting the use of the facilities of the Union.
6. Noon Hour Dance: Miss Dowell, sponsor of noon activities, presented a request from her committee to hold a program of noon dancing.

Motion C-98

Robert Good moved that the Board empower the Program Co-ordinating Committee to make the final decision on the question of experimental noon hour dancing. Passed.

7. Participation in Union Functions: Mr. Giles reported on the number participating in the Union activities for fall quarter:

Servicemen	18,985
Civilians	29,835
Total	48,820
(1942 Total)	36,191)

The next meeting of the Board will be Wednesday, January 19, at 5:30 in the Union Cafeteria.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

January 19, 1944

Members absent: Wayne Brock, Miss Clara Brown, Richard Janil, Jack Kiffe, Mr. E. M. Kirkpatrick, E. B. Pierce.

1. New Member: The President introduced the new military representative, Robert Furlong, replacing Robert Mills of the Pre-Meteorologist group.
2. Director's Report: Mr. Higgins gave an account of how the recent service employees' strike affected the Union. All program activities were cancelled, but the Game Room, Billiard Room, and Bowling Alley were open. An army detachment was brought in to manage the maintenance of the building and the army messing. About 150 beds were moved into the Main Ballroom to accommodate these men.

The Draft Board has notified Mr. Higgins that he is up for reclassification on January 22. Mr. Giles has received a similar notification, and the University is in the process of securing deferment for them.

3. Program Consultants Report: Because of the strike, Snow Week and Charm, Inc., were postponed. The only social activity during the five-day strike was a movie in the Men's Lounge on Sunday afternoon. The regular social program will be resumed again on Friday. Next Sunday the Union is sponsoring a bridge party in the Women's Lounge, a skating party, and a movie.
4. Program Co-ordinating Committee:
 - a. Sunday Movies: As an experiment, the Sunday movies will present a series of short subjects, including a "thriller" serial.
 - b. Twilite Dance Hour: Because many of the servicemen units are free until about 7:30 in the evenings, the Twilite Dance hour is being extended to 7:30.
 - c. Noon Dance: The Program Co-ordinating committee approved a one month's experimental period of noon dancing--Wednesday, 11:45 to 1:30, Union Ballroom.
 - d. Servicemen's Welcome: The committee suggested that the Union provide a special tour and program for new servicemen groups when they come to the campus for training programs.
 - e. Servicemen's Dance: February 12 has tentatively been set as the date for the next large Servicemen's Dance.

January 19, 1944

5. Executive Committee: The President announced that the All-University Council has set elections for the third week in April.

Motion C-99

Robert Good moved that the Board approve the Executive Committee's recommendation to appoint Joan Clarke as sponsor of Special Servicemen's Projects and that the Large Servicemen's Dance Committee be included with the Miscellaneous Activities Sponsorship. Passed.

6. Army-Navy Ball Profits: Robert Good reported that the servicemen representatives have agreed to divide the profits from the Army-Navy Ball (December 4) equally between the Army and Navy Relief Funds.
7. Snow Week and Charm, Inc.; Miss Burley announced that because of the strike, Snow Week has been postponed for two weeks, and Charm, Inc., will hold its first meeting on Thursday, January 27.
8. Chairman Appointment: The Board approved Miss Juntila's recommendation of Miss Estelle Hagen as sponsor of the Exhibit Committee.
9. Bond Rally: Mr. Giles reported there has been a request for a ballroom reservation for Tuesday, January 25, at 11:30 a.m. for a bond rally. Dennis Morgan and Arline Judge have been booked for personal appearances.

Motion C-100

Miss Luedke moved that the Union make the ballroom available for this program and that the time of the Newsreel be changed from 11:30 to 12:30. Passed.

10. Election: Misses Ann Young, Kathryn Worrell, and Marjorie Speer appeared before the Board for personal interviews. Miss Worrell was elected.

The next Union Board meeting will be held on Wednesday, 5:30 p.m., in the Union cafeteria.

Respectfully submitted,

G. Ray Higgins

Secretary

UNION BOARD MINUTES

January 26, 1944

Members absent: Mrs. Marjorie Benson, Pierce Bentz, Ray Grismer, Jack Kiffe, E. M. Kirkpatrick, L. R. Lunden, Jack Pritchard.

1. Director's Report: The Sunday programs (movies, coffee hour, dance) have been very successful and well attended.

Mr. Higgins presented a request from the University High for a reservation of the Servicemen's Lounge (Game Room) after 9:00 p.m., Saturday, January 29, for a party of U High senior girls and the 88th training detachment.

Motion C-101

Mr. Brock moved the approval of the request by the University High for a game room reservation after 9 p.m. on Saturday, January 29 for a party with the 88th air crew detachment. Passed.

2. Program Co-ordinating Committee:

- A. Servicemen Sponsored Dance:

Motion C-102

Robert Good moved that the next ~~servicemen sponsored~~ ^{special quarterly} dance be a formal affair. Passed.

Joy Nissen recommended that all the military groups act as co-sponsors of the next large dance.

Motion C-103

Mr. Rock moved that each of the military members on the Board check with their commanding officers to see that a representative is appointed to the committee planning the next large dance. Passed.

- B. Identification: The House Committee was requested to present at the next Board meeting a recommendation on identification to Union events: should the system be enforced, requiring the people to sign sheets and having the signatures checked against their fee statements; or should the presentation of a fee statement or a servicemen's card be considered sufficient identification.

- C. Sunday Hostessing: With the large number of servicemen in the building on Sundays, there has been a shortage of hostesses. Miss Nissen recommended that hostess program be set up for Sundays and that the former committee of hostesses for the Large Servicemen's Dances be changed to the Sunday Hostess Committee and that a chairman be appointed.

Motion C-104

Miss Burley moved that Hostessing for Large Servicemen's Dances be changed to Hostessing for Sunday Programs and that this committee work very closely with the Sunday Program Committee. Passed.

3. Charm, Inc.: Miss Burley reminded the Board that the first meeting of Charm, Inc. will be held tomorrow, Thursday. The other two meetings will be the following Monday and Thursday.

4. Senior Dinner:

Motion C-105

Miss Dowell moved that the Board approve Mr. Pierce's recommendation of the Board's paying for half the expense of a senior dinner for the March class (75¢ dinner--students pay 50¢, and the Alumni Organization and the Union Board subsidize the balance). Passed.

5. Funday: Sunday, January 30, the Union is sponsoring another Funday program.

Each new military group, as it enters the campus, will be invited as special guests to a Sunday program.

Plans are being made for a dinner party of the Union Board on Wednesday, February 16. Members will be notified later of the time and place.

The next meeting of the Union Board will be Wednesday, February 2, at 5:30 in the cafeteria.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

February 2, 1944

Members absent: Miss Clara Brown, Miss Helen DeWar, Ray Grismer, Jim Howard, Jack Kiffe, E. M. Kirkpatrick, L. R. Lunden, Jack Pritchard, Charles Rock, and Galen Striemer

1. New Member: The president introduced Robert Cook, representative from the Advance Engineering Group, Sanford Hall, who is replacing Robert Good.
2. Director's Report: At the request of Mr. Higgins, the president asked the Program Co-ordinating committee to review the attendance cost of the Newsreel Showings and report at the next meeting of the Board.

Mr. Higgins is 2A until March 25. As quickly as there are further developments, they will be announced to the Board.

3. Program Consultants: Last Sunday a new unit on campus, Company H was invited as special guests of the Union. Ninety-four girls from Comstock acted as hostesses for the group, and the program was very successful. Mr. Giles announced that another new group is arriving on campus this week, and suggested that they be invited as Union guests next Sunday.

Motion C-106

Mr. Kaminsky moved that the Board approve Mr. Giles' suggestion of sponsoring an Open House for Electrician trainees Company 2 next Sunday, and that the men be allowed 20 minutes free billiard play and one line free bowling. Passed.

The Concordia Chorus program last Monday was very excellent. About 500 people attended.

4. Program Co-ordinating Committee:

Bridge Party: Last Sunday the Union sponsored a successful bridge party in the Women's Lounge. Civilians were charged 15¢, servicemen were admitted free. The total cost was approximately \$5.25. Because most of the expense was for prizes, some of which are left over, the average weekly cost of a party would be \$2.50.

Motion C-107

Upon recommendation of the Program Co-ordinating Committee, Mrs. Benson moved that in the future the bridge parties on Sunday be free of charge. Passed.

Sunday Movies: The committee recommended that the Sunday movie serial be discontinued and that a program of movie shorts be shown.

Special Quarterly Dance:

Motion C-108

Upon the Committee's recommendation, Mr. Pierce moved that a budget of \$200 be set for the large servicemen-student quarterly dance. Passed.

Snow Week: This is the third year that Snow Week has come at a time when the weather is definitely unsuitable. The President appointed the following committee to discuss the problem and present to the Board plans for future years: Joan Thomas, Phyllis Carlson, the Cabinet, an Athletic Department representative, Mr. Higgins, and Janet Burley.

5. Merit Committee: Four sponsors still have not turned in the reports for fall quarter. It is imperative that the Merit committee have all reports, if it is to function successfully.

Since the beginning of the quarter, the committee has been interviewing chairmen. In the course of these interviews, some things have been brought to light which will be changed this coming quarter, and the chairmen and the Union Board have become more unified.

There are tentative plans for a recognition desert dinner, honoring the committee chairmen and members who have performed outstanding service. At this time service keys will be presented.

Motion C-109

Joy Nissen moved that the Secretary be appointed to write an appreciation letter for the party the chairmen gave for the Board members last Wednesday. Passed.

Miss Juntilla presented to the Board a list of the keys available for presentation to the chairmen. The Board approved the key selected by the committee.

Motion C-110

Joy Nissen moved that the Board accept the budget of \$43.75 for 25 service keys. Passed.

6. World Day of Prayer: Mr. Jim Fisher, representing the Student Religious Council, appeared before the Board to request the use of the ballroom, Sunday afternoon, February 13, from 4-6 p.m. for a World Day of Prayer program, with E. Stanley Jones as speaker. This program was held last year for the first time, and was very successful.

Motion C-111

Miss Nissen moved that the Board grant the request for the World Day of Prayer program, 4-6 p.m., February 13. Passed.

The Board felt the Sunday informal dancing, usually held in the Ballroom on Sunday afternoons, could be held in the Game Room that day.

7. House Committee: The Camp Counsellors, a YWCA group, has requested a blanket reservation for a group of 70 people at 3:30 every Wednesday afternoon for five weeks.

Motion C-112

Miss Danaher moved that the Board approve the blanket reservation for room 343-4-5-for five weeks. Passed.

Mr. Brock reported that he has checked up on the present identification system used in the Union. Each person is being asked to sign his name to the identification sheet before being admitted to the program. The President requested Robert Furlong, Wayne Brock, and Mr. Higgins to review the identification system and report back to the Board.

8. Charm, Inc.: Miss Eleanor Kroemer, chairman of Charm, Inc., was introduced to the Board. She reviewed the programs sponsored by Charm, and announced that the attendance has been good and the series has been a success.
9. Formal Dance: Mr. Giles related the plans for the formal dance to be held February 19: If the Union can obtain the services of the V-12 band, there will be two orchestras, and both the ballroom and the cafeteria will be used; the fountain grille may be open to help relieve the refreshment expense problem; it is thought advisable to issue tickets for distribution in order to determine the number of people who will be attending.
10. Snow Week: Because of the warm weather and lack of snow, most of the Snow Week Programs have been cancelled. There will still be a selection of a queen on Friday, and the outing and dinner along the river bank on Saturday. Saturday night the Snow Week Committee plans to work with the Saturday Nite Dance Committee and have the dance that nite with a Snow Ball there.
11. Talent Pool: Upon Joan Clarke's recommendation, the Board approved the appointment of Ted Anderson as chairman of the Talent Pool.
12. Leadership Camp: The president invited all Board members to the Leadership Camp, held at Iduhapi, February 11-12-13. It is an excellent opportunity to get a complete picture of the entire campus activities, and to meet campus leaders.

The next Board meeting will be held Wednesday, February 9, at 5:30 in the Union.

Respectfully submitted,

G. Ray Higgins,

SECRETARY

On Wednesday, February 16, the Board will hold a farewell dinner party at the Rainbow Cafe (Hennepin & Lake) at 7:30. For student and servicemen members, the Union will pay the usual 75¢ maximum for the meal (\$1.50), and the individuals will pay the remaining 75¢. A preliminary meeting will be held at 2878 Holmes Avenue South, Apt. #7, at 6:15 p.m.

UNION BOARD MINUTES

February 9, 1944

Members absent: Jack Kiffe, L. R. Lunden, Hugh O'Brien, E. B. Pierce, Jack Pritchard

1. Director's Report: Mr. Higgins reported that Tuesday afternoon several students were discovered gambling in the Billiard Room. This was the first infraction of this University ruling for a long time. The case has been referred to the Dean of Students' Office.
2. Terrace Room: The Terrace Reading and Music Room has been operating for two months now, and Miss Christenson gave the following report: The library in the room contains 325 books; the loss in books so far totals about \$12.75; the volunteer committee people have donated 313 hours of work (which would amount to about \$140 if the positions were filled by paid attendants); a total of 10,620 people have used the room; and last Sunday between 12-5:00 p.m. there was an average of 60 servicemen in the room during these hours.
3. Meeting Time: The President urged the members to cooperate in starting the meetings promptly. With the Board's consent, the time of the business meeting was set for 6:15.
4. Program Co-ordinating

Beginning Dance Instruction:

Motion C-113

Miss DeWar moved that the Board sponsor a beginning Dance Instruction class for one hour Thursday evenings, the hour to be left to the discretion of the committee. Passed. (The first dance session will begin February 17.)

Newsreels:

Motion C-114

Mrs. Benson moved that the price of the noon Newsreel be raised to 10¢ for a trial period of two weeks, at which time the Committee report the results to the Board. Passed.

Music Hours:

Motion C-115

Miss Burley moved that the Board sponsor an additional Music Hour in the Terrace Room on Wednesday noons from 11:30-1:30. Passed.

5. Identification:Motion C-116

Miss Dowell moved that the Board accept the House Committee's recommendation that written identification be required for dances given on Friday and Saturday night in the Union Ballroom; and that for a trial period of two weeks, written identification be required at the door for the Sunday Twilight dances. Passed.

6. University of Minnesota Ball: Pierce Bentz reported on the plans for the formal dance sponsored by the servicemen units, February 19. The official name of the dance will be the University of Minnesota Ball. Two orchestras will play: V-12 band in the ballroom, and Bob Hewitt's band in the Cafeteria. There will be publicity in the Minneapolis and St. Paul newspapers. Admission tickets to the Ball will be distributed next week by servicemen units and through the Union Information Desk. The Fountain Grille will be open for refreshments.
7. Recognition Dessert Dinner: Miss Dowell announced that a recognition dessert dinner for committee chairmen and committee members will be held March 1 at 7:00 p.m. The place has not definitely been decided. The following committees were appointed: Invitations, Joan Clarke and Joy Nissen; Program, Marj Benson and Wayne Brock; Table decorations, Elsabe Luedke; Master of Ceremonies, Ed Babcock.
8. Leadership Camp: Helen DeWaar discussed the plans for the skit which the Union Board members will present at the Leadership Camp on Saturday noon.
9. Game Room Committee: The Board approved Joan Clarke's recommendation to appoint Jean Thomas as Game Room Committee chairman.

The next meeting of the Union Board on Wednesday, February 16, will include a farewell dinner for retiring Board members.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

February 23, 1944

Members absent: Ed Babcock, Marjorie Benson, Wayne Brock, Jean Danaher, Robert Furlong, Jim Howard, Jack Kiffe, E. M. Kirkpatrick, L. R. Lunden, Hugh O'Brien, E. B. Pierce, Charles Rock, Galen Striemer.

New Members: Mathew F. Speck, Electrician Mates, Navy representative; Douglas Fuller, Scandinavian Language Group.

1. Director's Report: Mr. Higgins showed the Board the latest copy of the bulletin of the Association of College Unions, in which the Coffman Union had several write-ups. The bulletin will be posted in the Board Office.
2. Program Coordinating Committee:

Chairman Interviews: Miss Nissen reported that Saralou Mather, chairman of Bridge and Splash Parties, and George Wright, Movies chairman, were interviewed and their programs and problems were discussed. The Sunday Bridge parties and the Splash parties are well attended and considered successful activities. The 10¢ admission for Newsreels has been given a trial at one showing. The attendance remained the same, and there were very few complaints about the new charge. Because the Monday noon movies have a very light attendance, it was suggested that the subject matter of the educational film be publicized each week.
3. U. of M. Ball: The U. of M. Formal Ball, held on February 19, was very successful, with between 12-1,500 people attending.
4. Servicemen's Talent Show: Mr. Giles reported that there has been a request for the use of the ballroom every other Monday night, 6-7:00 p.m., for a servicemen's talent show. The request was referred to the Program Co-ordinating Committee.
5. Funday: Sunday, February 27, the Union is sponsoring another Funday, and Helen DeWar reported that the usual program will be held: free bowling, billiard, movies, coffee hour, stage show, and dancing. The plan of having campus hostesses in the building on Sundays is working out very well.
6. Senator Ball: Monday, February 21, Senator Ball spoke in the Union Ballroom to about 400 servicemen and civilians. President Coffey was also on the program.

7. Blanket Reservation Request: In the absence of Wayne Brock, Mr. Higgins presented to the Board a request from Miss Vaile of the School of Social Work, for a reservation of one of the Union's meeting rooms for a University class. The group found it necessary to hold this class in the Union because the instructor is confined to a wheel chair and the Union building is the only one on campus where he can be accommodated.

Motion C-117

Miss Clarke moved that the Board reserve a room for the class in social work every Friday, 3:30-5:20, from March 31 to June 2. Passed.

8. Recognition Assembly: Miss Dowell announced that Wednesday, March 1, the Union Board will hold a recognition dessert dinner for committee chairmen in the Campus Club, at 7:00 p.m. At this time keys will be presented to the chairmen who have given two quarters of meritorious service.
9. Merit Committee: Miss Dowell read the list of chairmen who the Merit committee selected for merit key awards.

Motion C-118

Miss Nissen moved that the Merit Committee reconsider the list of chairmen eligible for merit awards, consulting first with the sponsors and the program consultants. The Board will approve the revised list next week before the dinner. Passed.

10. Noon Dances: The trial period for the noon dance program has elapsed, Miss Dowell announced. The chairmen of the noon dances was requested to meet with the Program Co-ordinating Committee, and the committee will present a recommendation to the Board next week.

Orders may be left at the Union Information Desk for prints of the picture taken at the Union Board party last Wednesday.

The next Board meeting will be held at 5:30 in the Union Cafeteria, Wednesday, March 1. There will be a short business meeting in Room 346, followed by the recognition dessert dinner in the Campus Club at 7:00 p.m.

Respectfully submitted,

G. Ray Higgins

DIRECTOR

UNION BOARD MINUTES

March 29, 1944

Members absent: Wayne Brock, Dick Greengo, William Hunt, E. M. Kirkpatrick, E. B. Pierce.

1. Director's Report: During the vacation lull there was considerable cleaning and repairing of the building.

Mr. Higgins announced that as an economy measure, the broadcast of the music into the lounges at noon has been discontinued.

About two weeks ago the administration approved the temporary appointment of a social hostess to be on duty in the Union during the evening hours and on Saturday and Sunday. Mrs. Skarie is the new hostess

2. Program Co-ordinating Committee: Miss Nissen reported that during Spring quarter Union programs will include hosteling, hiking, pavement dances, splash parties, community singing, sport demonstrations (emphasis will be on all outdoor activities). The committee also discussed the problems of planning programs of interest to women.

The Record Lending Library inventory showed that 885 records are on hand; 1,034 were taken out Winter quarter; and 134 students used the Library.

3. Spring Calendar: Miss Christenson presented a schedule of Board and committee organizations for Spring quarter, indicating the dates of filings, elections, first meeting of the new Board, etc.

Motion C-125

Miss Nissen moved that the Board have an evening meeting, Tuesday, April 25, at 7:00 o'clock. Passed.

Sponsors were requested to contact their chairmen and notify them that they will be continuing their duties through most of Spring quarter.

4. Post-War Ball: Miss Danaher reported that on April 13-14 there will be a Post-War Conference on campus and Jim Boreson has suggested that the conference end with a dance in the Union on Friday night. The Board discussed sponsoring a free record dance on Friday night, or inviting the delegates to the Union Saturday Night Dance.

Motion C-126

Miss Danaher moved that the Board present the two proposals to the Post-War Planning Committee. Passed.

UNION BOARD MINUTES

March 8, 1944

Members absent: Wayne Brock, Miss Clara Brown, Miss Ruth Dowell, Ray Grismer, Mr. E. M. Kirkpatrick, Jack Kiffe, Mr. L. R. Lunden, E. B. Pierce, Jack Pritchard

1. Director's Report: There is a need for supervision of the building in the evening hours, and Mr. Higgins reported that the administration has approved the temporary appointment of a social hostess.

In the absence of Wayne Brock, chairman of the House Committee, Mr. Higgins read a letter from the YWCA Servicemen's Wives Club requesting Room 214 from 11:00-1:30 Monday thru Friday, to be used by servicemen and their families.

Motion C-120

Miss Nissen moved that the Board grant the Servicemen's Wives the use of Room 214, Monday thru Friday, 11:00-1:30, on condition that the room be properly supervised and that the matter be reviewed at the end of spring quarter. Passed.

2. Program Co-ordinating Committee: Miss Nissen reported that Irene Berde, chairman of Record Lending Library, and Joyce Aronson, chairman of Noon Dancing, had been interviewed and their programs had been discussed.

At the present time 75¢ is charged for each broken phonograph record. However, for the duration these single records are irreplaceable, and the Library has about 50 incomplete albums.

Motion C-121

Miss Nissen moved that 60% of the wholesale price of the album be charged for broken records and that the person may keep the remaining records of the album if he pays 80% of the wholesale price (the broken record must be returned to the Record Lending Library). Passed.

The Board discussed the policy of restricting further use of the Library to those people who have broken records on three different occasions.

The committee recommended that the Noon Dance be continued for the remainder of Winter Quarter, but discontinued Spring Quarter.

Spring Quarter Activities

Motion C-122

Miss Nissen moved that the Record Dusting Time, Noon Dancing, Saturday Movies, and Sunday Coffee Hours be cancelled for Spring Quarter. Passed.

New events in keeping with the spring season will be substituted. Plans for them will be completed at the meeting of the Program Co-ordinating Committee to be held March 21.

Vacation Activities: The Music Hours, Twilites, Smooth Session, Saturday Nite Dance, and Sunday Dance will continue throughout Spring Vacation. The Newsreel and Record Lending Library will be discontinued until Spring Quarter. There will be no dance on Easter Sunday.

Saturday Nite Dance:Motion C-123

Miss Nissen moved that all civilian students be charged 25¢ for the Saturday Nite Dance (with the approval of the Sponsor and the Chairman of the Saturday Nite Dance Committee). Passed.

Photo Lab: The Union has been employing a paid attendant to be on duty at Newburg Studio for the Photo Lab program. Recently Mr. Newburg offered to take over these duties, except for one hour in the evenings and the week-ends.

3. Federal Tax on Admissions: Mr. Higgins reported that effective April 1 the federal tax on paid admissions will be increased from 10% to 20%. He recommended that the Board establish new admission prices for Union Activities.

Motion C-124

Miss DeWaar moved that the Board accept Mr. Higgins' recommendation of the following admission charges: Newsreel, 10¢; Variety Dance, 15¢; Twilite Dance, 10¢ - these charges to be effective April 1. Passed.

4. Recognition Dinner: Miss Danaher reported that about 180 people attended the Recognition Dessert Dinner for Committee Chairmen last Thursday. The Merit Committee was requested to submit a report on the affair and a list of recommendations that may be used in planning future assemblies.
5. Merit Committee Booklet: Miss Juntilla announced that the Merit Committee is editing a booklet which will contain information valuable to new chairmen and distributed to them when they assume their duties. A sample of the booklet will be ready for Board approval spring quarter.
6. Nominating Committee: Miss Burley reviewed the Nominating Committee procedure which will be used for the elections in April. The three Nominating Committee members will be appointed soon.

The Board will reconvene Spring Quarter, Wednesday, March 29, at 5:30, in the Union Cafeteria.

Respectfully submitted,

G. Ray Higgins

SECRETARY

5. Nominating Committee: Miss Clarke announced the members of the Union Board Nominating Committee: Miss Clara Brown, Miss Dena Goodwin, All-University Council; and Miss Sally Sjoselius, appointed by the President. The Committee will begin interviewing the candidates April 5.
6. Elections: The Board discussed the status of the Army and Navy Medics and Dents and the Cadet Nurses.

Motion C-127

Miss Clarke moved that the Board President contact the Elections Committee and inform them that the Army and Navy Medics and Dents and the Cadet Nurses will not vote for Union Board candidates, but these groups will be represented through an appointed serviceman representative.

Motion C-128

Miss Brown moved that another check be made with the Registrar's Office to determine which groups of students are included in the ratio figures quoted (10 women to 5 men). Passed.

7. Reports: Miss Danaher reminded all sponsors that their quarterly reports are due. Please turn them in immediately.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD MINUTES

April 5, 1944

Members absent: Miss Clara Brown, Douglas Fuller, Dick Greengo, Al Giles, Bill Hunt, Mr. E. M. Kirkpatrick, Mr. L. R. Lunden, Mathew Speck, Kathryn Worrell.

1. Director's Report: Mr. Higgins read a portion of the report drafted by the Association of College Unions, presenting a new plan for Army and Navy support of Unions. If adopted, these new proposals will be effective July 1.

A check is being made on the use of the building and facilities. These figures will be reviewed and wherever possible the building operation hours will be curtailed to fit the present need.

Because of the inability to get help, the Billiard Room and Bowling Alley will not be open Easter Sunday, but the Servicemen's Lounge and other lounges will be open from 12:00-8:00 P.M.

2. Vice President Elections: Miss Nissen and Miss Danaher were nominated for the position of Give President. Miss Nissen was elected.
3. Program Co-ordinating Committee: It is very difficult to get bands for the dances this spring, and the committee recommended that a new price of 14¢ be established for the Saturday Nite record dances.

Motion C-129

Ray Grismer moved that 14¢ be charged for a record Saturday Nite Dance and that 25¢ be the charge for an orchestra dance or a record dance with a special attraction. Passed.

4. Financial Report: Mr. Streimer presented a mimeographed financial report of the Union program income and expenses for the period July 1, 1943-February 29, 1944. The available balance for the fiscal year is \$2,778.65.
5. Tour of Union: The President read a letter from Mr. Haraden of the Farm Campus requesting the Union to take a group of 200 high school students on a tour of the building Friday, May 5, at 11:30 a.m.

Motion C-130

Joy Nissen moved that the Union Board accept the responsibility of providing guides for the tour on May 5. Passed.

6. Servicemen Representation:

Motion C-131

Miss Nissen moved that the new Union Board review the amendment in relation to the servicemen representation on campus in the light of changing military developments on campus. Passed.

April 5, 1944

7. Board Ratio: In accordance with Motion C-128, a recheck was made on the ratio of women to men on the Union Board. The correct figures are 10 women to 5 men, and the vacancies to be filled at the election are 7 women and 4 men.

8. Post War Dance: (See Item 4, March 29), The Post War Conference Committee chose to have their dance along with the regular Union Saturday Nite Dance on April 15. They would like an orchestra dance, if possible, and the decorations will be in keeping with the conference theme.

The next Board meeting will be held on Wednesday, April 12. Dinner will be at 5:30 in the cafeteria, and the meeting will follow at 6:15 in Room 346.

Respectfully submitted,

G. Ray Higgins,

SECRETARY

UNION BOARD MINUTES

April 12, 1944

Members Absent: Miss Ruby Christenson, William Hunt, Harriet Juntilla, Evron Kirkpatrick, Laurence Lunden, E. B. Pierce, Charles Rock, and Mathew Speck.

1. Director's Report: Within the next few weeks the Union must prepare a budget for next year's operation. The Financial Committee will present a report on Union finances at the next Board meeting.

At the April pay tables, only 125 out of the 940 Navy men on campus paid the Union fees. Mr. Higgins suggested that this situation must be considered in drafting future plans for programs and building operation.

The Union has recently been billed for several St. Paul calls made from the telephone in the Jr. Board office. Sponsors are asked to warn their committee chairmen and committee members that if this practice continues, the phone will be disconnected.

2. Committee Set-up: The president presented the committee set-up as recommended by the executive committee. (Please see attached sheet.)

Motion C-132

Miss DeWar moved that the Board approve the committee plan as prepared by the Program Co-ordinating committee and presented by the Executive committee. Passed.

3. Program Co-ordinating Committee Members: The Board approved Miss Niesen's recommendation of appointing Joan Clarke and Katy Worrell to the Program Co-ordinating committee.
4. Nominating Committee: Miss Clarke reported that the Nominating Committee has interviewed nineteen candidates and approved seventeen. The Board approved the suggestion of publishing a Daily story about the Nominating Committee's functions and the standards used in approving candidates.

Motion C-133

Miss Danaher moved that a poster be placed in the Post Office listing the names of the candidates approved by the Nominating Committee. Passed.

5. Religious Song Fest: Mr. Higgins presented a request from the Student Religious Council for the use of the ballroom on Sunday, April 30, for a musical recital by the student religious organizations.

Motion C-134

Miss Danaher moved that the Board grant the Religious Council the use of the Ballroom on April 30 at 5 o'clock for a religious song fest. Passed.

6. Spring Sing: The Board approved the appointment of Joyce Aronson as chairman of the Spring Sing.
7. Activities Report: Mr. Giles presented the attached mimeographed report on the attendance of Union Functions for Winter quarter.
8. Publicity Policy: The Board went on record continuing its policy of limiting the use of the exterior of the building for publicity purposes.
9. AWS Style Show: Miss Nissen reported that AWS would like to sponsor a bridal style show spring quarter. The matter was referred to the Program Consultants and the Program Co-ordinating Committee for clearance.
10. Servicemen Programs: The discussion of changing the hour of some of the special servicemen programs was referred to the Program Co-ordinating Committee.

On Tuesday, April 25 the old Union Board will welcome the new Board members at an evening party.

The next regular meeting of the Board will be Wednesday, April 19; dinner in the cafeteria at 5:30, and the meeting in Room 346 at 6:15.

Respectfully submitted,

G. Ray Higgins

SECRETARY

UNION BOARD OF GOVERNORS

COMMITTEE SET-UP

April 12, 1944

SPONSORED COMMITTEES

Dance Instruction

Variety Dance
Folk Dancing
Beginners' Dance

Afternoon Dance

Twilite
Football Frolic
Smooth Session

Evening Dance

Saturday Nite Dance-A
" " " -B
" " " -C

Homecoming Dance

Arts Committee

Talent Pool
Terrace Library
Exhibits

Special Interest

Crafts
Recreation Instruction
Tournaments

Music Committee

Music Hours
Christmas Sing
Record Lending Library
Spring Sing

Movies & Mixers

Movies
Newsreel
Christmas Party
Splash Party
Quarterback
Hostessing

Outings & Sunday Program

Winter Sports
Hikes
Picnics
Hayrides

Hostessing

Charm, Inc.
Tours
Hostessing
Date Bureau

STANDING COMMITTEES

Program Co-ordinating
Executive
Public Relations

Merit
House Liaison
Finance

UNION BOARD MINUTES

April 19, 1944

Members absent: Dick Grengo, Bill Hunt, E. M. Kirkpatrick, L. R. Lunden.

1. Director's Report: Mr. Higgins reported that on Thursday, Friday, Saturday, and Sunday of last week a traffic survey was taken in the Union. At no time were there more than 128 people in the building after 8 p.m.

There are some civilian men who have voiced complaints that the Union is favoring the servicemen in planning their programs and overlooking the civilian students.

Upon Mr. Higgins' recommendation, the following motion was passed:

Motion C-135

Miss Brown moved that the practice of displaying publicity and promotional material in the Main Hall be discouraged and that the privilege be granted only after approved by the Director and the House Committee.

Mr. Higgins presented a request for a blanket reservation every Thursday, Room 346, for the YWCA Glee Club. The Board agreed to table the matter for approval by the new Board.

2. Financial Report: Galen Streimer distributed a financial budget report, showing the departmental net balances for the remainder of the fiscal year.

3. Servicemen Status in Union:

Motion C-136

Miss Nissen moved that the Board present to the administration the attached recommendation drafted by the Executive Committee. Passed.

Motion C-137

Mr. Streimer moved that this recommendation be effective May 1, pending approval of the administration. Passed.

4. Program Co-ordinating Committee: The Committee recommended that the building close at 8 o'clock, instead of 10 o'clock, the present closing time.

Acting upon the recommendation of the committee,

Motion C-138

Miss Luedke moved that the ^{Music Hour} ~~Newsreel~~ program be changed to the following times: the 5:00-7:00 showing on Tuesday and Friday to 3:30-5:30; and the 5:00-7:00 showing on Wednesday to 9:30-11:30 a.m. on Thursday. Passed.

Many of the committee chairmen assumed that the Union Board Recognition Dinner terminated their period of service. All sponsors are urged to contact their chairman and explain to them that their work is to continue on thru Spring Quarter.

5. Merit Committee: Miss Danaher reported that Union Committee filing will be held in the Board Office from April 26 through May 3. On May 5 the new Merit Committee will interview the candidates, and the Board will approve their recommendations on May 17. The Program Consultants will call the first meeting of the Junior Board.

The Merit Committee is preparing a complete report of the work accomplished this past year, including suggestions for the new committee. The suggestions include changing the name of the committee and the adoption of the policy of chairmen interviewing a number of prospective candidates before making their choice of committee members.

6. Elections:

Motion C-139

Miss Danaher moved that the Board recommend to the All-University Council that next year the elections be held the last week of February. Passed.

7. Tour: The President reminded the Board that they have agreed to act as guides on a tour of the Union on May 5.

The old Board will entertain the new Board next Tuesday, April 25, at 7:00 p.m. in the Men's Lounge.

Both Boards will meet next Wednesday for a joint meeting at 5:30 for dinner in the cafeteria, and the business meeting will follow in Room 346.

Respectfully submitted,

G. Ray Higgins

SECRETARY

The Union Board of Governors recommends to the University Administration that the efforts to collect a Union fee from the servicemen stationed on the campus be discontinued, and that the men be granted the privilege of the Union building and program normally available to the student body without the payment of fee. The Board also recommends that the University support the efforts of the Association of College Unions to secure Union financial support from the War Department under the provisions of the Army-Navy training program contracts pertaining to "Use charges."

These recommendations are predicated upon the following factors:-

1. The voluntary Union fee collection plan has not proved satisfactory and has caused undue criticism of the Union and the University. This plan was originally opposed by the National Association of College Unions, and all institutions attempting the fee collections have experienced similar problems.
2. The sharp decline in the number of servicemen together with the uncertainty of the continuation of the remaining units tends to minimize the presence of the servicemen as a factor in future operation and program planning of the Union. A clarification of the situation now will aid in preparing next year's budgets which are now in the process of development and due May 1.
3. For several months, the Navy units have adopted a policy of wholly voluntary fee payment with the result that at present less than 14% of the men have paid the fee and are eligible to the Union's facilities and program.
4. Since most of the remaining servicemen are in Navy units, the continuation of the former plan seems no longer feasible.

MINNESOTA UNION CALENDAR

SPRING QUARTER - 1944

March 10 - 16	Finale
March 17 - 26	Spring Vacation
March 27	Spring Quarter Begins
April 7	Good Friday
April 9	Easter
April 3 - 10	Filing for All University Elections
April 5 - 12	Nominating Committee Interviews
April 19	All U. Elections
April 20	Election Returns
April 25	Party for Board Members
April 26 - May 3	Filing for Chairman
April 28 - Friday	Executive Committee Meeting to consider new sponsors
May 3	Board Meeting - New sponsors selected
May 5 - 13	Sponsors select chairmen
May 17	Board Meeting - Chairmen appointed
May 17 - 27	Committee meeting - Chairmen, Sponsors (newly elected and retiring) and Program Consultants, meet to review last year's program, discuss future goals, and assist new chairmen to select committee and hold first meeting by May 27.
June 2 - 9	Finals

SUMMARY OF ACTIVITIES

1. Large Servicemen's Parties

Large free dances with free refreshments. Invitations extended to all servicemen's units with girls obtained thru our Lieutenant system. One is planned every 7-8 weeks. Next date is April 17.

Problems ahead:

- a. Obtaining a free orchestra to keep expense down.
- b. Handling of maximum crowds as number of servicemen increase.
- c. Alternative plans for time when ballroom is too small.

2. Hostess Committee

There are three areas of hostessing in the Union. One is hostessing in the Clubroom week days and in the Dugout Sundays; the second area is supplying the girls for servicemen's parties and dances; the third is planning and carrying out a Training Course for Hostesses. The Lieutenant System and Date Bureau are included in this area.

3. Fine Arts

Includes the Record Lending Library, Free Symphony Ticket Service, Music Hours, (classical) and special art exhibits in the Fine Arts Room. The Sub-Committee on War Exhibits has been responsible for obtaining interesting and worthwhile exhibits and posters from the Key Center of War Information and other sources to display in the Union. They keep up the bulletin board on the ground floor and change it every two weeks.

Problems ahead:

Scheduling Music Hours on week-ends for benefit of the servicemen.

4. Dances

This committee handles all dances in the Union, Sat. Eve., Afternoon, etc., with the exception of Large Servicemen's Dances that fall on Saturday Nite. This committee hires the orchestras, selects the records when a record dance is held, plans all entertainment and figures out publicity angles. The entertainment is the chief problem--trying to find something that is really good intermission, yet inexpensive. In the past we have had variety acts such as singers, dancers, soloist, etc., Dri-Nite Clubs, Crack Drill Team, and Square Dancing. With the distinct probability of more stag dances there will need to be more effort on clever mixing ideas.

Problems Ahead

Noon dancing during hour servicemen are free.

5. Dance Instruction

At present there is only two dance instruction events. These are the Variety Dance on Wednesday evening and Waltz hour on Friday afternoon. Variety Dance is a stag dance at 10¢ per person. Wednesday evening, Al Wicklund from McPhail School is the teacher and he instructs in all types of dancing, trying to teach what the students are most interested in. He picks out his own records, but wants suggestions from the committee, and often uses the committee to help him give individual help on the dance floor. The other event, Waltz Hour, free on Friday afternoon, also is instruction by Mr. Wicklund mainly in waltzing.

Problems ahead

Scheduling Dance Instruction groups for servicemen.

6. Special Servicemen's Projects

The main project at present is what is known as the Military Contact Committee. This committee has tried to keep a file of all "U" students who have gone into the service, write their name in the service book, and put the stars on the large service flag. In addition, they collect and send the Daily, Minnesota Chats, and Alumni Weekly to the camps. The other project, Military Service Crafts, is a tinker shop in the recreation room especially designed to make things for men in service.

Problems ahead:

- a. Set the Military Craft Shop up in evening hours for men in service.
- b. Decide what to do as recognition for "U" men who have died in service.

7. Movies and Noon Activities

Selects, schedules, and supervises Monday movies, Wednesday Newsreels, and arranges special noon programs, such as wrestling matches, physical fitness demonstration, fencing exhibition, special speakers, band concerts, billiard exhibition, finals of table tennis tournament, etc.

Problems ahead:

- a. Scheduling special newsreel showings for the servicemen.
- b. Scheduling Sunday movies for servicemen.

8. Outings and Mixers

Planning and scheduling bus trips, hikes, cook-outs, ride-outs, excursions, sleigh rides, hay rides, Splash Parties, skating parties, mixer parties, singing hours, and Frosh men's and women's parties.

Problems Ahead:

- a. To schedule as many week-end events as possible.
- b. Plan a joint student-servicemen's spring sings.

COFFMAN MEMORIAL UNION

INCOME AND EXPENSE COMPARISON

July 1, 1942 - February 28, 1943

	<u>1941-42</u>	<u>1942-43</u>	Budget Est. <u>1942-43</u>
<u>Income</u>			
Coffman Memorial Union Fees	\$24,597.24	\$23,292.02	
Rentals and Services	1,422.65	1,047.20	
Program Admissions, etc.	5,438.77	3,583.09	
Billiard Room			
Billiards	4,880.10	6,311.61	
Merchandise	10,658.29	10,017.87	
Bowling Alley			
Bowline	18,817.09	14,407.90	
Merchandise	<u>3,233.73</u>	<u>3,442.71</u>	
	\$69,047.87	\$62,102.40	
<u>Operating Expenditures</u>			
Administration			
Salaries	\$ 7,081.47	\$ 7,333.65	\$10,215.00
Supplies and Expense	790.74	850.03	2,000.00
Maintenance			
Salaries	7,443.20	8,241.14	13,505.00
Supplies and Expense	11,035.31	12,238.64	19,000.00
Program			
Salaries	4,475.05	3,527.59	6,200.00
Supplies and Expense	8,631.68	4,693.59	4,000.00
Billiards			
Salaries	3,716.98	3,660.73	5,785.00
Supplies and Expense	8,690.25	7,476.46	10,000.00
Bowling			
Salaries	12,798.58	11,087.77	16,300.00
Supplies and Expense	<u>2,682.99</u>	<u>3,363.02</u>	<u>7,500.00</u>
	\$67,346.25	\$62,472.62	\$94,505.00

COFFMAN MEMORIAL UNION

Summary of
Income & Expenditures
July 1, 1942 - June 30, 1943

Schedule I

	<u>1942-43</u>		<u>1941-42</u>
<u>INCOME</u>	<u>Income</u>	<u>Budget</u>	<u>Income</u>
Income from student fees (7202-3500)	\$ 36,824.25		\$ 34,381.36
Rental & Services (7202-3500)	1,922.88		2,308.00
Program Admissions, etc. (7202-4500)	5,398.30		6,530.33
Billiard Room			
Billiards (7237-2500)	11,158.86		7,814.86
Merchandise (7237-4500)	19,624.90		16,405.33
Bowling Alley			
Bowling (7238-2500)	22,280.32		27,450.23
Merchandise (7238-4500)	<u>5,997.82</u>		<u>4,887.39</u>
Total Income	\$103,207.33		\$ 99,777.50
<u>OPERATING EXPENDITURES</u>	<u>Expenditures</u>		<u>Expenditures</u>
Administration (7202-2500)			
Salaries	\$ 10,803.40	\$ 10,215.00	\$ 10,857.81
Supplies & Expense	999.52	2,000.00	1,384.67
Program (7202-4500)			
Salaries	5,924.54	6,200.00	6,361.56
Supplies & Expense	8,937.97	9,400.00	11,645.09
Maintenance (7202-6500)			
Salaries	12,206.81	13,505.00	10,694.54
Supplies	24,059.92	19,000.00	25,264.23
Billiards (7237-2500 & 4500)			
Salaries	5,771.76	5,785.00	5,846.17
Supplies & Expense	14,263.49	10,000.00	13,267.68
Bowling (7238-2500 & 4500)			
Salaries	17,286.87	16,300.00	18,755.79
Supplies & Expense	<u>5,477.45</u>	<u>7,500.00</u>	<u>8,121.20</u>
Total Expenditures	\$105,731.73		\$112,198.74
<u>Deficit</u>	<u>2,524.40</u>		<u>12,421.24</u>

COFFMAN MEMORIAL UNION
DEPARTMENTAL SUMMARY OF INCOME AND EXPENSE
July 1, 1943-February 29, 1944

Administrative & Maintenance

Income:

Rentals & Services	\$ 1,100.55		
Incidental Fee	<u>36,367.98*</u>		
		\$37,468.53	

Expense:

General Administrative	\$ 9,152.75		
Heat & Maintenance	<u>29,399.79</u>		
		38,552.54	

Departmental Net Deficit		\$ 1,084.01
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Program

Income		\$ 4,352.03
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Expense:

Salaries	\$ 4,633.84		
Departmental Charges	5,205.47		
Other Program Expenses	<u>6,761.41</u>		
		<u>16,600.72</u>	

Departmental Net Deficit		12,248.69
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Billiard Room

Income:

Billiards	\$10,697.78		
Merchandise	<u>20,190.91</u>		
		\$30,888.69	

Expense:

Salaries	\$ 4,569.69		
Supplies & Equipment	994.71		
Merchandise for Resale	<u>14,333.60</u>		
		<u>19,898.00</u>	

Departmental Net Gain		10,990.69
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Bowling Alley

Income:

Bowling Fees	\$ 8,624.11		
Merchandise	<u>4,303.26</u>		
		\$12,927.37	

Expense:

Salaries	\$ 8,337.00		
Supplies & Equipment	1,119.16		
Mdse. for Resale	<u>2,426.45</u>		
		<u>11,882.61</u>	

Departmental Net Gain		<u>1,044.76</u>
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<u>Net Deficit from all Departments</u>		\$ 1,297.25
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(*) \$37,536.42 less \$1,168.44 to be refunded to Naval Training School

Coffman Memorial Union

PROGRAM BUDGET (7202-4500)
Statement of Income and ExpenseJuly 1, 1943 - February 29, 1944Funds Available for
Union Program Activities

Supplies, Expense & Equipment \$10,200.00

Union Income

Saturday Nite Dance	\$ 938.65	
Twilite Dance	151.93	
Variety Dance	247.33	
Quarterback Session	33.10	
Newsreel Showing	260.55	
Record Fines	81.97	dr.
Federal Tax	475.60	
Chg. on Broken Ping Pong Balls	64.20	
Homecoming Dance	1,576.47	
Hayride	45.60	
Army-Navy Ball	595.10	
Miscellaneous	46.47	
	<u>4,353.03</u>	\$14,553.03

ExpendituresDepartmental Charges:

Printing	\$ 448.80	
Mimeograph	108.37	
Photo Lab.	153.70	
Food Service	686.94	
Minnesota Daily	535.35	
Visual Education	2,697.02	
Buildings & Grounds	26.95	\$ 4,657.13

Other Program Expenses:

Orchestra Services	\$3,431.28	
Entertainers	726.00	
Instruction:		
Dance	275.00	
Other	-----	
Office Supplies	97.02	
Sheet Music & Records	176.11	
Recreational Equip. & Supplies	527.15	
Tax Expenses	497.80	
Miscellaneous	863.92	6,594.28

Outstanding Obligations 522.97 11,774.38Total Available Balance\$2,778.65

Coffman Memorial Union

PROGRAM BUDGET (7202-4500)
STATEMENT OF INCOME AND EXPENSE

December 15, 1943 - February 29, 1944

SALARIES

Funds Available for University Program Activities

Salaries \$6,475.00

Expenditures

Salaries: .
Regular \$1,990.47*
Miscellaneous 2,643.92
4,634.39

Departmental Available Balance \$1,840.61

(*) \$400.00 of this amount was erroneously charged on 7202-6500 and is in the process of being corrected.

Coffman Memorial Union

PROGRAM BUDGET (7202-4500)
STATEMENT OF INCOME AND EXPENSE

July 1, 1943 - February 29, 1944

	<u>July 1-Dec 15</u>	<u>Dec 15-Feb 29</u>	<u>Total</u>
Funds Available for Union Program Activities			
Supplies, Expense & Equipment	\$10,200.00		\$10,200.00
Union Income			
Saturday Nite Dance	\$ 827.50	\$ 111.15	\$ 938.65
Twilite Dance	75.25	76.68	151.93
Variety Dance	175.08	72.25	247.33
Quarterback Session	33.10	---	33.10
Newsreel Showing	159.27	101.28	260.55
Record Fines	39.40	121.37 dr	81.97 dr
Federal Tax	414.07	61.53	475.60
Chg. on Broken Ping Pong Balls	59.50	4.70	64.20
Homecoming Dance	1,576.47	---	1,576.47
Hayride	45.60	---	45.60
Army-Navy Ball	595.10	---	595.10
Miscellaneous	15.26	31.21	46.47
	\$ <u>4,015.60</u>	\$ <u>337.43</u>	\$ <u>4,353.03</u>
Expenditures			
Departmental Charges:			
Printing	\$ 181.65	\$ 267.15	\$ 448.80
Mimeograph	68.96	39.41	108.37
Photo Lab.	117.40	36.30	153.70
Food Service	364.98	321.96	686.94
Minnesota Daily	160.77	374.58	535.35
Visual Education	1,295.17	1,401.85	2,697.02
Buildings & Grounds	.98	25.97	26.95
	\$ <u>2,189.91</u>	\$ <u>2,467.22</u>	\$ <u>4,657.13</u>
Other Program Expenses:			
Orchestra Services	\$ 2,553.28	\$ 878.00	\$ 3,431.28
Entertainers	477.00	249.00	726.00
Instruction:			
Dance	205.00	70.00	275.00
Other	---	---	---
Office Supplies	69.51	27.51	97.02
Sheet Music & Records	89.16	86.95	176.11
Recreational Equip. & Supplies	338.87	188.28	527.15
Tax Expense	363.46	134.34	497.80
Miscellaneous	453.29	410.63	863.92
	\$ <u>4,549.57</u>	\$ <u>2,044.71</u>	\$ <u>6,594.28</u>
Outstanding Obligations	\$ 1,171.88 dr	\$ 648.91* cr	\$ 522.97 dr
Total	\$ <u>7,911.36</u>	\$ <u>3,863.02</u>	\$ <u>11,774.38</u>
Total Available Balance	\$ <u>6,304.24</u> cr	\$ <u>3,525.59</u> dr	\$ <u>2,778.65</u> cr

(*) \$484.20 of this amount should have been credited on the Dec. 15 report

Coffman Memorial Union

PROGRAM BUDGET (7202-4500)

MONTHLY COMPARISON: INCOME AND EXPENSE
December 15, 1943 - February 29, 1944

Union Income	Dec 15-31	Jan 1-31	Feb 1-29	Total
Saturday Nite Dance	---	\$ 62.10	\$ 49.05	111.15
Twilite Dance	---	25.98	50.70	76.68
Variety Dance	---	28.90	43.35	72.25
Quarterback Session	---	---	---	---
Newsreel Showing	---	28.14	73.14	101.28
Record Fines	\$ 9.00	139.77	9.40	121.37 or
Federal Tax	---	24.36	37.17	61.53
Chg. on Broken Ping Pong Balls	2.30	1.60	.80	4.70
Miscellaneous	---	11.44	19.77	31.21
	\$ 11.30	\$ 42.75	\$ 283.38	337.43

Expenditures

Departmental Charges:

Printing	\$42.85*cr	\$ 52.40	\$ ---	\$ 257.60	267.15
Mimeograph		---	39.41	---	39.41
Photo Lab.		26.30	10.00	---	36.30
Food Service		30.75	4.05	287.16	321.96
Minnesota Daily	.20*cr	---	372.28	2.50	374.58
Visual Education		---	951.02	450.83	1,401.85
Buildings & Grounds	4.88*dr	20.06	1.03	---	25.97
	\$38.17 cr	\$129.51	\$1,377.79	\$ 998.09	\$2,467.22

Other Program Expenses

Orchestra Services	---	\$ 398.00	\$ 480.00	\$ 878.00
Entertainers	\$ 60.00	23.50	165.50	249.00

Instruction:

Dance	---	---	70.00	70.00	
Other	---	---	---	---	
Office Supplies	\$.95*dr	13.18	112.09	98.71	27.51
Sheet Music & Records		53.30	28.77	4.88	86.95
Rec. Equip. & Sup.	1.25*dr	23.44	135.02	28.57	188.28
Tax Expenses		---	109.98	24.36	134.34
Miscellaneous	.18*dr	23.81	147.72	238.92	410.63
	\$ 2.38 dr	\$173.73	\$ 955.08	\$ 913.52	\$2,044.71

Total Expenditures	\$35.79 cr	\$303.24 dr	\$2,332.87 dr	\$1,911.61 dr	\$4,511.93 dr
Total Balance	\$35.79 cr	\$291.94 dr	\$2,290.12 dr	\$1,628.23 dr	\$4,174.50 dr

(*) Difference of \$35.79 due to adjustment between November reconciled totals and the December 15 figures:

Printing	\$42.85 -
B. & G.	4.88 +
Office Supplies	.95 +
Rec. Equip. & Sup.	1.25 +
Miscellaneous	.18 +
Minn. Daily	.20 -
	\$35.79

COFFMAN MEMORIAL UNION
 COMPARISON OF 1943-44 ESTIMATED BUDGET
 AND ACTUAL EXPENDITURES AS OF MARCH 1, 1944

<u>NAME OF ITEM</u>	<u>ESTIMATED INCOME</u>	<u>EXPENDITURES AS OF MARCH 1, 1944</u>	<u>BALANCE</u>
<u>7202-General Office Administration-2500</u>			
Salaries:			
Administrative	\$ 7,967.00	\$ 4,759.82	\$3,207.18
Misc. Help	3,500.00	2,963.73	536.27
Supplies, Expense and Equipment	2,000.00	1,429.20	570.80
<u>7202-PROGRAM-4500</u>			
Salaries:			
Administrative	\$ 3,900.00	\$ 1,990.47	\$1,909.53
Misc. Help	2,500.00	2,576.77	76.77
Supplies, Expense and Equipment	10,200.00 #	11,966.88	1,766.88
<u>7202-Building Maintenance -6500</u>			
Salaries	\$16,246.00	3,713.19	12,532.81
Supplies, Expense and Equipment	20,000.00	23,166.60	3,166.60
<u>7237-Billiards</u>			
<u>2500</u>			
Salaries:			
Administrative	\$ 3,525.00	\$ 2,312.52	\$ 1,212.48
Misc. Help	3,326.00	2,257.17	1,068.83
Supplies, Expense and Equipment	800.00	994.71	194.71
<u>4500</u>			
Misc. for Resale	8,000.00	14,333.60	6,333.60
<u>7238-Bowling Alley</u>			
<u>2500</u>			
Salaries:			
Administrative	\$ 6,092.00	\$ 3,427.20	\$ 2,664.80
Misc. Help	9,000.00	4,909.80	4,090.20
Supplies, Expense and Equipment	2,000.00	1,081.70	918.30
<u>4500</u>			
Misc. for Resale	3,000.00	2,426.45	573.55
<u>Special Appropriations</u>			
<u>7202-6100</u>			
Building Maintenance	\$ 4,000.00	\$ 2,066.00 x	\$ 1,934.00
<u>7237-2100</u>			
Billiard Equipment	900.00	968.85	68.85

Supplementary increase made during year
 x Amount spent to this date
 * Items will require additional funds

Additional Cost of Union Operation & Program

1943-1944

I. Building Operation

A. Sundays and holidays

1. Administration & operational salaries \$18.00 x 60 days
\$ 1,080.00

2. Maintenance
Custodial salaries \$13.28
Heat, Light & Power 35.61
Maintenance Supplies 28.00

\$76.89 per Sunday & Holiday x 60 =
\$ 4,613.40

B. Vacation Periods

1. Operational Salaries \$18.00 x 42 756.00

2. Maintenance
Custodial Salaries \$13.28
Heat, Light, & Power 35.61
Maintenance supplies 28.00

\$76.89 per vacation days
x 42 = 3,229.38

C. Weekday Extra Hours

1. Operational salaries \$6.70 x 263 days 1,762.10

2. Maintenance
Custodial \$2.33/hr. x 3.5 hr. x 263 days 2,144.77
Heat, Light, & Power \$2.29/hr. x 3.5 x 263 days 2,107.95
Maintenance \$1.80/hr. x 3.5 x 263 days 1,656.90

\$17,350.50

II. Program

A. Salaries \$2,700.00

B. Extra Program
expenditures 7,000.00

\$9,700.00

\$ 9,700.00

Grand Total

\$27,050.50

Less Gross Profit

9,448.25

Balance

\$17,602.25

Servicemen Fee Income to Date (April 1)

\$24,695.75

COMPARISON OF
FALL AND WINTER PROGRAMS
1941-42 and 1942-43

ACTIVITY	FALL		WINTER	
	1941	1942	1942	1943
<u>FINE ARTS</u>				
Modern Music	648	241	210	12
Music Hour	1300	721	845	555
Record Lending Lib.	490	300	517	
Art Exhibits				
Movie Review	120			
Opera Broadcasts	30		39	
Music Browsing Room	6			
Evening Music Hour			138	
Hobby Show			7643	
Theatre Exhibit		150	150	
Photography Exhibit		500		
	<u>2594</u>	<u>1912</u>	<u>9542</u>	<u>567</u>
<u>MIXERS</u>				
Fun Nites	255	253	52	50
Football Broadcasts	933	233		
Men's Mixer	1000			
World Series Broadcasts	650	212		
Singing Hours	8	975		201
Christmas Sings	450			
Christmas Party	156	90		
Men's Frosh		1200		
Women's Frosh		500		
Open House		2675		
	<u>3452</u>	<u>6138</u>	<u>52</u>	<u>251</u>
<u>TOURNAMENT</u>				
Bridge-Duplicate	202		12	
Bridge-Instruction	318	265	245	78
Billiard (Intercolleg.)	6		5	
Billiard Instruction	130	88		
Table Tennis Finals	250		250	
Table Tennis Tournament	57		60	25
Chess Tournament	17			26
Bowling Instruction		85		
	<u>980</u>	<u>438</u>	<u>572</u>	<u>129</u>
<u>FACULTY-STUDENT</u>				
Coffee Hours	1430	375	985	375
Grad. Banquet	77	92	50	601
Ice-Hour-Snow Week			175	
Grad. Programs		200		
Chairmans Meetings				78
	<u>1507</u>	<u>667</u>	<u>1210</u>	<u>1054</u>

ACTIVITY	FALL		WINTER	
	1941	1942	1942	1943
<u>SUNDAY PROGRAMS</u>				
Movies	2210		910	
Hikes	65			
Coffee Hours	120			
Symphony Concert	500		1950	
Chorus	500			
Bus Trips	25			
Skating Parties			30	
	<u>3420</u>	<u> </u>	<u>2890</u>	<u> </u>
<u>NOON ACTIVITIES</u>				
Quarterback Sessions	7957	4999		
Symphony Concerts	1230	235	1325	80
Movies	2228	1730	3140	1850
Christmas Concert	500			
Varsity Band Concert	500		500	
Colored Slides			100	
Maud Scheerer			200	
Table Tennis (Clark)			600	
Chorus			350	
Exhibitions		1100		250
Newsreel		3563		4402
Billiard Exhibition		500		
	<u>12415</u>	<u>12127</u>	<u>6215</u>	<u>6582</u>
<u>SOCIAL SKILLS</u>				
Talent Class	188	202	532	277
Personal Development	239	241	239	48
Charm Inc.	1040			1353
Rhythm Rhapsody			1600	
Talent Class Party			30	
Personal Devel. Party		8	37	
Moods in Music				546
	<u>1467</u>	<u>451</u>	<u>2438</u>	<u>2224</u>
<u>DANCE INSTRUCTION</u>				
Variety Dance	1251	1636	1028	986
Square Dance	635	45	255	
South American Dance	248			
Waltzing	1195 dce	840 dce	1550 dce	968 dce
	1475 wtc	1645 wtc	710 wtc	420 wtc
	<u>4802</u>	<u>4121</u>	<u>3543</u>	<u>2374</u>
<u>OUTINGS</u>				
Splash Party	60	73	107	95
Hikes		42		
Skating Parties		45		8
Hayride		60		44
	<u>60</u>	<u>220</u>	<u>107</u>	<u>147</u>

<u>ACTIVITY</u>	<u>1941</u>	<u>FALL</u> <u>1942</u>	<u>1942</u>	<u>WINTER</u> <u>1943</u>
<u>AFTERNOON DANCE</u>				
Football Frolic	4865	2290		
Twilite	2797	1254	2272	652
Snowlight Dance			588	
Frosh Twilight		623		
Soda Hops				150
	<u>7672</u>	<u>4167</u>	<u>2860</u>	<u>772</u>
<u>EVENING DANCE</u>				
Sat. Nite Dance	4154	2056	1392	1915
Homecoming	1700	1764		
Common Peoples Ball	420		210	
	<u>6274</u>	<u>3810</u>	<u>1602</u>	<u>1915</u>
<u>WAR EFFORTS</u>				
Servicemen's Dances		2000		1450
Military Crafts				
Dug-Out		100		200 women 943 men
Hostess Training				250
Barn Dance at Pioneer				45
Military Contact				376
Clubroom				1831
Movies				350
	<u>————</u>	<u>2100</u>	<u>————</u>	<u>5445</u>
<u>MISCELLANEOUS</u>				
Sponsor-Committee Party		40		
	<u>————</u>	<u>————</u>	<u>————</u>	<u>————</u>
TOTALS	44673	36191	31031	21460

Union Activities - Winter Quarter 1944

The winter quarter of 1944 was noted for the absence of one thing--winter. Consequently, the Union outing program suffered considerably due to lack of snow and ice. Snow week-end had to be cancelled and the usual skating and skiing parties were seriously curtailed. Even so, more than 125 servicemen borrowed the Union's free ice skates in the Servicemen's Clubroom during the quarter.

The attendance in Winter Quarter was less than Fall Quarter due to the absence of the football programs, i.e. Quarterback Sessions, Football Frolics and Homecoming. The actual number of activities planned for student participation increased about 30 to 279, or an average of 28 different activities per week.

The comparison of attendance figures with Winter Quarter a year ago is not entirely fair, in that the A.S.T.P. did not actively commence until Spring Quarter a year ago. The total attendance figure in 1943 was 17,106 compared to 39,712 this year.

Union Activities

Winter Quarter, 1944

	<u>Times Held</u>	<u>Number of Servicemen</u>	<u>Number of Civilians</u>	<u>Total</u>
<u>Hostessing</u>				
Hostessing	-	-	1,020	1,020
Hostessing Inst.	1	-	107	107
Date Bureau	2	41	-	41
<u>Servicemen's Projects</u>				
Crafts - Photo Time	48	72	-	72
<u>Mixers and Noon Activities</u>				
Noon Movies				
1. Monday movies	8	238	493	731
2. Newsreels	16	2,664	1,943	4,607
Informal Parties				
1. Bridge Parties	5	88	71	159
2. Splash Parties	3	90	118	208
Noon Programs				
1. 12 o'clock Jump	7	354	388	742
<u>Dances</u>				
Saturday Nite	10	1,172	1,803	2,975
Wednesday Twilite	11	2,744	2,118	4,862

Dance Instruction

Variety	8	291	1,069	1,360
Smooth Session	11	1,491	1,267	2,758
Thursday Instruction	4	176	104	280

Fine Arts

Music Hour	58	1,450	4,350	5,800
Record Lending Library	24	164	237	401
Exhibits	2	275	525	800
Record Dusting Time	16	45	81	126

Sunday Programs

Outings	6	123	158	281
Sunday Programs				
1. Fundays	2	1,050	850	1,900
2. Regular Sundays				
a. Coffee Hours	7	750	595	1,345
b. Movies	9	1,050	555	1,605
c. Dances	9	1,700	1,750	3,450

Appointive Sponsorships

Billiard Instruction	4	-	82	82
Charm, Inc.	3	250	950	1,200
Snow Week	1	120	180	300
Large Servicemen's Dances	1	600	750	1,350
Celebrity Appearances (Tournaments & Exhibition)	3	920	230	1,150
	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	279	17,918	21,794	39,712

Comparison of Union Activities

Fall and Winter Programs

1942-43 1943-44

<u>Activity</u>	<u>Fall</u>		<u>Winter</u>	
	<u>1942</u>	<u>1943</u>	<u>1943</u>	<u>1944</u>
<u>Hostessing</u>				
Hostessing	-	2,682	-	1,020
Hostessing Inst.	-	560	250	107
Date Bureau	-	62	-	41
<u>Servicemen's Projects</u>				
Crafts - Photo Time	-	112	-	72
Talent Pool	451	55	-	-
<u>Mixers and Noon Activities</u>				
Noon Movies				
1. Monday Movies	1,730	1,049	2,200	731
2. Newsreels	3,563	5,044	4,402	4,607
Informal Parties				
1. Bridge Parties	-	-	78	159
2. Splash Parties	-	-	95	208
Noon Programs				
1. 12 o'clock Jump	-	-	-	742
2. Christmas Sings	-	650	-	-
3. Quarterback Sessions	4,999	3,152	-	-
<u>Dances</u>				
Saturday Nite	2,056	3,834	1,915	2,975
Wednesday Twilite	1,254	1,967	822	4,862
Football Frolics	2,290	3,700	-	-
Homecoming	1,764	2,174	-	-
<u>Dance Instruction</u>				
Variety	1,636	2,447	986	1,360
Smooth Session	2,530	890	822	2,758
Thursday Instruction	-	-	-	280
<u>Fine Arts</u>				
Music Hour	2,172	1,091	1,769	5,800
Record Lending Library	300	620	-	401
Exhibits	650	1,980	-	800
Record Dusting Time	-	-	-	126

	<u>Fall</u>		<u>Winter</u>	
	<u>1942</u>	<u>1943</u>	<u>1943</u>	<u>1944</u>
<u>Sunday Programs</u>				
Outings	220	170	52	281
Sunday Programs				
1. Fundays	-	3,550	-	1,900
2. Regular Sundays				
a. Coffee Hours	375	-	-	1,345
b. Movies	-	3,500	-	1,605
c. Dances	-	-	-	3,450
<u>Large Servicemen's Dances</u>				
Large Servicemen's Dances	2,000	1,742	1,495	1,350
Army-Navy Ball	-	1,294	-	-
Hobnob Ball	-	355	-	-
<u>Appointive Sponsorships</u>				
Billiard Instruction	88	-	-	82
Charm, Inc.	-	-	1,353	1,200
Snow Week	-	-	-	300
Celebrity Appearances	-	3,650	-	1,150
Frosh Mixer	1,700	1,200	-	-
Frosh Open House	2,675	800	-	-
Frosh Twilite	623	275	-	-
Christmas Party	90	145	-	-
Tournaments and Exhibitions	1,600	70	301	-
Misc.	1,048	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total:	35,814	48,820	17,106	39,712
No. of Times Activities Were Held:	219	249	102	279

SURVEY OF USE OF THE UNION BY SERVICEMEN

Introduction

In the process of fulfilling its dual role as a student and servicemen's social and recreational center, the Union is certain to encounter problems which require careful consideration and planning. Any data which will contribute to a clearer understanding of the situation is therefore to be welcomed.

This survey was made in order to determine the number of servicemen now making use of the Union facilities and recreational and social program, as well as the type of Union facilities and programs which have the greatest appeal to these men.

Method

The attendants at the billiard room, bowling alley, the servicemen's center, and the Sunday dug-out were each made responsible for an accurate count of the servicemen using the facilities under their direction. In the case of the program activities, these counts are based in some cases upon the lists of men who signed for admission at the door, and in others upon the average estimates of several staff observers.

No counts were made of the use of other facilities in the Union, such as lounges, bookstore, food service units, etc. From general observation of those on duty, however, it is apparent that a sizeable number use these additional areas and that a total participation count would be considerably higher.

Survey of the Use of the Union
by
MILITARY PERSONNEL
Week of April 12 through April 18, 1943

Number Using Recreational Facilities								
	Mon. April 12	Tues. April 13	Wed. April 14	Thurs. April 15	Fri. April 16	Sat. April 17	Sun. April 18	Totals
Billiard Room	244	279	366	306	181	366	145	1887
Bowling Alley	100	126	124	111	132	133	91	817
Servicemen's Center	205	150	213	234	169	75	Closed	1046
Sunday Dug-Out	Closed	Closed	Closed	Closed	Closed	Closed	171	171
TOTAL								3921
Participation in Program Activities								
Newsreel Movie			270					270
Twilight Dance		6						6
Dance Instruction					15			15
Servicemen's Dance						400		400
Organ Concert						25		25
Outing							20	20
Music Hour							12	12
Motion Picture							225	225
TOTAL								973
Individual Participation							GRAND TOTAL	4894

Results

The figures given in the preceding table represent the day-by-day totals for each department and activity.

It is apparent that the billiard room and the servicemen's center are the two most popular recreational activities. It is evident that bowling would show greater figures if it were possible to secure an adequate number of pinsetters. The count was taken during a period when the Union was experiencing considerable difficulty in securing this type of help. Without question the servicemen's center and dug-out are favorites because of the presence of University hostesses.

In the field of social and recreational events, the two most satisfactory from the standpoint of servicemen are the dancing and motion picture programs.

The total number of individual participation appears encouragingly high. In future studies, an effort will be made to compare these results against the student participation. An effort will also be made to secure a count based upon the utilization of the entire building at some future date. In addition, a breakdown as to the percentage of participation by the members of the various units should prove helpful.

One development is apparent. Since the arrival of the army units, the naval trainees have made a greater use of the building. This trend may well indicate that as the proportion of servicemen to students tends to increase, there will be an increased use of the building by the individual serviceman.

G. Ray Higgins

UNION DIRECTOR

AMENDMENT TO THE UNION BOARD BY-LAWS

Merit Committee

(The Merit Committee will be composed of three members of the Union Board)

A. Duties of the Merit Committee

1. To keep the merit rating sheets for all Union Chairmen and all committee members and to see that these sheets are turned in to the chairman promptly.
2. To recommend all Union chairmen to the Sponsor and approve all committee members.
3. To recommend to the Union Board, from the applicants who have filed, candidates whom the committee feels are competent and desirable for filling Union Board appointed membership when needed.
4. As recognition of service to chairmen of the Union committees, the Merit System Committee shall, with the approval of the Union Board, give an annual award five weeks prior to the termination of the Board's term of service.
 - a. These awards shall be made at a special recognition meeting arranged for by the Merit Committee. In attendance at this meeting should be all Union Chairmen, committeemen, Board members, and especially invited guests.
 - b. The award shall be in the form of a service key, pin or insignia.
 - c. These awards shall be granted only to those chairmen who have met these standards:
 - (1) Served as chairman during at least two quarters.
 - (2) Kept rating sheets and reports of committee activities satisfactorily.
 - (a) Merit rating sheet
 - (b) Event report
 - (c) Summary report on committee activities
 - (3) Attended all cabinet meetings unless justifiable excuses for absences are given to the president of the chairmen's cabinet.
 - (4) In addition, the chairman must have performed outstanding service during his tenure of office.
 - d. The Merit Committee shall:
 - (1) Present recognition list to the Board previous to the recognition meeting for the Board's approval.

B. The System

1. To obtain a Union committee position:

- b. The chairman of each activity would have the power to appoint committee members from the list of applications. However, these appointments may be subject to the approval of the Merit Committee and program consultants.
- c. The sponsors would recommend chairmen to the Union Board from the three or more recommendations given them by the Merit Committee.
 - (1) When a vacancy occurs in chairmanship, the Merit Committee will announce general filing for the position.
 - (2) The Merit Committee would go over the applications and Union records and make its recommendations to the sponsor in the light of this information.
 - (3) The Merit Committee would interview the recommended people with the sponsor and give the sponsor any information desired.
 - (4) The sponsor would choose one candidate and make his recommendation to the Union Board.
 - (5) The sponsor has the right to appeal directly to the Board in case he feels the Merit Committee is not justified in their recommendations of candidates.

2. The Merit Records:

- a. Merit Sheets recording the essential details of the activity work of the committee members will be filled out by the chairman and given to the Merit Committee. The Merit Committee will be free to question chairmen at any time about their reports.
- b. Merit Sheets recording the essential details of the activity work of committee chairmen will be filled out by the sponsor who is responsible and given to the Merit Committee.

1943-44 BUDGET FOR SELF SUPPORTING DEPARTMENTS OF THE COPPIAN MEMORIAL UNION

7237

BILLIARDS

<u>SALARY ADJUSTMENTS</u>		<u>1942-43</u>	<u>Present Salary</u>	<u>1943-44</u>
<u>Automatic Salary Increases</u>				
Robert E. Christine	Supervisor	AIII	\$ 1,740	\$ 1,887
<u>Leaves of Absence Without Salary</u>				
John Kohler	Stores Clerk	B(765)	d	d
<u>Positions Not Filled</u>				
.	Stores Clerk	B	765	
.	Stores Clerk	B	765	
<u>TOTAL SALARIES FULL TIME STAFF</u>		CH	\$ 3,270	\$ 1,917
<u>SALARIES PART TIME STAFF-401</u>			1,000	2,530
<u>ADMINISTRATIVE EXPENSE CHARGED</u>			1,515	1,608
Total Salaries Charged Against 7237			\$ 5,785	\$ 6,851
<u>SUPPLIES, EXPENSE, AND EQUIPMENT-2500</u>			1,000	800
(Overhead, 2% of gross income, \$400, Heat \$100 Light \$200)				
<u>MERCHANDISE FOR RESALE-4500</u>			9,000	8,000
Total 7237 Budget			\$15,785	\$15,651

7238 - Bowling

<u>SALARY ADJUSTMENTS</u>				
<u>Automatic Salary Increase</u>				
Arthur Young	Supervisor	AIII	\$ 1,800	\$ 1,950
Otto Ketterling	Maintenance Mechanic	AII	1,320	1,650
.	Floorman	BX	810	918
<u>Position Not Filled</u>				
.	Assistant to the Supervisor	B	1,035	
<u>Leave of Absence</u>				
Gordon Cunningham	Floorman	B(765)	d	d
<u>TOTAL SALARIES FULL TIME STAFF</u>			\$ 4,965	\$ 4,548
<u>SALARIES PART TIME STAFF-401</u>			10,000	9,000
<u>ADMINISTRATIVE EXPENSE CHARGED</u>			1,500	1,544
Total Salaries Charged Against 7238			\$16,465	\$15,092
<u>SUPPLIES, EXPENSE, AND EQUIPMENT-2500</u>			4,000	2,500
(Overhead 2% i.e. \$300; Heat \$300; Light \$1,000)				
<u>MERCHANDISE FOR RESALE-4500</u>			3,500	3,000
Total 7238 Budget			\$23,965	\$20,592

1943-44 BUDGET FOR THE COFFMAN MEMORIAL UNION

7202

		<u>2500-GENERAL</u>	<u>1942-43</u>	Present <u>Salary</u>	<u>1943-44</u>
<u>SALARY ADJUSTMENTS</u>					
<u>Automatic Salary Increases</u>					
Marian Ebeltoft	Sr. Clerk-Stenographer	AIII	\$ 1,260	\$ 1,383	\$ 1,539
Estelle Lamberton	Attendant	B	810	893	918
Elaine Olson	Clerk-Stenographer	AIII	1,020	1,031	1,350
Elizabeth Freeman	Jr. Clerk-Stenographer	AIII	900	942	1,098
Lucile Maahs	Sr. Account Clerk	AXIII	1,260	1,320	1,476
Catherine Heller	Switchboard Operator (6091)		840	942	1,002
<u>Leave of Absence</u>					
Carroll Sigurdson	Sr. Account Clerk(1200)	AIII	d		d
<u>SALARIES WITHOUT ADJUSTMENT</u>					
G. Ray Higgins	Director	AIV	<u>4,000</u>		<u>4,000</u>
TOTAL FULL TIME STAFF			\$10,090		\$11,383
SALARIES PART TIME STAFF- Miscellaneous Help-401			3,500		3,500
<u>ADMINISTRATIVE EXPENSE CHARGED TO OTHER DEPARTMENTS</u>					
7203	Farm Union		360		360
7237	Billiard Room		1,515		1,608
7238	Bowling Alley		<u>1,500</u>		<u>1,544</u>
Total Salaries Charged Against 7202-2500			\$10,215		\$11,371
<u>SUPPLIES, EXPENSE, AND EQUIPMENT</u>			<u>2,000</u>		<u>2,000</u>
Total 7202-2500 Budget			\$12,215		\$13,371
		<u>4500-PROGRAM</u>			
<u>SALARY ADJUSTMENTS</u>					
<u>Leave of Absence</u>					
Harvey W. Stenson	Program Consultant(2400)	AIII	\$ d	\$	d
<u>Position Not Filled</u>					
.	Program Consultant	AIII	2,000		
<u>SALARIES WITHOUT ADJUSTMENT</u>					
Hazle Chapman	Program Consultant	AIII	<u>2,400</u>		<u>2,400</u>
TOTAL SALARIES FULL TIME STAFF			\$ 4,400		\$ 2,400
SALARIES PART TIME STAFF- Miscellaneous Help-411			<u>1,800</u>		<u>2,500</u>
Total Salaries Charged Against 7202-4500			\$ 6,200		\$ 4,900
<u>SUPPLIES, EXPENSE, AND EQUIPMENT</u>			<u>4,000*</u>		<u>4,000*</u>
Total 7202-4500 Budget			\$10,200		\$ 8,900

*Plus income from program admissions

1943-44 BUDGET FOR THE COFFMAN MEMORIAL UNION

7202

6500-BUILDING MAINTENANCE

<u>SALARY ADJUSTMENTS</u>	<u>1942-43</u>	<u>Present Salary</u>	<u>1943-44</u>
<u>Automatic Salary Increases</u>			
Hilma Reitan Janitress	\$ 1,200	\$ 1,320	\$ 1,350
James Stavlo Janitor	1,500	1,635	1,665
Hjalmer Togstad Janitor	1,260	1,330	1,380
.c. Floorman	1,020	1,131	1,224
. Floorman	1,020	1,131	1,224
<u>Position to be Filled</u>			
. Janitor	1,500	1,636	1,350
<u>Positions Not Filled</u>			
. Floorman	1,020	1,131	
. Floorman	1,020	1,131	
. Floorman	1,020	1,131	
<u>SALARIES WITHOUT ADJUSTMENT</u>	<u>1,300</u>		<u>1,300</u>
<u>TOTAL SALARIES FULL TIME STAFF</u>	<u>\$11,860</u>		<u>\$ 9,493</u>
<u>SALARIES PART TIME STAFF-421</u>	<u>1,900</u>		<u>4,048</u>
Total Salaries Charged Against 7202-6500	\$13,760		\$13,541
<u>SUPPLIES EXPENSE AND EQUIPMENT</u>	<u>19,000</u>		<u>20,000</u>
Total 7202-6500 Budget	\$32,760		\$33,541
Total 7202-2500 Budget	12,215		13,371
Total 7202-4500 Budget	10,200		8,900
<u>GRAND TOTAL BUDGET FOR 7202</u>	<u>\$55,175</u>		<u>\$55,812</u>