

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
September 21, 1955

1955-1956

Members Present:

Dick Getchell, Nancy Wallgren, Neil Swanson, Mr. Cheese,
Mr. Starr, Bob Winandy, Nancy Forte, Rod Rude, Jeanne Teske, Bob
Wilkinson, Nancy Brown, Jon Wempner, Mr. Richter, Warren Pease.

Members Absent:

Paul McRoberts, Alan Bromley, Chuck Imm, Con Nordqvist,
Mr. Pfeider, Dr. Shoffner, Mr. Snake.

Others Present:

Don Finlayson, Dave Seamans, Helen Hartwick, Roberta
Herbkersman, Jim Ramsburg.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

House and Finance Committee:

The House and Finance Committee will present recommendations to the Board at the next meeting concerning contracts for office space in the Union.

Program Committee:

A list of the program consultant area assignments was distributed to Board members so that they may know the proper staff person to contact on various program matters.

Rod Rude reminded Board members that Activities Day has been set for September 23, 1955. He urged all Area Directors to be in the Union Board Office from 2:00 p.m. to 4:00 p.m. that day. He also asked that Area Directors ask as many Committee Chairmen as possible to be on hand to help sign up people for activities.

An announcement was made that Area Directors will be expected to stay after the next meeting for a short discussion period on the Training Session to be held October 12, 1955.

Personnel Committee:

Jon Wempner announced the plans for the Leadership Training Session which will be held at St. Croix on October 12, 1955. Buses will leave October 12, 1955 at 8:30 a.m. from the west side of Coffman Memorial Union, near Comstock Hall. Following registration at the camp one hour workshop sessions (fifteen minute keynote talks and a forty-five minute discussion period) are planned for the day. A color movie made by the Wisconsin Union will be shown in the evening. The group will leave about 8:30 p.m.

The Committee asked for suggestions from the Board for a student to speak at the Training Session on the association between the Union Board, the students, the University administration, and other departments on campus. Following discussion Nancy Brown volunteered to speak.

The Committee recommended that a charge of \$1.50 be made per person for food and transportation and other costs. The total cost per person is approximately \$4.00. The difference will be taken from funds set aside for this leadership training.

Radio and Theater Arts:

Jim Ramsberg, Manager of WMR, reported on the progress of the station. Permission has been obtained to advertise tobacco on the station and considerable revenue will be brought in in this manner. Arrangements have been made to carry programs from the American Broadcasting Company through WTCN. WMR is the first campus station of its type to carry network programs. The only cost to the station involved is the installation of telephone lines from WTCN. The station hopes to be self-supporting this year as a result of commercialization.

Jim reported that the station will be on the air a week late this year as a result of difficulty with the transmitter repairs, but the reception will be very good.

Dick Getchell read a letter to the Board from Chuck Imm notifying the Board of his resignation.

0-1

Motion K-462:

It was moved to accept the resignation from the Board of Charles Imm.

Seconded and carried.

Special Committee Reports:

FIFTEENTH ANNIVERSARY — Al Bromley who is in charge of this event has not returned as yet to the campus. Warren Pease has been helping with plans during the summer and a complete report will be given at the next meeting.

HOMECOMING — Dave Seamans reported for George Meyer's that Claude Thornhill has been contacted and the contract has been signed and sent to him for his signature. Several local bands will be contracted for the dance also. It is the plan to keep the dance in Coffman Union with the bands in different parts of the building.

REGIONAL CONFERENCE — Nancy Forte asked Jean Teske to check on housing for delegates in the sorority houses, and she asked Nancy Brown to check with Comstock Hall. The names of individuals suggested to Nancy to speak at the Conference were presented to the Board to get their feeling on the matter and the individual most favored will be contacted.

Meeting Night:

The question of a meeting night for the coming year was discussed by the Board members.

0-2

Motion K-463:

It was moved that the Union Board of Governors meet each Tuesday at 7:00 p.m. during the 1955-1956 academic year.

Seconded and carried.

Correspondences:

Nancy Forte announced that a telegram will be sent to President Morrill on behalf of the Union Board of Governors on the occasion of his birthday.

Suggestion was made to the Corresponding Secretary that letters of recognition and appreciation be sent to several individuals who have done outstanding work for the Union Board recently.

University Village Union:

A letter from Ted Williams, former President of the University Village Union Board, asking that the Board approve the appointment to the unexpired term and a full one year term of Mrs. Len Dreger as representative to the Coffman Board was presented.

Motion 0-3 K-454:

It was moved to approve the appointment of Mrs. Len Dreger for an unexpired term as representative to the Coffman Memorial Union Board.

Seconded and carried.

Board Absences:

Rod Rude read the regulations concerning absences.

Board members having three unexcused absences per academic year will relinquish their membership.

Board members having six unexcused absences per academic year from standing committee meetings or three unexcused absences during a quarter will relinquish their membership.

Board Office Hours:

Board members will be asked to give their class schedule and the hours that they plan to be in the Board Office. Each member will be expected to spend at least one hour per day in the office. The class schedules and the schedule of Board Office Hours will be made available to Board members.

It is the feeling of the Executive Committee that Board members should be available to the student body. The Executive Committee will gather information on the various program areas so that Board members will have the information when students wish to up or ask questions about the Union program.

Saturday Nite Dances:

The Saturday Night Dance Committee announced that it will extend invitations to visiting football teams, bands, and cheerleaders, giving free admission to the Saturday Nite Dances.

-4-

The following motion was made concerning the Variety Dance because of the minimum of three hours involved when hiring a band.

0-4
Motion K-485:

It was moved that the Variety Dance be allowed to continue until 11:00 p.m. on the evenings the committee has contracted a band.

Seconded and carried.

A question was raised concerning the unsightly appearance of the curtains on the stage in the Main Ballroom. Mr. Starr stated that arrangements had been to have a new curtain installed this summer and there was some delay because of technical difficulties and because the desired material could not be obtained in sufficient quantity, however, the project will be completed soon. The mural in the annex of the ballroom has been sketched and will also be finished soon.

It was suggested that consideration be given to air conditioning the Main Ballroom and this matter was referred to the House and Finance Committee.

Mr. Starr introduced two new staff members, Mr. Finlayson, Program Director and Miss Helen Hartwick, Program Consultant.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

UNION BOARD AGENDA

September 21, 1955

- I. Call to Order
- II. Approval of minutes of previous meeting
- III. Standing Committee Reports
 - A. House & Finance
 1. Office room assignments and possibility of yearly contract
 - B. Program Committee
 1. Program consultant and Area Director assignments made clear
 2. Activities Day
 - C. Personnel Committee
 1. Leadership training retreat
 - D. Radio & Theater Arts
 1. WMR Program report - Jim Ramsburg
- IV. Special Committee Reports
 - A. 15th Anniversary
 - B. Homecoming
 - C. Regional Conference
- V. Meeting Night
- VI. Correspondence
- VII. Village Union President
- VIII. Resignation
- IX. Other Business
- X. Adjournment

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**PROGRAM STAFF RESPONSIBILITIES
1955-56**

Dave Seamans	Marian Timothy	Roberta Herbkersman	Helen Hartwick	Don Finlayson
<u>OUTINGS AREA</u> ** Rovers Splash Parties	<u>RADIO & THEATRE AREA</u> ** Talent Bureau Noon Movies Union Varieties	<u>DANCE AREA</u> ** Square Dance Let's Dance Private Dance Saturday Nite Dance Variety Dance	<u>MUSIC AREA</u> ** Coffman Musicale Classical Listening Record Lending Library Song Fests Music Equipment usage	<u>ADMINISTRATION</u> ** Staff Conferences Office Procedures Budget Procedures Relationships
<u>GAMES AREA</u> ** Billiards Bowling Quarterbacks	<u>SOCIAL SKILLS AREA</u> ** Charm, Inc. Toastmasters Toastmistresses	<u>FINE ARTS AREA</u> ** Gallery Humanities Forum	<u>TERRACE ROOM</u> ** <u>UNION TOURS</u> **	<u>UNION BOARD</u> ** Personnel Comm. Program Comm.
<u>AIRCRAFT SHOP</u> ** Arts & Crafts Poster Area	<u>PROGRAM DEVELOPMENT</u> ** Creative Writing	<u>SOCIAL SKILLS</u> Student-Faculty Coffee Foreign Students	<u>PROGRAM PERSONNEL (Stud)**</u> Recruiting Recording Evaluating	<u>SPECIAL EVENTS</u> ** Consultant to all special events Gen. Chairmen.

**Denotes Primary Responsibility

SPECIAL EVENTS ASSIGNMENTS AND RESPONSIBILITIES

WELCOME WEEK SEPT. 19			
C.M.U. Shows off	Coffman Capers Show	Dance, Promotion, Publicity	Activities Day
UNION FALL TRAINING CAMP OCT 12			
Program, Physical Arrange.	Recreational Activities	Attendance, Promotion	Songs, Fun, Morale
UNION OPEN HOUSE OCT 15			
Programs, Publicity, Bldg. facilities	Dance	Special Activities	Decorations, Tours
HOMECOMING DANCE OCT 29			
Bands, Entertainment	Physical Arrangements	Publicity, Promotion	Ticket Sales
15TH ANNIVERSARY PARTY NOV 19, 21 & 23			
Publicity, Promotion	Special Act. thru celebra.	Dance Party-sales, entert.	Open House, Physical Arrange.
CHRISTMAS FORMAL DEC 3			
Bands, Entertainment	Ticket Sales	Promotion, Publicity	
CHRISTMAS SING DEC 5-7			
		Promotion, Publicity	General Committee
UNION DIVIDEND NIGHT JAN 14			
Special Activities	Physical Arrangements	Dance, Bands, Entertainment	
SNOW WEEK JAN 21-28			
Ice Train, Ticket Sale	Publicity, Polar Party	Ice Capers, Burtons, Competit. King & Queen, Sno Ball	
MARDI GRAS FEB 18			
Promotion, Publicity	Band, Entertainment	Special Activities, Decor.	Ticket Sales
STARDUST APRIL 21			
Ticket Sales	Decorations	Band, Entertainment	Promotion, Publicity

WMR **

GRADUATE COMMONS**

RECREATION STUDENTS**

September 21, 1955

Hi:

Friday is Activities Day here in Coffman Memorial Union and the Union Board will be having a booth telling new students about the various activities here in the building. You will want to give as much information as you can to these new students. The students will be coming to the booths from 2:00 p.m. to 4:00 p.m. so would you plan to be here to answer their questions and sign up if they are interested in the Union Board Office.

Please plan to be at the Board Room at 9:00 a.m. on Friday, September 23, 1955, to meet with Dick Getchell and Rod Rude to set up the booth. If you are unable to be here at this time, contact Rod Rude.

See you Friday morning!

Sincerely yours,

Helen Hartwick

Helen Hartwick
Program Consultant

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
July 30, 1955

Members Present

Dick Getchell, Nancy Wallgren, Mr. Snook, Jean Teske, Jon Wempner,
Mr. Starr, Mr. Cheese, Dr. Shoffner, Rod Rude, Nancy Brown, Neil Swanson,
Paul McRoberts, Mr. Richter.

Others Present

Marion Timothy, Dave Seamans, Roberta Herbkeramen, Program Consultants,
Hugh Smith, Editor of the Daily, Al Miller, Daily Reporter.

St. Paul Campus Union Members Present

Gail Sutor, Dan Webster, Dean Lindgren, Bob Davidson, Al Mayers,
Miss Bellinger, Dorothy Bonell, Helen Ludwig, Charlotte Quinn,
Rita Mintemann, Dave Kanatz, Lou Rob, Mr. Larson.

Members Absent

Coffman Union Board - Al Bromley, Nancy Forte, Chuck Inn, Con Nordquist,
Warren Pease, Bob Wilkinson, Bob Winandy, Mr. Pfleider.

St. Paul Union Board - Jim Burns, David Chester, Dr. Dowell, S. A. Eugene,
Owen Halberg, Ralph Kitchell, Carolyn Larson, Ralph Miller, Dave Nyhre.

The meeting of the Coffman Union Board of Governors was called to order at 4:45 p.m.
The Coffman Union Board of Governors and the St. Paul Campus Union Board of
Governors met at the home of Mr. Paul Larson, Manager of the St. Paul
Campus Union. The Boards met separately to clear up regular business
and then held a joint session.

The President reported that he has been in the Union several times to
observe the summer operations which are going very well. It is anticipated
that there will be another Board meeting before school begins in the fall.

House and Finance Committee

Neil Swanson presented several requests to the Board for the use of
facilities in the Union with the recommendation of the Committee that
they be granted.

⁰⁻⁵
Motion K-477

It was moved to approve the following requests for the use of the facilities
in Coffman Memorial Union:

November 5, 1955, College President's, Women's Lounge, All Day

May 25, 1958, Annual Alumni Banquet, Main Ballroom
March 27, 1958, College of Education, Main Ballroom, 8:30 a.m. - 2:00 p.m.
March 28, 1958, College of Education, Main Ballroom, 12:00 m. - 4:30 p.m.
May 18, 1958, Athletic Department, Main Ballroom, 8:00p.m. - 12:00 p.m.

Seconded and Carried.

The recommended new rates for the rental of facilities in the Union were presented to the Board. The new rates will more adequately meet the cost of the services performed and the indirect costs of renovation. The new rates are very low as compared to rates in the other Big Ten Unions, but it was the committee's opinion that they would meet our needs to a greater degree and still not be prohibitive.

0-6
Motion K-478

It was moved to approve the new rates for rental of facilities and for services in Coffman Memorial Union.

Seconded and carried.

The new rate schedule will be forwarded to Board members as soon as possible.

Neil Swanson reported that the fiscal balance for the year 1954-55 was \$48,481.57. Of this amount \$25,000 has been transferred to the new St. Paul Campus Union leaving a balance of \$23,481.57. We have on hand at the present time \$30,650.93 which will be used for renovation. It was the opinion of the Board the amount transferred to the new St. Paul Campus Union should be exactly half of our balance as we had previously moved to contribute half of the balance, not to exceed \$25,000. Mr. Starr will request the University Business Office to make the change.

Mr. Swanson also reported that the entire surface of the Billiard Room floor will need to be recovered as the tile is very worn and if the holes are patched now it will only be a short time before others will appear. However, it was found that the Billiard tables will not have to be moved out but can just be moved to one side of the room while the recovering of the floor is being done which will save a considerable sum.

Personnel Committee

Jon Wempner reported that the following Committee Chairmanship vacancy remain.

Coffee Hours
Billiards
Bowling
Chess
Stardust
Open House
Coffman Musical

Song Fests
Record Lending Library
Splash Parties
Talent Bureau
Noon Movies
Quarterback Session
Foreign Students

Classical Listening Hour
Welcome Week
Christmas Sing
Fine Arts
Sno Train

The Committee plans to have a Committee Day early Fall Quarter to recruit Committee Chairmen.

The Leadership training retreat will be held October 12, 1955, Columbus Day. The Committee presented the following three camps, Lyman Lodge, Idu Hopi, and St. Croix, for the Board's opinion. Most of the Board members felt that Lyman Lodge would be best as those who could not stay overnight could come out the following day and because transportation costs would be less as it is closer to the campus.

Program Committee

Marion Timothy reported for Rod Rude who has been away at camp working.

This year the Board will have a part in Freshman Orientation. Wednesday evening the Union will provide mixers for the freshman before dinner and after dinner a talk will be given on the Union Board and the Union Committee system. A style show will be presented by various stores in the Twin Cities showing clothing which might be worn to Union events. Talent acts will be presented during the show.

It is expected that old Board members will take part in Coffman Capers. Last year's program was voted first by the freshman and it is hoped that the Board members can do it again.

Tom Millott is in New York at the present time and in a recent letter to the Program Office he mentioned that the scrip for Coffman Capers will be completed shortly. The scrip will be duplicated and copies will be mailed to Board members. The Coffman Capers Show will be given on Monday, September 19, 1955.

Rod Rude suggested that the Area Directors contact all of their particular Committee Chairmen so that the program will get underway as smoothly as possible this fall.

Paul McRoberts reported that at the present time there are many big name attractions available for Homecoming. It was the opinion of the Board members that since a choice might be possible the next consideration should be the best price available.

New Business

Mr. Starr announced that Mr. Don Finleyson will be the new Program Director and that he will be taking over his duties the latter part of August. Mrs. Roberta Herbkeraman, Junior Program Consultant, who recently joined the staff was introduced to the Board.

JOINT MEETING OF THE UNION BOARDS

The Coffman Union Board of Governors and the St. Paul Campus Union Board met jointly to discuss the matter of construction of the new St. Paul Campus Union. A memorandum prepared by Mr. Starr was presented to the Boards giving the history of the project. An agreement between the two Boards drawn at a joint meeting on January 19, 1949, favoring the early construction of the new St. Paul Campus Union, a report on the status of funds as of June 30, 1955, memorandum from Mr. J. A. Topping dated January 23, 1955, and a letter from Mr. G. Ray Higgins to Mr. Roy V. Lund, dated November 1, 1948 were also distributed.

With the completion of the fund drive the the new St. Paul Campus Union the Union Boards met to consider and determine the needs of both the new St. Paul Campus Union and the Coffman Memorial Union.

⁰⁻⁷
Motion K-478

It was moved to approve the revised general building plans, the site, and the immediate construction of both phases of the St. Paul Campus Union, floating a bond issue to be paid off over a period of years to cover the cost.

Following discussion the motion was withdrawn.

Following additional discussion Rod Rude made the following motion:

⁰⁻⁸
Motion K-479

It was moved to recommend to the administrations approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost.

Dr. Shoffner seconded.

After further discussion of financial aspects of the project the motion was amended by Lou Robb and seconded by Jon Wempner.

⁰⁻⁹
Amendment: Motion K-479

add "And to recommend that if necessary an increase be made in the Student Union fee not to exceed \$1.00 per quarter."

Seconded and carried.

A roll call vote was taken and motion was carried by majority.

⁰⁻¹⁰
Motion K-480

It was moved to unanimously approve Motion K-479.

Seconded and carried.

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Motion K-481

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 7:45 p.m.

Respectfully submitted

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
September 27, 1955

Members Present: Dick Getchell, Nancy Forte, Nancy Brown, Jean Teska, Al Bromley
John Richter, Nancy Wallgren, Paul McRoberts, Bob Winandy, Rod Rude, Neil
Swanson, Jon Wempner, Dr. Shoffner, Bob Wilkinson.

Members Absent: Con Nordquist, Warren Pease, Mr. Cheese, Mr. Pfleider, Mr. Snoke

Others Present: Helen Hartwick, Don Finlayson, Dave Seamans, Vince Dony, Pat Jaster,
Daily Reporter.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting
were approved.

Personnel Committee: Jon Wempner reported that the Square Dance Chairman has
resigned and that the committee has interviewed and recommends the approval
of the appointment of Jacqlyn Nunn.

0-12
Motion K-486: It was moved to approve the appointment of Jacqlyn Nunn as Chairman
of the Square Dance Committee.

Seconded and carried.

The list of Committee Chairmanships which remain vacant was read to the Board
members. Area Directors were reminded that it is their responsibility to see
that there are several applications for each of the existing vacancies as the
responsibility will fall on them if the position is not filled. They were
also asked to contact those people who are acting as Chairmen but do not have
Board approval. These individuals should fill out an application for a
Committee Chairmanship.

The program for the Leadership Retreat was distributed. Recreation will be
kept at a minimum at this Retreat as it is the objective of the committee to
obtain a work atmosphere. Board members were asked to take an active part
in this Retreat as a good workshop training session will insure a smooth
program for the coming year. Area Directors were asked to contact their
Committee Chairmen, who in turn will contact Committee members about the
Retreat. The Personnel Committee must know by Friday, October 7, 1955,
how many people will be attending. But transportation has been arranged,
and the Committee would like all those attending to go by bus.

A letter of resignation from Con Nordquist was received and was read to
the Board by Jon Wempner.

0-13
Motion K-487: It was moved to accept the resignation from the Board of Con Nordquist

Seconded and carried.

There are two positions on the Union Board which are vacant. Notice has been given to the Daily of these vacancies. Board members were asked to notify anyone they feel would be interested and would qualify for one of these Board positions.

With the resignation of Con Nordquist there is also a vacancy on the Executive Committee. A member at large will be elected when the two vacant positions have been filled.

The Personnel Committee will be starting a Personnel Bureau very soon. A card file will be kept of all prospective Committee members and Committee Chairmen.

Board members were asked to give their class schedules and list the free hours which they will spend in the Board office during the week.

Rod Rude explained the procedure for signing up students interested in participating in activities or in joining a committee. Two small file boxes with appropriate file cards will be available in the Board office for those on duty to take care of students. Information on the various areas will be available also. Where fees are required in signing up for an activity such as bridge lessons or dance instruction the money should be deposited with the Program Office Secretary.

Public Relations: The 15th Anniversary Party was discussed. The committee suggested that a program of free events such as bowling, billiards, coffee hours, etc. be a part of the celebration. There is a possibility that a name band may be contracted for this event at a very low cost. The committee suggested that coupon books giving admittance to the events be printed and sell for \$1.25. The printing of the books might be financed by some local business and carry their advertising.

0-14

Motion K-486: It was moved that the Union Board of Governors ask President Morrill to be an honorary member of the Board.

Seconded and passed.

Another suggestion made in connection with the celebration is the possibility that through station WEMR'S contact with Old Gold cigarettes, we may be able to have Jill Cory as a guest attraction at not cost to the Union.

The suggestion boxes are ready to be put out and the Public Relations Committee plans to initiate their use during the celebration. The committee recommended that they be used in connection with a contest to name the Commuter's Lunchrooms.

0-15

Motion K-489: It was moved to hold a contest during the 15th Anniversary Celebration to name the Commuter's Lunchrooms.

Seconded and defeated.

Al Bromley reported that the Bulletin Board in the Union Board office will be completed soon showing the organization of the Board, Areas, and Committees.

0-16

Motion K-490: It was moved to approve a budget of \$2,500 for the Anniversary Dance Band and that a deposit check for the necessary amount, \$1250.00 (within the budget) be sent as soon as possible for the band.

Seconded and carried.

House and Finance Committee: The Committee recommended that the following blanket room reservation be approved.

0-17

Motion K-491: It was moved to approve the reservation of rooms 343 and 344 from 6:30 to 10:00 p.m. October 3 through October 7, and October 10 through October 14, 1955, for Varsity Show Rehearsals.

Seconded and carried.

0-18

Motion K-492: It was moved to approve the reservation of room 343 from 8:30 a.m. to 5:00 p.m. October 3, through October 7, 1955 for the Association of Women Student Interviews.

Seconded and carried.

Neil Swanson announced that ledgers for Committee Chairmen will be made up and distributed very shortly.

It was mentioned that the House and Finance Committee will be going over the rate schedule for WMMR in the near future in connection with the commercialization of the station.

University Village Union: The President recommended the approval of the appointment of Mrs. Len Dreger for a one year term as member of the University Village Union Board.

Seconded and carried.

It was recommended at the previous meeting to appoint Mrs. Dreger for an unexpired term and for the forthcoming term. Due to misunderstanding of term length the appointment was made for the unexpired term only and that term has now expired.

Other Business: Question was raised on the development of the Committee appointed last spring in connection with the restudy of the Union. The President stated that the recommendations of the committee have been presented to the administration and we will be hearing more on this matter in the near future.

Nancy Forte asked that anyone interested in planning entertainment for the Regional Conference meet with her on Friday, September 30, 1955, between 2:30 and 4:30 in the Board Office.

Rod Rude mentioned that the schedule of Board Office hours for Board members will be posted by Friday, September 30, 1955.

Nancy Brown raised question on what is being done on the curtain for the stage in the main ballroom. Dick Getchell said he would check into this matter.

⁰⁻¹⁹
~~Motion K-493:~~ It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted

Gordon L. Starr
Recording Secretary

October 25, 1955

UNION PASS POLICY

- I. The Union Pass Policy shall be executed by means of a pass list. The signature of the person attending the event is required on the pass list before entry to the event.
 - A. These people shall receive a lifetime double pass to all Union events with the exceptions noted in Part III. They shall be notified annually, in the Fall Quarter if possible, of their pass privileges.
 1. Members of at least two full quarters of the Coffman Memorial Union Board of Governors.
 2. Director and Assistant to the Director of Student Unions.
 - B. News organizations shall receive the following passes to all Union Events, without their representatives receiving lifetime pass privileges as individuals. These organizations shall be notified annually, in the Fall Quarter, of their pass privileges.
 1. WMMR, two passes
 2. Minnesota Gopher, two passes
 3. Minnesota Daily, two passes
 4. With the exception of the above organizations, press, radio, and T.V. passes to promote or publicize Union events will be respected.
 - C. These people shall receive a double pass to all events occurring while they are in office. They shall be notified annually, in the Fall Quarter, of their pass privileges.
 1. Members of the CMU Union Board of Governors
 2. Members of the Board of Regents
 3. Members of the St. Paul Union Board and the Village Union Board
 4. Directors of the St. Paul Union and the Village Union
 5. Salaried staff personnel employed at CMU in the Department of Student Unions.
 - D. These people shall receive a double pass to particular events.
 1. Chairman of a Coffman Memorial Union Committee--to all of his Committee's events;
 2. Sub-Chairman in charge of a single event under the Coffman Memorial Union Committee Chairman--to one Committee event of his choosing;
 3. Sub-Chairman essential to several events under the Coffman Memorial Union Committee Chairman (i.e. publicity, buttons, etc.)--to any single Committee event of his choosing;
 4. Sub-Chairman essential to a single event (i.e. publicity, decorations, tickets, etc.)--to his event;
 5. Chaperons--to his or her event.
 - E. These people shall receive a single pass to particular events:
 1. Any personnel definitely essential to an event -- to that event.

F. Queens and Queen Candidates

1. Queens and Queen Candidates shall receive a single pass to all events for which they are essential to the program or publicity except those for which they require an escort, in which case they shall receive a double pass.

II. Homecoming

- A. In addition to the pass list, card passes for the Homecoming Dance and other Union sponsored Homecoming events shall be given to the Homecoming General Chairman for his distribution. The total number of these passes given shall be determined as follows:

1. General Chairman of Homecoming receives a double pass;
2. A maximum of sixteen double passes shall be distributed by the Homecoming General Chairman to his most active committee workers upon prior approval of this proposed pass list by the Executive Committee of the Coffman Memorial Union Board of Governors.

- III. Exceptions may be made to the above Pass List with the approval of the Coffman Memorial Union Board of Governors.

IV. General Procedure

- A. When a person fits into more than one of the above categories, he is subject to the one category giving the most desirable pass privileges;
- B. The Pass List shall be made up at a meeting of the Chairman of the event and a program consultant and the Executive Committee of the Coffman Memorial Union Board of Governors;
- C. When the Pass List is completed, it shall be made available to the Chairman of the event in order to notify personnel concerned.

UNION BOARD AGENDA

October 3, 1955

- I. Call to Order.
- II. Approval of Minutes of Previous Meeting.
- III. Standing Committee Reports
 - A. House and Finance
 - B. Program Committee
 - C. Personnel Committee
 - D. Radio and Theater Arts
 1. WTR Report - Jim Rensburg
- IV. Special Committee Reports
 - A. Homecoming
- V. Brotherhood Week.
- VI. Delegates for Big 10 Conference.
- VII. By-Low Amendment.
- VIII. Director's Report. (Postponed until October 10)
- IX Other Business.
- X. Adjournment.

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PROPOSED BY-LAW AMENDMENT

Article III, Section 7-- The System--al

As It Reads:

- (1) All individuals would register in the program consultants office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.

Proposed Change:

- (1) All individuals would register in the Union Board of Governors office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.

WMMR SALES POLICY

1. Those persons duly authorized by the General Manager of WMMR as solicitors and liasons between WMMR and prospective clients or contracted sponsors shall be known as "Time Salesmen."
2. These Time Salesmen shall be appointed by the Sales Manager and General Manager of WMMR with approval of the Coffman Union Program Director.
3. These Time Salesmen, once appointed, are the only persons who may act in official capacity as outlined above (1).
4. The number of WMMR Time Salesmen, as a group, shall never number above six, this number includes the General Manager and Sales Manager.
5. With the General Manager and Sales Manager acting in a supervisory and general sales capacity, the remaining Time Salesmen shall each be appointed to a defined territory in which their activities shall be confined. These territories are:
 - A. Downtown Minneapolis business concerns.
 - B. Downtown St. Paul business concerns.
 - C. All business concerns within a 12 block radius of campus.
 - D. All University organizations and student groups.
6. Duration of Time Salesmen's employment at WMMR shall be determined by his performance, and scholastic status. Reasons for termination of employment:
 - A. Outright dismissal by Sales Manager with approval from General Manager.
 - B. Graduation from the University of Minnesota.
7. Time Salesmen shall be reimbursed for their sales on the following basis:
 - A. 5% of remittance from any such sponsor he should successfully solicit for WMMR.
 1. Such payment will be made only upon remittance from said sponsor.
 2. This commission is to be paid from remittance contracted by salesman receiving said commission. It will be paid only for duration of each contract or salesman's stay in school, whichever is shorter.
8. All WMMR Time Salesmen shall respect the regulations and rates of the WMMR Rates Schedule and abide by said rules.
9. No national sponsorships may be solicited by WMMR Time Salesmen as this area is covered by WMMR's national sales representative, the College Radio Corporation

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
October 4, 1955

Members Present: Dick Getchell, Rod Rude, Warren Pease, Nancy Forte, Paul McRoberts, Mr. Starr, Jon Wemponer, Jean Teske, Bob Winandy, Nancy Brown, Al Bromley, Bob Wilkinson, Dr. Pfleider, Neil Swanson.

Members Absent: Nancy Wallgren, Mr. Cheese, Mr. Richter, Dr. Shoffner, Mr. Snoko.

Others Present: Don Finlayson, Virginia McHugh, Jim Ramsburg, Jim Gainsley, Pat Jaster, Daily reporter.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

House and Finance Committee: The committee presented to the Board the sales policy for station WMMR. The policy was discussed by the Board and several revisions were made. It was felt that Time Salesmen for WMMR should be considered as committee members, that provision should be made for Time Salesmen to terminate service by resignation, and that the Sales Manager should be appointed from the committee members by the General Manager of the station. These revisions were made and included in the policy.

0-20

Motion K-494: It was moved to approve the WMMR Sales Policy as presented with the revisions made by consensus of the Board.

Seconded and carried.

There was some discussion on the 5% commission to be paid to the Time Salesmen. It was brought out that this is a very nominal amount in comparison to commissions received elsewhere on campus. It was also mentioned that WMMR is an activity in which an on the job atmosphere is created to help the students prepare for a future situation. This incentive will be helpful in attaining that goal and will not tax the income of the station to a great extent.

A question was raised as to whether commission will be paid to anyone on the time which has been sold prior to approval of the Sales Policy. Jim Ramsburg, station Manager, stated that the time which has been sold was done through the College Radio Corporation and they will receive their commission as approved under the rate schedule, but no student committee members of the station will receive a commission on national advertising.

Reservations were presented to the Board for approval. Neil Swanson Chairman of the Committee recommended that the following be approved.

0-21

Motion K-495: It was moved that the Minnesota Christian Fellowship be granted the use of room 315 each school day morning from 7:30 to 8:30 for the academic year 1955-1956.

Seconded and carried.

0-22
Motion K-196: It was moved that the College of Education be granted the use of the Main Ballroom for a luncheon on March 28, 1956, (Annual Schoolmen's Week Luncheon).

Seconded and carried.

Mr. Swanson mentioned several requests which have been made recently which the committee did not feel the Union could grant. The YVCA requested that a partition be constructed in their office. The Minnesota Christian Fellowship requested office space in the building. The Foreign Student Clothing Exchange requested use of a room in the Union. At the present time there is no office space available in the Union.

Program Committee: Rod Rude announced that the schedule of Office Hours for the Union Board has been posted on the bulletin Board. All Board members were requested to consult the schedule.

It was suggested that the Board members on duty in the office at the time coffee hours are being held should attend the coffeehour and announce that it is sponsored by the Union Board of Governors. Most Board members felt that they would be willing to appear and informally welcome guests, but that a nicely printed poster on the coffee table would be sufficient announcement of the Union's sponsorship.

Board members - Please check Office Hours Schedule!

Personnel Committee:

Jon Wempner announced that nine students filed for the two Board vacancies. Of these filings two individuals were recommended to fill these positions, Wayne Tempelman and Fred Mecklenburg. The qualifications of these individuals were discussed by the Board members and their filing sheets were distributed for review.

0-23
Motion K-197: It was moved to approve the appointment of Wayne Tempelman and Fred Mecklenburg as members of the Union Board of Governors.

Seconded and carried.

Jon Wempner presented to the Board several names for approval as Committee Chairmen. The qualifications of these individuals were discussed and their filing sheets were distributed.

0-24
Motion K-198: It was moved to approve the appointment of the following individuals as Committee Chairmen.

Gallery Chairman - Joan Raihle
Coffman Musicals Chairman - Dorothy Lea
Noon Listening Hour Chairman - Mustafa Yazman

Seconded and carried.

Jon Wempner presented to the Board a recommendation that Miss Mary Ackerman be appointed as Chairman of the Personnel Bureau. There was a question raised on the interpretation of the By-Laws as to whether there is provision for a Chairman of the Personnel Bureau or whether this position is to be the responsibility of the Chairman of the Personnel Committee. Following discussion of this point and the reading of the section of the By-Laws pertaining to the Personnel Bureau the following motion was made.

0-25

Motion K-499:

It was moved to appoint Mary Ackerman Chairman of the Personnel Bureau.

Seconded and carried.

It was mentioned that the Personnel Bureau will, nevertheless, be under the guidance and supervision of the Chairman of the Personnel Committee.

Brotherhood Week:

Dick Getchell announced that he has received a request from the Chairman of Brotherhood Week asking that the Union Board participate in this activity. He mentioned that it would fall close to the time of our Fifteenth Anniversary and that the particular duties had not been specified. The Board members felt that if the participation would only involve the use of facilities that they would be agreeable, however, if specific duties were involved they would want to know what they were and how much time would be involved before a definite decision could be made. Dick said that he would get more specific information and would present it to the Board at the next meeting.

Big Ten Union Conference:

Dick Getchell announced that the Union will be sending five delegates to the Big Ten Union Conference, three students and two staff members. The Conference will be held October 15 and 16, 1955, at Lake Geneva, Wisconsin. Miss Nancy Forte, who attended the Conference last year, mentioned that it is usually an exchange of ideas of operation between officers of the Big Ten Unions.

By-Law Amendment:

The following amendment to the By-Laws was presented to the Union Board of Governors.

As it reads:

(1) All individuals would register in the program consultants office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.

Proposed Change:

(1) All individuals would register in the Union Board of Governors office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.

Action on this amendment will be taken at the next regular meeting of the Union Board of Governors.

Director's Report:

The Director's formal report will be postponed until the next meeting, however, Mr. Starr was present and made few announcements. There will be a sale of cigarettes in Coffman Union on Wednesday, October 5, 1955. Arrangements have been made through a tobacco dealer to give one free package with each package purchased.

Mr. Starr mentioned that he has checked on the progress of the new curtain for the stage in the Main Ballroom and that it will be up near the end of October. It is taking longer than usual to make because it is being done in sections that will be interchangeable and thereby give longer usefulness as worn parts can be moved.

Mr. Starr expressed his appreciation of the spirit of the Union Board this year. He felt that the Board members have gotten off to a good start this year and that we may look forward to an extremely successful year.

Mr. Starr announced that he had received messages from Dr. Shoffner and Mr. Richter that they were unable to be present at the meeting.

Other Business:

Board members were reminded that reservations for the Fall Leadership Retreat to be held October 12, 1955, must be in by Friday so that adequate provisions for food and space may be made.

It was suggested that Board members inform Committee Chairman that they should consult the interest file in the Board Office and contact any individuals who would be interested in working on their committees. These people may be invited to attend the Retreat.

A question was raised on the cost of the Leadership Retreat. The cost will be \$1.50 per person.

A question was raised as to whether or not the Personnel Bureau will interview all committee members. Jon Wempner stated that they will begin interviewing all prospective committee members after they are set up and those individuals who are committee members at the time the Bureau begins its operation will remain committee members and will not be interviewed.

Dick Getchell asked that Board members explain to anyone having a question on the letter sent to Committee Chairmen by the Program Office requesting students to make appointments is in the interest of efficient operation of the Program Office. Students are welcome in the office but an appointment schedule will help the students and program staff to work more efficiently.

Rod Ryde asked that all Board members bring their manuals to Board meetings and that they keep them up to date with all current information.

Bob Winandy requested that the Saturday Nite Dance Committee be granted permission to extend their hours to 1:00 p.m. on Saturday, October 15, 1955, because they will be starting late as there is a banquet scheduled in the ballroom earlier in the evening.

0-26
Motion K-500: It was moved that the Saturday Mite Dance Committee be granted permission to extend their dance to 1:00 p.m. on October 15, 1955.

Seconded and carried.

Dick Getchell read to the Board a letter received from Dr. Morrill expressing appreciation for the telegram received on his birthday from the Board.

0-27
Motion K-501:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

WMMR SALES POSITION

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 3. These Time Salesmen, once appointed, are the only persons who may act in official capacity as outlined above (1).
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 - A. Outright dismissal by Sales Manager with approval from General Manager.
 - B. Graduation from the University of Minnesota.
 - C. Resignation.
 7. Time Salesmen shall be reimbursed for their sales on the following basis:
 - A. 5% of remittance from any such sponsor he should successfully solicit for WMMR.
 1. Such payment will be made only upon remittance from said sponsor.
 2. This commission is to be paid from remittance contracted by salesman receiving said commission. It will be paid only for the duration of each contract or salesman's stay in school, whichever is shorter.
 8. All WMMR Time Salesmen shall respect the regulations and rates of the WMMR Rates Schedule and abide by said rates.
 9. No national sponsorships may be solicited by WMMR Time Salesmen as this area is covered by WMMR's national sales representative, the College Radio Corporation.
- The policy as set forth herein was approved by the Union Board of Governors at their meeting October 4, 1955.

LEADERSHIP RETREAT PROGRAM

October 12, 1955

8:30 Leave by bus from Comstock Hall

9:30 Arrive at Camp St. Croix - Registration, Main Lounge Cracker Barrel Session

9:45 Kickoff - "Responsibilities and Philosophy of Coffman Union"
Don Finlayson, Program Director

10:00 Keynote No. 1 - Jon Wempner "Committee Personnel"

10:15 Personal Workshop

11:00 Keynote No. 2 - Neil Swanson "Money-The root of all program"

11:15 Finance Workshop

12:00 Feed Bag

12:30 Recess in the play yard

1:30 Keynote No. 3 - Nancy Forte "The Best Show in Town"

1:45 Program Workshop

2:30 Keynote No. 4 - Rod Rude "Groves, Ruts, and Canyons"

2:45 Program Development Workshop

3:30 Cracker Barrel Session & movie "Living Room of the University"

4:00 Keynote No. 5 - Al Bromley "Shotgun vs. Rifle"

4:15 Relationships Workshop

5:00 Keynote No. 6 - Hencie Brown "The Book"

5:30 Recess again, kiddies

6:30 Feed Bag

7:00 Board meeting

8:00 Wind up - Dick Getchall

8:30 Board Bus for Home

**FILE COPY
DO NOT REMOVE**

UNDER THE BIG TOP

By Nancy Forte

Introduction

- I. Setting up the Circus Schedule
 - A. Ringmaster (Chairman)
 - B. Performers - Committee Workers
 - C. New Performers and performances
 - D. Depending on old acts (Committees for experience, records, publicity.)
 1. Sno Week (example)
 2. Union Varieties, etc.
 - E. New Acts
 1. Union Varieties
 - F. Audience Response
 1. Success or failure
 2. How
 - G. Grand Finale
 1. Summation of old programs for use of people next season.

POSTER POLICY ON OFFICIAL CAMPUS BULLETIN BOARDS

Statement of Policy

University policy states that all posters publicizing events of student organizations must be approved by the Office of the Dean of Students.

The posters may be placed on the official bulletin boards on campus, each of which is 4' x 5', and has two sides for posters.

Posters may be no larger than 7" x 11" in size and must bear the name of the sponsoring organization.

The bulletin boards are in the following locations:

MINNEAPOLIS CAMPUS

On 15th Avenue S.E. at entrance to Folwell Hall
Between Burton Hall and Psychology Building
At SW corner of Wesbrook Hall on 15th Avenue S.E.
Between Nicholson Hall and Pillsbury Hall
N.E. of Physics Building on Church Street (17th Ave. S.E.)
N.E. corner of Washington Avenue and Church Street
At Medical Sciences Court and Washington Avenue
N.E. corner of 15th Ave. S.E. and Washington Ave.
Between Zoology building and the Union on Delaware.

St. Paul Campus

N.W. corner of Union Building
East side of Coffey Hall
Inside Coffey Hall, Main Floor

For certain all-University events, posters may be placed "Burma-Shave sign" fashion on the knoll, and on the Mall lamp posts. This requires a special approval from the Student Activities Bureau. Limitations of this privilege include only one set per week at either location, and individual organizations may use either of these locations only once per quarter. These facilities are available for those events usually classified as University-wide in their potential appeal and drawing power.

UNION EVENT REPORT

Program Office

Title of Event:

Date:

Hours:

Attendance:

Where held:

1. What room set-up and decorative schemes were used?

2. Were there any special services provided, such as refreshments, orchestras, P.A. System?

3. What specific things were done to promote this activity?

4. Outline briefly what happened - describe the program content.

5. How many committee members actively participated in planning this event? _____

How many committee members attended the event? _____

EVALUATION:

1. What were the strong features?

2. What were the weak features?

3. What was the attitude of those attending the program?

RECOMMENDATIONS:

Chairman

Area Director's Comments:

Program Staff Comments:

PROGRAM DEVELOPMENT

By Rod Rude

I. Need

- A. A tidal wave of students is due to hit the University during the early 1960's and the Union program should be expanded for their use.
- B. Some programs do not reach the maximum number of students who may be interested and therefore do not offer a full service. Expansion of program to meet the needs and interests of students not now attending is a necessity.
- C. The Union is a big building with many facilities and has many hours with little or no activity. To let these facilities go to waste by disuse is no service to the student body.

II. Pre-requisites

- A. Good working knowledge of the skills used in the operation of your area.
- B. Good working knowledge of Union policy and procedure regarding the activities it sponsors.
- C. An interest in friendly and cooperative work toward bigger and better programming in the Union for service to those we serve -- the student.

III. Working Material

- A. The originality in thought and action of all area directors, committee chairman, and committee workers interested in program development.
- B. The aid of trained program consultants and the materials they have or can provide to stimulate your own thought or to feed the needs of your program.
- C. A limited budget allotment directed to the use of program development and of course the amount already allotted to each activity by the yearly budget as approved by your Union Board of Governors.
- D. All the facilities the Union can provide or that can be gotten through contracts in the University community.
- E. Additional workers who can be obtained through a Personnel Committee as set up by the Union Board for your use.

IV. Work to be Done

- A. First and foremost the responsibility is to improve and expand activities already in motion to meet the rising needs of the student body.
- B. Second and very important is to observe opportunities to set up new activities or otherwise improve the function of the Union to further make it a center of student interest and participation.

V. Conclusion

It is my belief that by having the basic knowledge contained in the above mentioned pre-requisites and putting this together with the working materials available, that much of the work to be done can be accomplished and the Union can advance greatly towards meeting the need of the group which pays for its operation. I would suggest that your workshop discussion be aimed at how programs can be developed or expanded in your particular area. If a particularly good idea concerning another part of the Union comes to the fore, do not spend time discussing it but please do note it for reference to the Union Board for further consideration.

Mr. Star

"The Vanishing Indian"

By Don Finlayson, Program Director

I. Introduction

A keynote address to a day of constructive criticism, objective planning and dedicated effort.

A raising of relevant questions¹, each with its² own answer not necessarily the same answer in each activity area and not necessarily comparably vital yet all requiring a satisfactory answer in the immediate future.

A defining of terminology to establish a common meeting ground on which we may build a productive program.

A challenge to each individual actively participating in our program to consider the entire University community and the effects³ his participation and actions⁴ will have on the present and future development of the University and the individual.

An outlining of a few of the main objectives⁵ which are of essential consideration in the workshops⁶ throughout the day.

II. Questions⁷

A. The role of the Union - which, if any?

1. Educational
2. Recreational
3. Cultural
4. Personal

B. What should be the yardstick by which we judge our success or failure?

C. Is the Union a physical plant, a planned program, or both, or neither?

D. What is the product of the Union?

E. Is there value in failure?

F. Whither goest the faithful Indian?

III. Specific Objectives⁸

A. Each committee to increase the quality and quantity of those activities falling within their responsibility.

B. Each committee to conduct a comprehensive evaluation of their program to determine which activities are fulfilling a vital need or providing a vital service and to either change or replace those activities which do not.

- C. Each committee, in cooperation with program development, develop a research or experimental activity which they feel will fill a need or service.
- D. Each committee to evaluate their personnel position and practices for more effective use of those participating and where necessary, replace defective or non-existent personnel.
- E. Each committee to direct their constant attention to the problem of public relations remembering that as P. Barnum once said "Folks" just naturally go to the best show in town".
- F. Each individual, from first year committee member to President of the Board be concerned about and informed about the entire program of the Union.

IV. Food for Thought

- A. Be concerned about participation - in two areas:
 - 1. The number of students involved, particularly in the Freshman and Sophomore years and generally in all four years.
 - 2. Exploitation of those who do participate.
 - a. Economical use of time and effort
 - b. Executive ability to delegate authority
 - c. Less administrative detail
 - d. Clearer definition of responsibility and less overlap of function.
- B. Recognize the counselling and corrective function on a social level with event in a Union program. More room must be made for the introvert, the inexperienced and the socially maladjusted.
- C. Recognize yourselves as:
 - 1. A leader
 - 2. A counsellor
 - 3. A representative of the University community
 - 4. A student
 - 5. An individual
- D. Webster defines "Union" as a union of interest resulting in a union of aims.
- E. Stepping stones to success:
 - 1. Selfless service the motivation
 - 2. Evaluation the basis of planning
 - 3. Democratic considered decision the guide
 - 4. Anonymous cooperation the method
 - 5. A free Union the result.

V. Conclusion

This University of ours is a giant, sprawling mass - production factory with partially trained masses as the raw material with production minds and developed personalities the finished product.

In this mass process, inferior raw materials and/or poor processing techniques may result in rejects along the four year production line, but unfortunately, a few products with "Bugs" do slip through our complicated checking mechanisms.

The greatness of the University lies in the far greater number whose future achievements establish justification of the system.

The Union can take justifiable pride in those who have gone on to establish the University reputation - our pride is only relative to the degree in which we helped.

PROPOSED BUDGET ALLOTMENT
1955 - 1956

AREAS	1955-56 BUDGET	1954-55 BUDGET
<u>ARTCRAFT WORKSHOP</u>		
Instruction & Promotion	\$125.00	\$100.00
Photography	50.00	50.00
<u>DANCE AREA</u>		
Saturday Nite	None	None
Let's Dance	400.00	500.00
Private	None	None
Variety	None	None
Square	75.00	100.00
<u>FINE ARTS</u>		
Gallery	400.00	500.00
Humanities Forum	150.00	150.00
Creative Writing	100.00	-----
<u>GAMES AREA</u>		
<u>Billiards</u>		
Instruction & Promotion	50.00	50.00
Tournaments	50.00	50.00
<u>Bowling</u>		
Instruction & Promotion	40.00	50.00
Tournaments	60.00	50.00
Big Ten Tournament	200.00	None
<u>Bridge</u>		
Instruction & Promotion	75.00	50.00
Tournaments	25.00	50.00
<u>Game Room Activities</u>	50.00	100.00
<u>MUSIC AREA</u>		
Christmas Sing	35.00	35.00
Coffman Musicale	175.00	175.00
Band Concerts	80.00	80.00
Folk Song Fests	50.00	50.00
Music Listening - Classical	50.00	50.00
Music Listening - Popular	50.00	50.00
Record Lending Library	400.00	300.00
<u>OUTINGS</u>		
Rovers	483.50*	500.00

* With the provision that \$240.00 be spent for bicycles and this be spent only if better storage space is found for the bicycles. Also that any income from bicycle rental be used to improve old equipment or buy new.

1955-56
BUDGET1954-55
BUDGETAREASRADIO & THEATER ARTS

Noon Movies	\$400.00	\$400.00
Union Varieties	360.00	100.00
Quarterback Sessions	50.00	150.00
Talent Bureau	50.00	100.00
WTR	850.00	600.00

SOCIAL SKILLS

Charm, Inc.	250.00	150.00
Student-Faculty Relations	500.00	500.00
Foreign Students	300.00	300.00
Toastmasters	100.00	75.00
Toastmistresses	100.00	75.00

SPECIAL EVENTS

Open Houses	500.00	400.00
Welcomes Week	225.00	200.00
Graduate Student	300.00	300.00
Program Development	400.00	600.00
Special Events Revolving Fund*	None	None

* This fund includes such activities as Homecoming, Christmas Semi-Formal, Sno-Week, Mardi Gras and Stardust.

PROGRAM OFFICE

Supplies	360.00	200.00
Telephone	300.00	275.00
Postage	75.00	25.00
Travel	400.00	400.00
Equipment	350.00	None

PUBLICITY

Date Digest	150.00	150.00
Gopher Coverage	300.00	300.00
Photo Service	250.00	250.00
Union Relations	100.00	100.00

UNION BOARD ACTIVITIES

Big Ten Convention	200.00	400.00
Christmas Cards	50.00	50.00
Christmas Decorating Party	50.00	50.00
Board Activities	400.00	
Alumni Reunion	100.00	

AREAS

1955-56
BUDGET1954-55
BUDGETPersonnelMerit Recognition
Leadership Outings
General Expenses\$360.00
150.00
40.00

4,025.00

AnniversarySUMMER EXPENSES

Summer Program

200.00

Summer Orientation

50.00

Contingency Fund

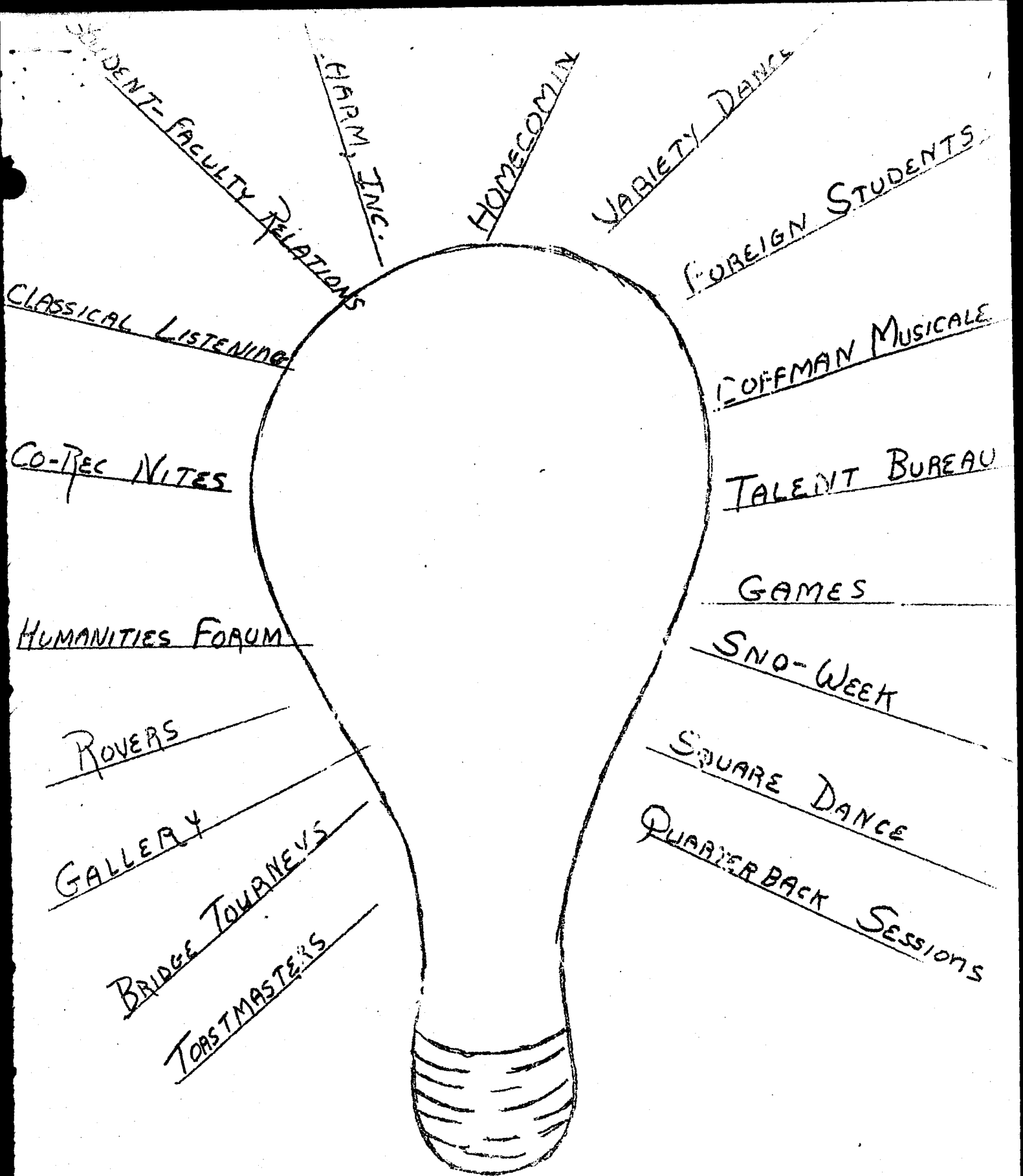
300.00

TOTAL

\$15,768.50

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
PROGRAM ATTENDANCE REPORT - FALL QUARTERS 1953, 1954

EVENT	1953			1954		
	No. of Events	Total Attendance	Average Attendance	No. of Events	Total Attendance	Average Attendance
AIRCRAFT WORKSHOP						
Total		5137			2552	
DANCE AREA						
Sat. Mite Dance	3	1677	626	6	3202	533
Variety Dance	9	6113	679	7	3728	532
Let's Dance	10	1110	111	7	463	66
Private Dance	16	626	39	16	651	41
Square Dance	10	1437	143	9	1096	122
Total		11163			9140	
SOCIAL SKILLS AREA						
Charm, Inc.	19	595	31	8	478	59
Toastmasters	9	109	12	7	134	19
Toastmistress	5	51	10	8	120	15
Coffee Hours	4	217	54	8	705	88
Total		972			1437	
FINE ARTS AREA						
Gallery	2	No Attendance Count		3	940	313
Humanities Forum	6	529	88	6	1080	180
Humanities Class		142			Discontinued in 1954	
Total		671			2020	
GAMES AREA						
Bridge Instruction	9	518	57	10	123	12
Bridge Tournament	-	-	-	7	155	22
Total		518			278	
OUTINGS AREA						
Outings - Rovers	-	-	-	9	141	15
Splash Parties	4	395	99	4	469	117
Sportsman Unltd.	1	250			None	
Total		645			610	
MUSIC AREA						
Coffman Musicale	8	170	21	4	283	71
Listening Hours				7	562	80
Band Concerts	1	300			None	
Record Lending Library	20	287	14	19	556	29
Folk Sing	-	-		1	25	
Total		1307			1426	
RADIO-THEATER ARTS AREA						
Noon Movies	10	4797	479	10	4479	447
Noon Varieties	4	2575	644	2	2104	1052
Quarterback Sessions	9	3941	438	10	3056	305
Total		11313			9639	
SPECIAL EVENTS AREA						
Homecoming Dance		4200			3874	
Christmas Sing	3	550	183	3	1500	500
Christmas Semi-Formal		234			410	
Welcome Week-Coffman Capers		1850			2200	
Tree Decorating Party		40			100	
Open House	1850				2150	
Peterson Edlib. & Instruc.		800			1300	
Special -Yvonne DeCarlo					710	
Total		8974			12244	
GRAND TOTAL		40700			39351	



ANNUAL FALL CAMP
of

the Coffman UNION board of GOVERNORS

Welcome to St. Croix for the Annual Union Retreat. You have been invited here because you are the students who will be leading the activities of Coffman Memorial Union for the coming year. The purpose of this Retreat is to prepare you for the responsibilities which will accompany your leadership positions.

One of the functions of this Retreat is for you to get to know the people with whom you will be working. The major function, however, is to learn how to carry out your responsibilities, not only with these people but also with the students you represent. While you are here today, try to visualize your responsibilities, not only with these people but also with the students you represent. While you are here today, try to visualize your responsibilities and learn how to carry them out so you may return to the campus with high enthusiasm and know-how in your specific area.

Have a good time, learn a lot, and keep your spirits high!

Jon Wempner
Personnel Chairman

A GRAPHIC REPRESENTATION OF THE COFFMAN UNION BOARD AND ACTIVITIES

Senate Committees

- Student Affairs
- Recreation

Special Committees

- Liaison
- Convocation
- Orientation
- Soc. Service Council

UNION BOARD OF GOVERNORS

Director of Unions

Assistant Director

Program Consultants

STANDING COMMITTEES

EXECUTIVE

HOUSE & FINANCE

PUBLIC RELATIONS

PERSONNEL

PROGRAM

Public Relations Bureau

Personnel Bureau

PROGRAM AREAS

Artcraft Workshop

- Leather
- Ceramics
- Weaving
- Jewelry
- Metal
- Wood
- Photography
- Posters

Dance

- Fri. Nite
- Sat. Nite
- Variety
- Let's Dance
- Priv. Dance
- Square
- Folk
- Cabaret

Social Skills

- Charm, Inc.
- Student-Faculty Relations
- Toastmistresses
- Toastmasters
- Etiquette

Fine Arts

- Gallery
- Humanities Program
- Forums
- Collector's Interest
- Book Reviews

Games

- Bridge
- Bowling
- Billiards
- Chess
- Checkers
- Table Tennis
- Scrabble

Special Events

- Homecoming Dance
- Christmas Semi-formal
- Sno Week
- Mardi Gras
- Open Houses
- Welcome Week
- 15th Anniversary

Music

- Musicals
- Christmas Sing
- Band Concerts
- Listening Hour
- Record Lend.
- Folk Sing

Outings

- Hiking
- Biking
- Sailing
- Skating
- Horseback Riding
- Splash Parties
- Rowers

Radio & Theatre

- Noon Movies
- Quarterback Sessions
- Noon Varieties
- Talent Bureau
- WMMR

Graduate Student Activities

Graduate Council

COMPOSITION OF STANDING COMMITTEES

EXECUTIVE

President
Vice-President
Corr. Sec'y
1 Memb.-at-large
1 Non-student Memb.
Director of
Union or his
representative
without vote.

HOUSE & FINANCE

Student Chrm.
2 Student. members-
at-large
1 Non-student memb.
1 Staff without vote
designated by Exec.
committee.

PUBLIC RELATIONS

Student Chrm
Corr. Sec'y
1 Student Bd. Memb.-
at-large
1 Non-student memb.
1 Staff without vote
designated by Exec.
committee

PERSONNEL

Student Chrm.
2 Student Memb.-at-
large
1 Non-student Memb.
1 Staff without vote
designated by Exec.
committee

PROGRAM

Vice-Pres.-
Chrm. of Fin
3 Students-
large
1 Non-studen
1 Staff with
vote design
by Exec.
Committee

PUBLIC REL. BUREAU

Board Chrm to be
Director
Members to be
Non-Board.

PERSONNEL BUREAU

Board Chrm. of Personnel
to be director
Members to be Non-Board

Mr. Starn

ORGANIZATION OF ADMINISTRATIVE AUTHORITY
UNIVERSITY OF MINNESOTA

Board of Regents

President

Administrative

Policy

Dean of Students

Union Board

University Senate

Student Activities Bureau

Senate Committee on Student Affairs

All University Councils

Board of Pub.

Social Service Council

All University Congress

Residence Councils

Mid Inter Fraternity Council

Inter Residence Council

Panhellenic Council

Inter Fraternity Council

University Village Council

University Grove East

Special Interest Councils

Alpha Phi Chi

Joint ROTC Staff

Associated Women Students

Pi Phi Chi

Womens Athletic Ass'n

St. Paul Womens Athletic Ass'n

Student Council on Religion

St. Paul Student Council on Religion

College Councils

St. Paul Club Commission

St. Paul Student Council

Business Board

Kitchi Geshig Council

Educational Intermediary Board

Medical Student Advis. Board

General College Council

Nursing College Board

Pharmacy College Board

Technical Commission

Medical Tech. Student Council

Technolog Board

Law School Council

St. Paul Union Board

M. Starr

MINNESOTA ROVERS. MEETING* (Quarterly Regular Meeting) Oct. 4, 1955. 7:00-8:00.

Einar Aase, Ch.	Kenneth Larson	Jim Carlson
Jean Lindholm, Publ. Ch.	Henry Roberts	Nancy Power
Marge McCall, Treas.	Matt Goldfarb	John Gmitro
Hal Krueger, Equip. Ch.	Phillip Hanson	Phil Frankel
Paul Lindberg, Trips Dir.	Hide Alcamatser	La Vonne Kreutzkamp
Betsy Powell, Secy.	Lorraine Smith	Bob Hays
Jean Christopherson	Kay Goranson	Richard Woodman
Phyllis Thiel	Bill La Bissoniere	Jean Glass
Marilyn Nelson	Robert Gabok	Bob Glass
Marv Anne Stone	Erich Germelmann	Anne Gurvin
James Sahlstrand	M. T. Yarman	La Vonne Jerome
Ray Rognlie	Bob Tjepkema	Houstin Rick
Doris Steinle	Trudy Tjepkema	

-Executive Committee Meeting - 6:30 - 7:00 PM-

Office: A suggestion was made that we set up a working office policy for both Ski Club and Rovers in regard to care of office and schedule of office attendants.

Union Trip: The union invited all interested members of Union sponsored groups to go on a trip to St. Croix YMCA camp next Wednesday, October 12, (Columbus Day Holiday.) Cost will be \$1.50.

Ski Club Movie: The club will vote on whether or not to co-sponsor the skiing movie (Neal Douglas) to raise money for the Olympic team. One of the questions in mind is whether or not the union will cover any possible loss.

-Rovers Meeting-

Rovers Introduction: The Chairman explained the Rovers Club for the benefit of the new members and introduced the Chairmen of the committees.

Coming Trips:

1. Oct. 9-Caneing. Tripleaders: Phyllis Thiel and Joe Marciniac.
2. Oct. 15-16 - Climbing (Winona). Tripleaders: Al Anderson, Einar Aase.
3. Oct. 23 - Biking. Tripleader: Bill Jacobson.
4. Oct. 30 - Hike-Como Park.
5. Nov. 6 - Splash Party.
6. Nov. 11-13 - Overnite to Itasca.
7. Nov. 19-20 - Berg's Slope Clearing.
8. Nov. 24-27 - Thanksgiving Holiday
9. Dec. 3 - Pizza Party
10. Finals!!

Film: At the close of the meeting the film, "Land of the Sky Blue Waters" was shown. Subject: fishing.

Respectfully Submitted,

Betsy Powell
Betsy Powell, Secy.

Union Board of Governors Meeting
October 12, 1955

Members Present:

Dick Getchell, Al Bromley, Nancie Brown, Nancy Forte, Rod Rude, Neil Swanson, Jeanne Teske, Nancy Wallgren, Jon Wempner, Bob Wilkinson, Bob Winandy, Wayne Tempelman, Fred Mecklenburg.

Members Absent:

Warren Pease, Paul McRoberts, Mr. Cheese, Mr. Pfleider, Dr. Shoffner, Mr. Layton, Mr. Richter, Mr. Starr.

The Board meeting was held following the Fall Leadership Retreat at the Y. M. C. A. Boy Scout Camp near Hudson, Wisconsin, with all participants present. The meeting was called to order at 6:50 p.m.

The following revision of the By-Laws was presented to the Board for the second reading.

As it reads:

(1) All individuals would register in the program consultants office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.

Proposed Change:

(1) All individuals would register in the Union Board of Governors office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.

0-28
Motion K-502:

It was moved to accept the proposed change in the By-Laws which will read as follows:

(1) All individuals would register in the Union Board of Governors office. The Personnel Bureau in cooperation with the program consultant would try to put all applicants on the committee the applicant was interested in.

Seconded and carried.

Program Committee:

Rod Rude told the Board members of the need for an Advanced Dance Class which could be held on Thursday evenings each week. This program would be self-supporting.

0-29
Motion K-503:

It was moved to establish an Advanced Dance Class to be held on Thursday evenings during the fall quarter.

Seconded and carried.

House and Finance Committee:

Neil Swanson presented a recommendation for change in policy on the use of Room 227. It was suggested that to prevent hard feelings only Union Committees and personnel should be authorized to use Room 227.

FUNCTIONS OF THE PERSONNEL BUREAU

I ORGANIZATION

- A. The Personnel Bureau shall be a sub-committee of the Personnel Committee and responsible directly to the Personnel Committee.
- B. The Bureau shall not include Union Board members.
- C. The Bureau shall consist of not less than six nor more than twelve members.
- D. There shall be a chairman selected by the Personnel Committee, who is to be included in the above number.

II DUTIES

- A. Select and interview all applicants for committee openings.
- B. Send all notices of acceptance and rejection, notices of absences, and drop notices.
- C. Keep committees well staffed.
 - 1. Committee appointments shall be made by Committee chairmen with approval of the Personnel Bureau
- D. Maintain orderly and up-to-date personnel files.
- E. Maintain regular contact with members so Bureau may know who is interested.
- F. Maintain an active file on all members for "Merit" awards.
- G. Be aware of any vacancies on committees and make suggestions for replacement.
- H. The Bureau should serve as a meeting place for the settlement of committee problems.
- I. This Bureau shall only have the power to make recommendations to the Personnel Committee.

PERSONNEL PROCEDURES

Committee Chairmen

1. Committee Chairman file sheets are to be found in room 229 Union. They are to be filled out, stamped "received" by consultants, and placed in the Personnel Committee Chairman's box.
2. Interviews will be scheduled and the Area Director, the Program consultant, and the interviewee will be notified of time and place.
3. Recommendation for appointment will be made by the member of the Personnel Committee doing the interviewing in conjunction with the area director.
4. The Union Board will make the final appointment.

Committee Members

1. Committee Chairmen fill out Committee Membership Requisition which may be found in room 229 Union. This is then placed in the Personnel Committee Chairman's box.
2. The Personnel Bureau schedules interviews and notifies the Committee Chairman, and the interviewee of the time and place.
3. Recommendation for appointment will be made by the Chairman of the Committee.
4. The Personnel Bureau must approve the appointment.

Use of Files

1. The file in the Union Board office is for the general use of all Union Committees.
2. Under no circumstances is a card to be removed from the file by persons other than those on the Personnel Bureau or the Personnel Committee.
3. Only people that have not been appointed to any committee will be found in the file.
4. Committee Chairman will be notified of any addition to the file regarding their particular Committee.

By-law Amendement

Replaces B, C, D, of Sect. VI

**The Coffman Memorial Union Board of Governors Pass
Policy shall determine who is to receive passes to
Union Events**

October 17, 1955

COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

PASS POLICY

- I. The Union Pass Policy will be executed by means of a pass list, The signature of the person attending the event on the pass list is required before entry to the event.
 - A. Determination of persons eligible to be placed on the pass list.
 1. Union Board members receive double passes.
 2. A Chairman of a Union Committee receives a double pass to all of his events.
 3. A Sub-Chairman, in charge of a single activity under the Committee Chairman, receives a double pass to his particular event.
 - a. A Sub-Chairman who is essential to all activities under the Committee Chairman, such as a publicity Sub-Chairman, shall receive a double pass to one of the events put on by the Committee.
 4. Chairmen of Sub-Committees of individual events shall receive a single pass to their events. (i.e. decorations, tickets, publicity, etc.)
 5. Any personnel definitely essential to an event shall receive a single pass.
 6. Board of Regents receive double passes.
 7. St. Paul Union and Village Union Board members receive double passes.
 8. Staff personnel receive double passes.
 9. Queens receive single passes to all events except those which require an escort, in which case they shall receive double passes.
 10. Ten passes to the Press.
 - a. Minnesota Gopher, two passes.
 - b. Minnesota Daily, two passes.
 - c. Twin Cities newspapers and Radio & TV stations, six passes.

II. Homecoming

- A. In addition to the pass list, card passes for the Homecoming dance and other Union sponsored Homecoming events shall be given to the Homecoming General Chairman for his distribution. The total number of passes given will be determined as follows:
 1. General Chairman of Homecoming receives a double pass.
 2. A maximum of sixteen double passes shall be distributed by the Homecoming General Chairman to his most active committee workers upon prior approval of this proposed pass list by the Exec. Committee of the Union.

- 0 - 30

Motion K-504:

It was moved to approve the recommendation of the House and Finance Committee that only Union Committees and personnel be authorized to use Room 227.

Seconded and carried.

Homecoming Report:

George Meyers reported on the Homecoming Dance. Plans at present include the following: Main Ballroom--Claude Thornhill, Main Lounge--specialty act, Terrace Reading Room--coke bar, Men's and Women's Lounges--Dancing, Junior Ballroom--cabaret style, Commuter's Lunch Room--Checking, Game Room--Overflow checking.

George Meyers presented to the Board a request for revision of the Pass Policy. Following discussion a motion was made.

0-31

Motion K-505:

It was moved to make exception to the Pass Policy to the effect that George Meyers, Homecoming Committee Chairman, be given eight (8) double passes for distribution to the Homecoming Dance Committee as he sees fit.

Seconded.

Fred Mecklenburg suggested that action concerning the Homecoming Pass Policy be delayed for recommendation at the next meeting. The above motion and second were then withdrawn.

0-32

Motion K-505:

It was moved that a special committee be established to review and present recommendations on the General Pass Policy and the Homecoming Pass Policy.

Seconded and carried.

Al Bromley, Rod Rude, and Bob Wilkinson were appointed to this special committee. Al Bromley was appointed Chairman of the committee. A report on the Pass Policy will be given at the next meeting.

Other Business:

Rod Rude reminded the Board members that they are obligated to give an hour per day in the Board office.

Question was raised as to the relationship of the Union Board to the Student Activities Bureau. Dick Getchell stated that clarification hasn't been obtained as yet.

Dick Getchell gave a brief windup talk on the Leadership Retreat and the operation of the Union Board.

A vote of thanks was given to Jon Wempner for his work on the Leadership Retreat.

0-33

Motion K-506:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,
Nancy Forte
Corresponding Secretary

UNION BOARD AGENDA

Oct. 18, 1955

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. Music Area
 - B. House & Finance
 - C. Personnel Committee
 - D. Public Relations
- IV. Communication Information
- V. Elect new member of Executive Committee
- VI. Pass Policy
- VII. Other Business
- VIII. Adjournment

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COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
October 18, 1955

Members Present:

Dick Getchell, Nancy Forte, Nancie Brown, Mr. Layton, Rod Rude, Neil Swanson, Wayne Tempelman, Fred Mecklenberg, Mr. Cheese, Paul McRoberts, Jeanne Teske, Jon Wempner, Nancy Wallgren, Bob Winandy, Al Bromley, Mr. Richter, Dr. Shoffner, Bob Wilkinson.

Members Absent:

Warren Pease, Mr. Pfleider, Mr. Starr.

Others Present:

Don Finlayson, Vince Dong, Jugh Smith, Carl Brookins, Pat Jaster, George Meyers.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following corrections. The Leadership Retreat was held at the Y. M. C. A. Camp near Hudson, Wisconsin. Rod Rude suggested that action concerning the pass policy be delayed until the October 18, 1955, meeting. Motion K-503: should read as follows: It was moved to establish an Advanced Dance Class to be held on Thursday evenings during the 1955-56 school year.

Carl Brookins of the Gopher outlined for the Board members the history of the Gopher and the high standards which have been maintained over the years. The Gopher needs the support of student organizations, that is purchase of pages. In return for cooperation the Gopher will try to publicize student activities to the best advantage. Mr. Brookins felt that part of the reason for the poor circulation of the Gopher in spite of the high quality and low price is the withdrawal of support by the student leaders on campus.

Hugh Smith, Editor of the Minnesota Daily described the internal organization of the Daily. He explained that news items are generally given space in relationship to the number of persons they will effect. He asked that advance notice be given on events so that they may be covered. News stories may be written up in advance and turned in at the Daily office. Mr. Smith expressed appreciation of the cooperation the Union has given the Daily on news items. He asked that if there should be any misunderstanding at any time that the Daily be notified so that a small gripe will not grow way out or proportion.

Music Area:

Wayne Tempelman asked that his report be delayed until the next meeting.

House and Finance Committee:

Neil Swanson presented to the Board several recommendations concerning reservations and the following motion was made.

0-34

Motion K-507:

0-34

Motion K-507:

It was moved to approve the following reservations recommended by the House and Finance Committee.

Campus Chest--Display in front of the planter in the First Floor Hallway, November 2, through 10, 1955.
Use of office 131 from October 31, through November 16, 1955.

Homecoming--Table in front of the planter on the First Floor. Place mobiles on the light fixtures and balloons in the hallways.

Seconded and carried.

Personnel Committee:

Jon Wempner recommended to the Board several applicants for committee chairmanships.

0-35

Motion K-508:

It was moved to approve the following committee chairmanships.

Record Lending Library - Judy and Mary Van Valkenburg
Co-Chairmen

Talent Bureau - Francis Haeg
Advanced Dance - Arnette Voss
Bowling - Jim Lundquist

Seconded and carried.

Jon Wempner mentioned that although these were the only applicants for the chairmanships the Personnel Committee felt that the individuals were well qualified.

Jon Wempner also mentioned that Area Director's should be present at the interviews. One of the problems involved is conflicting class schedules and another is the on-the-spot interview which is many times necessary. An effort is being made to better arrange interviews so that all interested parties may be present. Jon also mentioned that it is the feeling of the committee that they would rather fill committees with qualified personnel than to waste money and time carrying a program along without qualified people.

Two information sheets, Personnel Procedures and Functions of the Personnel Bureau were passed out to the Board members. Question was raised on the matter of keeping filing sheets in the Program Office and it was suggested that the forms be made available in the Board Office so that whoever is on duty may take care of applicants with the least amount of confusion.

Interest filing cards were passed out to Area Directors and it was asked that each committee member fill out a card and that they be turned in to the Personnel Bureau by Friday, October 21, 1955. In order that the Bureau may begin functioning they must know the personnel already holding positions.

Dick Getchell mentioned that when at the Big Ten Student Unions Conference the past week the other schools thought very highly of our Personnel system when they heard about it and asked for more information about it.

Jon Wempner asked for suggestions for a Chairman for the Fifteenth Anniversary Celebration. A Chairman is also needed for the Campus Chest Auction. It was suggested that some of those individuals who applied for Board membership be contacted in this regard.

Mr. Finlayson mentioned that we have several Assistant Program Consultants at the present time. They are students doing field work in recreation who must put in a required number of hours unsalaried and cannot become members Union committees. He suggested that Board members and Committee Chairmen make them welcome and use their services to the best advantage.

Bob Wilkinson mentioned the possibility of the State Chess Tournament being held in Coffman Memorial Union. It was suggested that this matter be referred to the House and Finance Committee.

Public Relations Committee:

Al Bromley recommended that Joan Hentschell be approved as Chairman of the Public Relations Bureau.

0-36

Motion K-509:

It was moved to approve the appointment of Joan Hentschell as Chairman of the Public Relations Bureau.

Seconded and carried.

Election of Executive Committee Member-at-Large:

A vacancy existed on the Executive Committee and nominations for this position were opened. Al Bromley nominated Fred Mecklenburg, Bob Winandy nominated Nancie Brown, Rod Rude nominated Bob Wilkinson.

0-37

Motion K-510:

It was moved that nominations be closed for the Member-at-Large on the Executive Committee.

Seconded and carried.

Each person who made a nomination spoke on behalf of their candidate and a closed ballot was taken. Nancie Brown was elected Member-at-Large on the Executive Committee.

Pass Policy

The following amendment to the By-Laws was presented to the Board. Action on the amendment will be taken at the next meeting.

As it now reads --

Section VI. General Rules and Regulations

- A. No member of the Board shall be employed and paid from any budget under the control of the Board.
- B. Each Board member shall be privilege to have a non-transferable pass for himself or herself and guest to events sponsored by the Board

- C. Each student committee chairman shall be privileged to have a pass to all of his committee functions.
- D. The chairman of an event and the Board shall approve passes for those committee members and others essential to an event.
- E. Any individual expenses incurred by any Board member or student committee or sub-committee chairman who has a pass shall not be paid from Board funds.

Proposed change -

The following will replace B, C, D, or Section VI.

The Coffman Memorial Union Board of Governors Pass Policy shall determine who is to receive passes to Union Events.

A revised pass policy was presented to the Board members for review. Action cannot be taken on this policy until the above amendment to the By-Laws has been passed and, therefore, action will be delayed. However, the special committee on the Pass Policy wished to get the general feeling of the Board. It was suggested that the paragraphs covering special events and regular events be clarified so that no misinterpretation will be made and it was also asked that the paragraph pertaining to the Staff of the Union be clarified so that it is quite definite who is covered. It was suggested, also, that the item on Queens be included under the section on "all those definitely essential".

Other Business:

Dick Getchell read to the Board a letter received from President Morrill accepting the invitation to the Fifteenth Anniversary Birthday Party to be held November 22, 1955.

Board members have been invited by Tom Millot to attend a preview of a coming campus show following the Board meeting next week.

0-38

Motion K-511:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Don Finlayson
Acting Recording Secretary

bjy

UNION BOARD AGENDA

Oct. 25, 1955

- I. Call to order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. Personnel Report
 - B. House & Finance
 - C. Area Director Reports
 1. Social Skills Area
 2. Music Area
 3. Dance Area
- IV. Pass Policy
- V. Varsity Show Costumes
- VI. Other Business
- VII. Adjournment

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EVERYONE OVER TO THE VARSITY SHOW!!

October 25, 1955

- I. A. These people shall receive a lifetime double pass to all Union events with the exceptions noted in ^{Part III} ~~Section G~~. They shall be notified annually, in the Fall Quarter if possible, of their pass privileges.
1. Members of at least two full quarters of the Coffman Memorial Union Board of Governors;
 2. Director and Assistant to the Director of Student Unions.

October 25, 1955

COFFMAN MEMORIAL UNION (CMU)

PASS POLICY

- I. The Union Pass Policy shall be executed by means of a pass list. The signature of the person attending the event is required on the pass list before entry to the event.
- B. News organizations shall receive the following passes to all Union Events, without their representatives receiving lifetime pass privileges as individuals. These organizations shall be notified annually, in the Fall Quarter, of their pass privileges.
1. WJMR, two passes;
 2. Minnesota Gopher, two passes;
 3. Minnesota Daily, two passes;
 4. With the exception of the above organizations, press, radio, and T.V. Passes will be respected *to [unclear]*
- C. These people shall receive a double pass to all events occurring while they are in office. They shall be notified annually, in the Fall Quarter, of their pass privileges.
1. Members of the CMU Union Board of Governors;
 2. Members of the Board of Regents;
 3. Members of the St. Paul Union Board and the Village Union Board;
 4. Directors of the St. Paul Union and the Village Union;
 5. Salaried staff personnel employed at CMU in the Department of Student Unions, as designated by the Director.
 6. ~~Director and Assistant to the Director of Student Unions.~~ *not necessary*
- D. These people shall receive a double pass to particular events.
1. Chairman of a CMU Union Committee --- to all of his Committee's events;
 2. Sub-Chairman in charge of a single event under the CMU Committee Chairman --- to one Committee event of his choosing;
 3. Sub-Chairman essential to several events under the CMU Committee Chairman (i.e. publicity, buttons, etc.) --- to any single Committee event of his choosing;
 4. Sub-Chairman essential to a single event (i.e. publicity, decorations, tickets, etc.) --- to his event;
 5. Chaperones --- to his or her event.
- E. These people shall receive a single pass to particular events:
1. Any personnel definitely essential to an event --- to that event.
- F. Queens and Queen Candidates
1. Queens and Queen Candidates shall receive a single pass to all events for which they are essential to the program or publicity except those for which they require an escort, in which case they shall receive a double pass.

Coffman Memorial Union - Pass Policy (Cont'd)

II. Homecoming

- A. In addition to the pass list, card passes for the Homecoming Dance and other Union sponsored Homecoming events shall be given to the Homecoming General Chairman for his distribution. The total number of these passes given will be determined as follows:
1. General Chairman of Homecoming receives a double pass;
 2. A maximum of sixteen double passes shall be distributed by the Homecoming General Chairman to his most active committee workers upon prior approval of this proposed pass list by the Executive Committee of the CMU Union Board of Governors.

III. Specific exceptions to the above pass list:

~~There shall be no passes given to events for which the fee is greater than \$5.00 per person;~~

~~Exceptions may be made to the above Pass List with the approval of the CMU Union Board of Governors.~~

IV. General Procedure

- A. When a person fits into more than one of the above categories, he is subject to the one category giving the most desirable pass privileges;
- B. The Pass List shall be made up at a meeting of the Chairman of the event and a program consultant and the Executive Committee of the CMU Union Board of Governors;
- C. When the Pass List is completed, it shall be made available to the Chairman of the event in order to notify personnel concerned.

October 25, 1955

Proposed letter to be sent to Round Up Magazine (State Square Dance Magazine),
subject to Union Board approval:

The Union Board of Governors has again resumed the sponsorship of Square Dancing at Coffman Memorial Union, at the University of Minnesota.

Under this new sponsorship, we have begun a concentrated emphasis on teaching Square Dancing to beginner students. We feel that Square Dancing can grow only if we teach more young people to dance. Therefore, our program must necessarily be geared to these students.

We feel that the students can benefit from your dance experience, and we know that you would appreciate an opportunity to extend your Square Dancing Activities. We would like to extend an invitation to your experienced dancers who would like to help us further this program. Therefore, we would appreciate it if when you attend this program, you would wear a name tag stating, "I am an experienced teacher, may I help you?" We know that many of you would like to help us build up Square Dancing among the students, and we feel that you can have a good time while you are doing so.

The charge for non-students attending this program is \$.35 per person.

Sincerely yours,

Jackie Nunn
Square Dance Chairman

Robert Winandy
Dance Area Director

rjb

October 25, 1955

Proposed letter to be sent to Round Up Magazine (State Square Dance Magazine),
subject to Union Board approval:

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Under this new sponsorship, we have begun a concentrated emphasis on teaching Square Dancing to beginner students. We feel that Square Dancing can grow only if we teach more young people to dance. Therefore, our program must necessarily be geared to these students.

We feel that the students can benefit from your dance experience, and we know that you would appreciate an opportunity to extend your Square Dancing Activities. We would like to extend an invitation to your experienced dancers who would like to help us further this program. Therefore, we would appreciate it if when you attend this program, you would wear a name tag stating, "I am an experienced teacher, may I help you?" We know that many of you would like to help us build up Square Dancing among the students, and we feel that you can have a good time while you are doing so.

The charge for non-students attending this program is \$.35 per person.

Sincerely yours,

Jackie Nunn
Square Dance Chairman

Robert Winandy
Dance Area Director

rjb

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
October 25, 1955

Members Present:

Dick Getchell, Nancy Forte, Nancie Brown, Mr. Layton, Rod Rude,
Neil Swanson, Wayne Tempelman, Fred Meeklenberg, Jon Weapner,
Nancy Wallgren, Bob Winandy, Al Bromley, Bob Wilkinson.

Members Absent:

Warren Pease, Mr. Pfeider, Mr. Starr, Dr. Shoffner, Mr. Richter, Paul McRobert.

Others Present:

Don Finlayson, Marion Timothy, Bill Dean, former Board member, Art Sears,
photographer, Vince Dong, Pat Jaster, Daily reporter.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following correction. The amendment to the By-Laws will replace B, C, and D of instead of or Section VI.

Personnel Committee:

Jon Weapner recommended approval of two individuals for committee chairmanships.

0-39

Motion K-512:

It was moved to approve the appointment of the following committee chairmen:

Campus Chest Auction--John Mattson
Fifteenth Anniversary Celebration--Lee Lynch

Seconded and carried.

Jon announced that the following committee chairmanships are vacant and must be filled as soon as possible. Any suggestions for obtaining competent personnel will be greatly appreciated by the Personnel Committee.

Stardust Dance	Splash Parties	Billiards
Open House	Quarterback Sessions	Chess
Christmas Semi-Formal	Noon Movies	Folk Sing
Music Equipment	Coffee Hours	Mardi Gras

The Personnel Bureau has requested that committee chairmen fill out a file card for each committee member. The response has not been too good and Board members were urged to stress the importance of up-to-date personnel files when talking with committee chairmen. The Personnel Bureau cannot function properly if it has no record of present personnel and until they receive these records individuals will not be considered committee members and, therefore, will not be eligible for merit awards.

A question was raised on the progress of the Sno Week Committee. Jon informed the Board that the Chairman, George Deach, is currently interviewing committee members and should have sufficient qualified personnel very shortly.

Jon asked that committee chairman be informed that they are not to give notices concerning personnel needs to the Daily unless they have consulted with the Personnel Bureau. The Bureau must be aware of personnel needs so that they be of the best possible service.

AREA REPORTS

Social Skills Area:

Nancy Wallgren reported on the activities of the Social Skills area this fall. The American-Foreign Student Relations program started off very well this year. A dance was held and American and foreign students were invited through the Brother and Sister plan whereby students write to individuals from other countries who are coming to the University fall quarter and make arrangements to help them get acquainted. The committee is planning a hayride for its next event. They are considering the possibility of a grooming clinic to be held through Charm, Inc. for the women foreign students. This committee is concerned over the problem of having too many men foreign students in comparison to the number of women foreign students and both men and women students of this country.

The Student Faculty Relations Committee has no chairman at the present time and the program is running under a great handicap. The Coffee Hours sponsored for the departments by the Board have been handled this fall by anyone who could help at the time. Nancy felt that the departments already served this year may or may not have been pleased. It is rather difficult to evaluate the success of the events as no one has been in charge. She felt it might have been better to wait until a chairman was appointed in the fall before letters inviting the various departments to have coffee hours were sent.

Toastmasters has had an average attendance at their meetings of twenty persons. Not all of these individuals are members, however, and the committee is trying to get more members. They have evening dessert meetings and give five to ten minute talks on prepared subjects and extemporaneous material. They hope to develop into a speakers' bureau for the Union and campus events.

Toastmistress' have between five and eight active members. They also have evening dessert meetings; however, they meet bi-weekly instead of weekly. They operate in the same manner that Toastmasters do. They hope to be able to serve as hostesses at Union Coffee Hours.

Charm, Inc. is a very well organized program and has more applicants than they can handle at present. Applicants are being referred to 'Toastmistress'. The Homecoming Style Show will be held on Thursday, October 27, 1955, and plans are well under way. The committee feels they could be of more service if they could attract girls who are not already charming, poised, and well groomed.

Theatre Arts Area

Wayne Tempelman reported on the activities of the area. The Record Lending Library loans classical and semi-classical records to students at a set fee of 10¢ for the first records, 5¢ for each additional record, with a limit of four records per person. This year the committee is doing the necessary cashier and bookkeeping work instead of having paid personnel. The program is going very well. They have had some small difficulties in learning the business procedures involved. At the beginning of the quarter they held a record sale and sold all those offered during the first half hour. They purchased 36 new records this summer and sold those which they felt were not in the best condition for a lending library.

Coffman Musicals has been slow in getting started this year. The committee has been looking into all possible sources of talent for the programs and will be meeting very shortly to set up the schedule.

Folk Sing has been changed to Song Fest. The first program of the year will be held on Friday, October 28, 1955, in the main lounge.

The Music Equipment Committee has no members as yet. Only two are needed to keep records on our equipment.

Wayne mentioned that the Classical Listening Hour and the Popular Listening Hour Committees have been combined with one Chairman serving for both committees. He has been using the budgets for the two committees jointly. Several Listening Hours have been held fall quarter and have been well attended.

Rod Rude suggested that the matter of combining committees should always be brought to the Program Committee for action.

Dick Getchell announced that Nancy Brown, Fine Arts Area Director, and Bob Winandy, Dance Area Director, will give reports on the activities of their areas at the next meeting.

House and Finance Committee:

Neil Swanson recommended that the following blanket reservation be granted.

0-40

Motion K-512:

It was moved to approve the reservation of Room 346 from 12:30 to 1:30 p.m. each Thursday during the academic year 1955-56 for the Christian Medical Society.

Seconded and carried.

Neil mentioned that a fraternity has asked for a booth on the main floor to sell Varsity Show tickets, and that this request should not be granted as it is contrary to policy. The Board was asked to vote on the matter and following discussion--

0-41

Motion K-513:

It was moved that the decision on granting table space on the main floor be made by the House and Finance Committee.

The above motion was withdrawn after short discussion.

0-42

Motion K-514:

It was moved that we do not accept the request of Theta Chi to place a booth on the main floor to sell Varsity Show tickets during Homecoming Week.

The motion was withdrawn and the matter was referred to the committee.

Dance Area

The draft of the letter to be sent to the Round Up Magazine, State Square Dance Magazine, was presented to the Board for review and approval. The letter is an invitation to experienced Square Dancers to attend Union Square Dances and obtain at the door a name tag stating that they are experienced teachers and would like to be of service to the students. The letter was discussed by Board members and it was the general feeling that it should be sent. It was suggested that the time and place be included in the letter.

Bob Winandy recommended approval of the co-sponsorship of a Variety Dance with the Campus Chest; proceeds of the dance to be donated to the Campus Chest.

0-43

Motion K-515:

It was moved to approve the Co-sponsorship of a Variety Dance with the Campus Chest; proceeds of the dance to be donated to the Campus Chest.

Seconded and carried.

PASS POLICY

0-44
Motion K-514

It was moved to approve the following amendment to the By-Laws.

Section VI.

Strike from the By-Laws Section VI. B., C., D., Letter E. will appear as B. and the following will appear as C.

- C. The Coffman Memorial Union Board of Governors Pass Policy shall determine who is to receive passes to Union Events.

Seconded and Carried.

The Pass Policy was then taken up for review and discussion. Questions were raised on I. A., B. 4., C. 5., and III. for clarification and a majority vote was taken in each case on what should be included. The entire Pass Policy was then voted upon and appears in these minutes.

0-45
Motion K-515

It was moved to approve the following Pass Policy for Coffman Memorial Union.

- I. The Union Pass Policy shall be executed by means of a pass list. The signature of the person attending the event is required on the pass list before entry to the event.
- A. These people shall receive a lifetime double pass to all Union events with the exceptions noted in Section ^{Part III} G. They shall be notified annually, in the Fall Quarter if possible, of their pass privileges.
1. Members of at least two full quarters of the Coffman Memorial Union Board of Governors
 2. Director and Assistant to the Director of Student Unions
- B. News organizations shall receive the following passes to all Union Events, without their representatives receiving lifetime pass privileges as individuals. These organizations shall be notified annually, in the Fall Quarter, of their pass privileges.
1. WMR, two passes
 2. Minnesota Gopher, two passes
 3. Minnesota Daily, two passes
 4. With the exception of the above organizations, press, radio, and T.V. passes to promote or publicize Union events will be respected.

C. These people shall receive a double pass to all events occurring while they are in office. They shall be notified annually, in the Fall Quarter, of their pass privileges.

1. Members of the CMU Union Board of Governors;
2. Members of the Board of Regents;
3. Members of the St. Paul Union Board and the Village Union Board;
4. Directors of the St. Paul Union and the Village Union;
5. Salaried staff personnel employed at CMU in the Department of Student Unions.

D. These people shall receive a double pass to particular events.

1. Chairman of a CMU Union Committee--to all of his Committee's events;
2. Sub-Chairman in charge of a single event under the CMU Committee Chairman--to one Committee event of his choosing;
3. Sub-Chairman essential to several events under the CMU Committee Chairman (i.e. publicity, buttons, etc.) --to any single Committee event of his choosing;
4. Sub-Chairman essential to a single event (i. e. publicity, decorations, tickets, etc.)--to his event;
5. Chaperones--to his or her event.

E. These people shall receive a single pass to particular events;

1. Any personnel definitely essential to an event -- to that event.

F. Queens and Queen Candidates

1. Queens and Queen Candidates shall receive a single pass to all events for which they are essential to the program or publicity except those for which they require an escort, in which case they shall receive a double pass.

II. Homecoming

A. In addition to the pass list, card passes for the Homecoming Dance and other Union sponsored Homecoming events shall be given to the Homecoming General Chairman for his distribution. The total number of these passes given shall be determined as follows:

1. General Chairman of Homecoming receives a double pass;
2. A maximum of sixteen double passes shall be distributed by the Homecoming General Chairman to his most active committee workers upon prior approval of this proposed pass list by the Executive Committee of the CMU Union Board of Governors.

III. Exceptions may be made to the above Pass List with the approval of the CMU Union Board of Governors.

IV. General Procedure

- A. When a person fits into more than one of the above categories, he is subject to the one category giving the most desirable pass privileges;
- B. The Pass List shall be made up at a meeting of the Chairman of the event and a program consultant and the Executive Committee of the CMU Union Board of Governors;
- C. When the Pass List is completed, it shall be made available to the Chairman of the event in order to notify personnel concerned.

Seconded and carried.

The Varsity Show Costumes listed on the agenda will be taken up at the Executive Committee Meeting on Friday, October 28, 1955 at 2:30 p.m. Anyone interested in attending the meeting is welcome.

OTHER BUSINESS

Dick Gatchell attended a meeting called by Vice President Willey concerning a State Department program aimed at establishing a liaison program between the University of Reykjavik and the University of Minnesota.

A letter was received addressed to all Board members inviting them to a Toastmistress' dessert party to be held Thursday, November 10, 1955, at 6:30 p.m.

Items for the Board meeting Agenda should be placed in the President's box by noon on Monday or they may be written on his calendar.

It was mentioned that all advertising to be done over station WMMR must clear through the Public Relations Committee. They will not accept any advertising which has not been signed by Don Finlayson or Al Bromley.

William Dean, former Board member, introduced himself to the Board members and commented on the meeting.

Don Finlayson mentioned to the Board the terrific work being done by the Dance area especially on the Saturday Night Dances. Attendance last Saturday was 900. The national average for Saturday night dances in college Unions is 250.

It was suggested that the standing committees of the Board make arrangements to hold regular meetings.

It was moved to adjourn.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Don Finlayson

UNION BOARD AGENDA

November 1, 1955

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. Executive Committee
 - B. Personnel Committee
 - C. House & Finance Committee
 - D. Area Directors' Reports
 1. Dance Area
 2. Fine Arts
- IV. Special Reports
 - A. Fifteenth Anniversary Report
 - B. Regional Conference
- V. Other Business
- VI. Adjournment

**FILE COPY
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Brief plan for the 8th Annual Region 7 Conference of the Association of College Unions as taken from Mr. Harlan Olson's letter received October 28, 1955.

Friday, November 11, 1955

Registration and Lunch	10:30 - 1:30
Leaders and Summarizers meeting	1:00 - 1:30
Opening Session	1:30 - 2:00
Coffee Hour	2:00 - 2:45
Workshop I (4 Groups)	3:00 - 4:00
Workshop II (4 Groups)	4:30 - 5:30
Dinner	6:00 - 7:00
Workshop III (4 Groups)	7:30 - 8:45
Recreation	9:00 - ----

Saturday, November 12, 1955

Staff Breakfast	7:30 a.m.
Staff Conference	8:30 - 10:00
Student Workshop (3 Groups)	9:00 - 10:15
Coffee Break	10:15
Business Meeting & Reports	10:45
Conference Luncheon	12:45 (Speaker)
1956 Planning Meeting	2:00

The registration fee for the conference will be \$5.00 per person and this amount includes the following:

- Programs
- Registration material, badges, etc.
- Coffee hours
- Dinner Friday evening
- Conference Luncheon on Saturday noon
- Mimeo report of Session

The Host school will be able to house some students in dormitories and Sorority Houses for a charge of \$.50 to \$1.50 per person a night.

It is expected that the staff and some students will be staying in hotels and motels. Any school desiring rooms for students should write for reservations to:

Nancy Forte
* Director's Office
Coffman Memorial Union
University of Minnesota
Mpls. 14, Minnesota

Regardless of whether you wish to reserve rooms or not, it is desired that you notify Nancy Forte as to the number of delegates that will be attending, with a breakdown on men or women students and numbers of staff. The Host school needs this information in order to plan room arrangements, the coffee hours, and the Conference Luncheon on Saturday.

rjb

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rjb

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
November 1, 1955

Members Present:

Dick Getchell, Rod Rude, Al Bromley, Fred Mecklenburg, Jon Wempner, Wayne Tempelman, Mr. Richter, Mr. Starr, Nancy Forte, Nancie Brown, Mr. Cheese, Mr. Pfleider, Mr. Layton, Bob Winandy, Jeanne Teske, Paul McRoberts.

Members Absent:

Dr. Shoffner, Nancy Wallgren, Neil Swanson, Bob Wilkinson, Warren Pease.

Others Present:

Don Finlayson, Vince Dong, Pat Jaster, Daily reporter, Dick Rose.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following corrections. Wayne Tempelman reported on the activities of the Music Area. In Motion K-515: I. A. reference is made to Section G. This should read Section III.

Executive Committee:

Dick Getchell told the Board that a letter had been received from Vice President Willey suggesting that a plaque be put in the Union giving the purpose of the building and possibly the reason for its being named for President Emeritus Coffman. The Board members discussed the idea and were in favor of it. It was felt that it would be desirable to have it by the Fifteenth Anniversary Celebration if possible.

⁰⁻⁴⁶
Motion K-517:

It was moved that the Board go on record as being agreeable to placing a plaque in the Union giving the purpose of Coffman Memorial Union and other pertinent data provided that means can be found for financing this project.

Seconded and carried.

Mr. Starr volunteered to look into the financing of this project along with the House and Finance Committee.

An item from the previous meeting, Varsity Show costumes, was taken up at the Executive Committee meeting Friday, October 28, 1955. However, the cost of the costumes has not been determined as yet and, therefore, action has been delayed.

Dick Getchell mentioned to the Board that last year the Social Service Council approached the Union Board on the matter of sponsoring the Campus Chest. At that time the Board felt that it could not undertake this entire activity but did feel that it could sponsor the Campus Chest Auction. This year we are faced with a problem concerning the auction. The Chairman originally in charge had to resign and we have no Chairman for the event. The auction will be held Wednesday, November 9, 1955 in the Main Lounge from 11:30 to 1:30 p.m. Board members were asked to help with the event as much as possible. Letters have been sent to campus organizations asking for donations of articles to auction. The event is the responsibility of all Board members and their cooperation will be appreciated.

The Big Ten Union Financial Conference will be held in Chicago, Illinois, November 7 and 8, 1955. It was suggested that Mr. Starr be sent as the Minnesota Student Unions representative.

0-47

Motion K-518:

It was moved to send Mr. Gordon L. Starr as the Minnesota Student Unions representative to the Big Ten Financial Conference in Chicago, Illinois, November 7 and 8, 1955.

Seconded and carried.

It was mentioned that there are sufficient funds on hand to cover the expenses.

A sheet was passed around for Board members to sign making reservations for the Toastmistress' dessert party to be held Thursday, November 24, 1955.

Personnel Committee:

Jon Wemmer recommended the appointment of Terry Olafson as Chairman of the Foreign Student Committee. Jon informed the Board that Terry has been acting as Chairman and has been doing a very fine job. After discussion the following motion was made:

0-48

Motion K-519:

It was moved to approve the appointment of Terry Olafson as Chairman of the Foreign Student Committee.

Seconded and carried.

House and Finance Committee:

No report was made by this committee.

AREA REPORTS

Dance Area:

Bob Winandy, Dance Area Director, reported on the fall quarter activities. The Saturday Night Dance has had four programs this year with a total attendance of 2,605, average attendance of 651. This is 118 over last year. The committee shows a considerable profit so far. The dances are held every Saturday evening. They have an orchestra and admission is 80¢ per person. One of the strong points of the committee is their cooperative thinking. Their publicity has not been as extensive as it might be but the committee is working on this problem. They have one more dance during the fall quarter.

Variety Dances are held each Wednesday evening, alternating records and bands. Average attendance for the three programs held thus far is 517, which is slightly less than last year. The Committee has done excellent work in planning their programs. The Chairman feels that the committee is not as closely coordinated as it could be.

Future plans include co-sponsorship with Campus Chest of a dance. There will be no admission charge but a collection for the Chest will be taken. Expenses will be taken out of the collection and the proceeds will then be donated to the Campus Chest. The Committee is working with the Fifteenth Anniversary Celebration Committee on the Dance to be held November 19, 1955, as part of the Celebration.

Let's Dance is a free dance instruction program offered to students. The class is taught by Al Wiklund and records are used. They have had five programs this quarter with an average attendance of 77. The program is held each Tuesday.

Square Dance is a newly organized committee. They hold their dances each Tuesday night and have had three programs with an average attendance of 125. The committee has sent out very good publicity. The programs are well coordinated so that instructions are continued each week by the various callers. They will hold Square Dances on Friday evenings during winter quarter.

Private Dance and Advanced Dance offer individual instruction to students. The programs are self-supporting, as there is a fee of \$4.00 for eight lessons. The classes are taught by Al Wiklund. Advanced Dance was just recently opened as there was need for the class. The classes have not been entirely filled at present. The Private Dance Committee has difficulty finding girls interested in beginning dance lessons.

Fine Arts Area:

Nancy Brown reported on the Fine Arts Area. The Gallery Committee has had one show fall quarter of book covers. The next show will be Ceramics. The Balcony room will be used and a coffee hour will be held one day during the show. The committee usually obtains exhibits from galleries in the Twin Cities but does get outside shows occasionally. The cost of transportation and insurance is many times prohibitive on displays. The committee has been having trouble finding interested individuals for members. Average attendance at Gallery displays is 700 to 800.

Nancy suggested that better show cases for wall displays be built, that we make use of the Balcony room whenever possible, that we purchase some bamboo rolling screens and potted plants to be used at all displays, that lounge furniture be placed on the balcony during exhibits. She also suggested that we have exhibits in new mediums, such as furniture, children's toys, etc. She recommended that paintings be displayed in the halls and that some pictures be obtained for blank wall areas in the Union.

Humanities Forums are held on Thursdays at 3:30 in the Men's Lounge, free of charge. Coffee Hours are sometimes incorporated in the program. Programs and speakers which the committee feels would be of interest to the students are presented. Average attendance is from 50 to 100.

Nancy recommended that more open discussions on campus-wide questions be held, possibly even debates. She felt that Toastmasters and Toastmistress could be used to advantage as hosts and hostesses and that possibly speech classes would be interested in presenting some of their speeches.

Reports from Fred Mecklenburg on Radio and Theatre Arts and from Paul McRoberts on Special Events will be given next week.

Fifteenth Anniversary Celebration:

Lee Lynch, Chairman, gave a report on the tentative plans for the celebration. Activities are planned which will stimulate interest in the Union. A dance is planned for November 19, 1955, and Ray Anthony's band has been contracted for this event. On Monday, November 21, 1955, a series of free activities is planned, including free cigarettes, free coffee, free bowling and billiards. Contests will be held throughout the celebration--Lindy

contest, Bowling and Billiard tournaments. The Committee asked that Union Board members be available to take students on tours of the building during the celebration.

A Smorgasbord is planned for Tuesday, November 22, 1955, to begin at 11:30 and run through 1:30. The committee hoped to have a Noon Varieties program during the Smorgasbord and at 3:00 a style show by Charm, Inc., possibly on the fifteen year anniversary theme.

On Wednesday, November 23, 1955, free coffee will be offered. The activities will be confined to Monday and Tuesday as most students will be leaving campus on Wednesday because of Thanksgiving.

The Committee plans to sell three tickets to cover the events of the celebration: A \$1.25 ticket for the dance, a \$1.00 ticket for the Smorgasbord, and a \$2.00 for the dance and Smorgasbord combined. Tickets will be on an advance sale basis because of the Smorgasbord.

The committee considered having a Tea Dance in the afternoon during the celebration but felt that this would not go over too well.

Dick Rose of the S. L. A. Board informed the Board that S. L. A. Week is in direct conflict with the Fifteenth Anniversary Celebration. He gave the list of activities which they have planned. The matter was discussed by the Board and it was found that the major conflict is on Tuesday when the Smorgasbord is planned and S. L. A. Week has Max Shulman scheduled for a University Convocation. It was found that the dates for S. L. A. Week had been changed from their original request and that the conflict resulted. It was felt by many Board members that possibly this conflict could result in a better all-round program if they could be coordinated. Lee Lynch was asked to go to the S. L. A. Board meeting, which was meeting at the same time, to get their feeling on the matter and to see what could be worked out with them.

Regional Conference:

A brief program for the Regional Conference to be held November 11 and 12, 1955, was circulated to Board members. All Board members will be expected to attend and act as hosts. The Board will be responsible for one Workshop. More information will be given out to the Board as plans progress. The recreation program for the conference includes a dance and a talent program. It was mentioned that Regional Conferences were discussed at the Big Ten Union Conference held October 15, 1955. It was mentioned there that delegates from Big Ten schools have a responsibility of giving out information without taking over the discussion groups and that we should attend with an attitude of wanting to learn from smaller schools too, as they also have something to offer.

Other Business:

A question was raised on the area which has been partitioned off between the Rovers Office and the Art Craft Shop. Mr. Starr informed the Board that when the Craft Shop was partitioned off we made a storeroom of the Bookstore inaccessible to them and we were merely restoring storage space to them by means of the partition. Question was raised as to the storage of much program display equipment and costumes, and it was suggested that the storage area which was cleared of old furniture this summer might be used.

The Program Committee will meet regularly at 3:30 p.m. on Thursday. Anyone interested in attending is welcome and the Committee will be most anxious to help areas with program problems and suggestions.

Warren Pease has had more than three unexcused absences from Board meetings and it was announced that he has been notified he is no longer a member of the Board. Filings will be opened for this vacancy.

Area Directors were asked to turn in to the Program Committee the functions and objectives of each of their committees so that these may be available in the Board office when students come in requesting information.

0-49
Motion K-620:

It was moved to adjourn.

Seconded and carried.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD AGENDA
Nov. 8, 1955

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. House & Finance
 - B. Program Committee
 - C. Area Director's Reports
 - 1. Radio & Theatre Arts
 - ~~2. Special Events~~
 - D. Public Relations
- IV. Special Committee Reports
 - A. Union Daze
 - B. Campus Chest
 - C. Sno Week
 - D. Regional Conference
- V. Big Ten Conference Report
- VI. Other Business
- VII. Adjournment

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BIG TEN CONFERENCE REPORT

The Big Ten Union Conference was held October 14, 15, 16, 1955, at Lake Geneva, Wisconsin. Problems that concern unions were discussed at the sessions. It was very gratifying to note that many of the problems now facing other Big Ten Unions have been realized and solved by Minnesota. We did pick up some ideas that could be worked into our program to strengthen it. These ideas will have to be discussed and the details worked out by committees and the Board. Here are the ideas that the Minnesota delegates feel should be examined further.

1. Two Boards - One for program. This Board would meet once a week.
One for policy. This Board would meet once a month.

The President would be President of both Boards.

2. Staff and/or executive committee meet with other faculty heads to coordinate activities.
3. Foreign Student - Have special dinners, Christmas decorations, and a Festival of Nations.
4. Have more cabaret style dances and possibly a juke box room.
5. A weekly bulletin of union events.
6. Sign posts around campus telling where you are and where the union is in relation to you.
7. Speech department term plays put on in the union.
8. A Presidents Reception with deans as hosts.
9. A publicity handbook for all committee chairman.
10. Campus town meetings worked in with the Humanities Forums.
11. Interest surveys.
12. Mail information to all organizations.
13. Donated hometown papers for students use.
14. Take one, leave one pocket book shelf.
15. Union Board pictures near main lounge.

I hope that many of these ideas will be in our program before too long.

To: Union Board of Governors
 From: 1956 Sno-Week Committee
 Subject: 1956 Sno-Week Budget

INCOME:

Sno-Train Ticket Sales	\$1968
Button Sales	2500
Dance Ticket Sales	6000
Show Ticket Sales	<u>1500</u>
Total Income	11968 ⁷⁵

EXPENSES:

Dance:

Bands	\$3000
Decorations	150
Tickets	25
Posters	100
Employees	150
P. & S.	25
Rental	15
Phone	15
Parking	10
Misc.	<u>50</u>

3540
150

Queens
Ski-Meet
Show:

Royalties	550
Union, Employees, etc.	200
Costumes	500
Scenery	<u>350</u>

6
1500

Coffee Hour
Ski-Train
Competitive Events
Polar Party *100 for Decorations*
Toboggan Party
House Decorations
Buttons
Transportation
Office
Publicity
Costume for Barry Brown
Total Expenses

100
2500
50
~~250~~ 150 75

50
70

600

10

50

650

100

9220

100

9570

9670

9570

9620

9670

PROFIT

\$2768

~~2875~~

2323

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
November 8, 1955

Members Present:

Dick Getchell, Red Rude, Paul McRoberts, Nancy Wallgren, Wayne Tempelman, Mr. Layton, Nancy Forts, Nancy Brown, Al Bromley, Mr. Starr, Neil Swanson, Jeanne Teske, Bob Winandy, Fred Meeklenburg, Jon Wempner.

Others Present:

Tom Millott, Virginia McHugh, Pat Jaster, Daily Reporter, Mr. Seaman, Mr. Finlayson, Nick Deatch, Stan Madeja, Lee Lynch, Lea Likarish.

Members Absent:

Bob Wilkinson, Dr. Cheese, Dr. Pfeider, Mr. Richter, Dr. Shoffner.

The Meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following corrections. The Fifteenth Anniversary Celebration Committee plans to have a style show by Charn, Inc. at 2:45 p.m. instead of 3:00 on Tuesday, November 22, 1955. Under "Other Business" it should be noted that it was undesirable to us that the Bookstore continues using a storage space in the Art-Craft Workshop.

House and Finance Committee:

Neil Swanson, Chairman, presented the following recommendations for blanket reservations in the form of a motion.

0-50

Motion K-521

It was moved to approve the following blanket reservation requests:

Associated Women Students

Room 320 on January 10, 17, 24, 31, 1956 from 3:30 to 5:15

Freshman Cabinet

Room 315 or a room comparable every Wednesday evening of the 1955-1956 Academic year from 6:30 p.m. to 9:30 p.m.

Seconded and carried.

It was mentioned that the Associated Women Students are planning a Sadie Hawkins Dance. The Sadie Hawkins Dance has been a traditional event of the St. Paul Campus Union and it was suggested that the two organizations be notified they are planning parallel programs.

The costumes which the Union owns and which are used for shows in the Union were discussed.

0-51

Motion K-522:

It was moved that a student employee be hired at the prevailing rate to work five hours per week repairing costumes and handling the necessary records for the rental of the costumes.

Seconded.

Amendment to Motion K-522:

It was moved to amend the motion to the effect that the individual be hired for this position at such time as a storage space can be provided for the costumes.

Seconded and carried.

Amendment to Motion K-522:

It was moved to amend the motion to the effect that the storage space be provided by November 15, 1955.

Seconded and carried.

The Motion with its two amendments was then voted upon.

Carried.

There followed a discussion of the problem of upkeep and rental of costumes and the following motion was made.

0-52

Motion K-523:

It was moved to refer Motion K-522 to the House and Finance Committee for recommendations to be made at the next meeting concerning the number of hours we will need an individual on duty and how this project may be financed.

Seconded and carried.

Program Committee:

The Program Committee recommended that the Classical Listening Hour and the Popular Listening Hour Committees be combined under one chairmanship but that the budget allotments for these two activities remain as allocated.

0-53

Motion K-524:

It was moved to combine the Classical Listening Hour Committee and the Popular Listening Hour Committee under one chairmanship, with the budget allotments for these two activities remaining the same.

Seconded and carried.

It was the recommendation of the Program Committee that the Student-Faculty Relations Committee be dropped until a chairman for this Committee can be found. At the present time the program is being carried along with inadequate personnel. The Area Director does not have the free time to carry the Chairmanship at this time. Jon Wempner mentioned that there has been an applicant for the Chairmanship, and, following more discussion, it was the consensus of the Board that this matter be delayed until next week in the hope that we might find a chairman. Al Bromley quoted the By-Laws in regard to Area Director responsibilities when there is no chairman.

The Program Committee recommended that the Union Board sponsor the State Chess Tournament under certain conditions and, following discussion, action was taken.

0-54
Motion K-526:

It was moved that the Union Board of Governors co-sponsor the State Chess Tournament under the following conditions:

1. That a room be provided for the Major Tournament at the existing rental charge.
2. That a room be provided for the Minor Tournament at no cost, as there will be greater student participation in this section of the tournament.
3. There will be no costs assumed by the Union Board of Governors other than the Campus publicity they deem necessary for this event.

Seconded and carried.

Red Rude mentioned that these terms were presented to the State Chess Organization's representative and that they seemed fair to him and he would present them to his organization.

Public Relations:

The Bulletin board in the Union Board of Governors' Office has been brought up to date as far as possible. Board members were asked to consult the Board so that any necessary changes might be made before the Regional Conference, November 11, 1955.

AREA REPORTS:

Radio and Theatre Arts Area:

Fred Mecklenburg reported on the Radio and Theatre Arts Area. The Talent Bureau is an organization of talented people on campus and works as a booking agency. The Bureau fills requests for talent on and off campus. The Committee is presently working on getting a revised list of available talent as many students have graduated. They are also trying to get together several package shows that will provide a variety of entertainment and will be well coordinated. They have had several Committee meetings this year and several general member meetings. They would like to have more general member meetings so that all those registered with the Talent Bureau would get to know the other members. This would help in arranging bookings.

Home movies will begin November 18, 1955, with a showing of Football Highlights of 1954, pictures of the Big Ten football games. Fred Mecklenburg has been acting as chairman and hopes to get a chairman for this area soon.

Tom Millott, reported on the Noon Varieties Committee. The Committee presents musical and variety shows. Coffman Capers was done during Welcome Week and excerpts from the show were done later this fall. A Variety Show was directed by Sylvia Allen and scenes from the Varsity Show were presented. Attendance at the shows so far averaged 1600, however, it was felt that with more extensive publicity a larger crowd could be drawn. The Committee plans to put on a Variety Show during the Fifteenth Anniversary Celebration, and a Salute to Irving Berlin Show sometime in January, a three act musical for Sno Week, an original one act play to be put on during the spring quarter and a production of the Glass Menagerie. He suggested that a person be hired to keep the costumes in good order and that the Union put on a Broadway production each year in connection with some event as an all campus show. He also suggested that the Union work closely with the other departments which might be concerned to bring this all campus production about.

President's Report:

Dick Getchall announced that the party planned by the Toastmistress' Committee is a special invitation to the Board and asked that all those who can possibly attend sign a sheet which was distributed. The Toastmistress' Dessert Party for the Union Board of Governors will be held, Thursday, November 10, 1955, in room 355, at 6:30 p.m.

The Coffman Memorial Union Board of Governors has been invited to attend a joint dinner meeting with the St. Paul Campus Union Board of Governors to be held on Wednesday, November 16, 1955, at the St. Paul Campus Union. The Boards will adjourn to their separate meetings following the dinner. Details will be posted in the Board Office.

There will be a dinner meeting of the Union Board of Governors on November 22, 1955.

Director's Report:

Mr. Starr reported on the Big Ten Financial Conference which was held in Chicago, Illinois, November 7, and 8, 1955. He reported that we ranked fifth in administrative costs, fifth in maintenance costs, and second in the total student program income. He felt that this was a very good showing considering that we have a much larger building than many schools. Some items which were mentioned at the conference—Many schools charge for office space for student organizations which have income. Student fees, in some cases, is used for the operation of the building and there is no allotment for program from the fee. Many Unions are reaching a saturation point in the number of people that can be adequately serviced. Some Unions are bringing in many outside groups to make use of the building at a charge. Mr. Starr had opportunity to visit the Automatic Merchandising Association exhibition and found many ideas for the use of vending machines.

Fifteenth Anniversary Celebration:

Lee Lynch, Chairman, presented a report on the progress of the celebration, listing the events, giving figures on budgets, requests, and the coordination with S. L. A. Week. The Committee requested the use of the Game Room from 8:30 a.m. to 2:00 p.m. on Tuesday, November 22, 1955, for the Lindy Contest. Following discussion of all possible places to hold the contest the following motion was voted upon.

0-55

Motion K-525:

It was moved that the Lindy Contest during the Fifteenth Anniversary Celebration be held, Tuesday, November 22, 1955, from 8:00 a.m. to 2:00 p.m. in the Main Lounge.

Seconded and carried.

The S. L. A. Week Dance will be held in the Union Cafeteria. The Celebration Committee will pay the cost of their band, tickets will be sold giving admission to the building, Saturday night November 19, 1955, and the S. L. A. Week Committee will receive nothing from ticket sales. There is only one event which will be held during an S. L. A. Week event and that is that the Lindy Contest will be held during the time of the Convocation featuring Max Schulman. Both the Celebration Committee and the S. L. A. Week Committee feel this will not create any problem.

Dick Getchall reminded Board members that the Campus Chest Auction will be held in the Main Lounge, Wednesday, November 9, 1955, from 11:30 to 1:30 p.m. He urged all Board members to be present.

Sno Week:

Nick Deatch and Stan Madeja presented for the Board's approval the proposed Sno Week Budget for 1956 for approval. Following review of the budget several items were increased to take care of unforeseen emergencies and it was decided to provide for the purchase of a Barney Bear costume.

0-56

Motion K-526:

It was moved to approve the proposed Sno Week Budget in a total amount of \$9,720.00 for the 1956 Sno Week.

Seconded and carried.

Regional Conference of the Association of College Unions:

Nancy Forte, Co-Chairman of the Conference Committee, reported on the plans for the Conference. The Regional Conference will be held on Friday, November 11, 1955, and Saturday, November 12, 1955. Registration will begin on Friday at 10:30 a.m. All those who will be attending were asked to sign a sheet which was distributed. The conference will include workshop sessions dealing with Union problems and activities, a banquet and party on Friday evening, and a luncheon on Saturday.

Rod Rude and Dick Getchall will be acting as discussion leaders at two workshops.

Other Business:

Fred Mecklenburg suggested that the House and Finance Committee investigate the possibility of using the Men's and Women's Lounges co-educationally as he felt that this space was not used to its best advantage.

Rod Rude recommended that a committee be formed to plan the decorating party for Christmas. He urged that we get started as soon as possible as we would like to have the Union decorated in time for the Christmas Semi-Formal. Wayne Tempelman, Fred Mecklenburg, and Jeanne Teske volunteered for the Committee. It was suggested that Fred act as Chairman and he accepted.

It was mentioned that filings are open for the vacancy which exists on the Union Board.

It was suggested that the wall display cases which have been located in the Union be used to better advantage. Nancie Brown said that she is working on this matter.

⁰⁻⁵⁷
Motion K-521:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

UNION BOARD AGENDA

Nov. 16, 1955

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. House & Finance
 - B. Personnel
- IV. Special Committees
 - A. Fifteenth Anniversary
 - 1. Board Responsibility
- V. Other Business
- VI. Adjournment

FILE COPY
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NOV. 19, 1955

TO: UNION BOARD OF GOVERNORS

FROM: LEE LYNCH, CHAIRMAN "UNION DAZE"

SUBJECT: UNION DAZE FIFTEENTH ANNIVERSARY

I. SATURDAY NIGHT DANCE-----9:00-1:00

A. BANDS

1. RAY ANTHONY---MAIN BALLROOM
2. BOB LEIGHTON---MEN'S LOUNGE
3. WINSLOW CHAMBERLAIN---WOMEN'S LOUNGE
4. JACK GABLE---MAIN LOUNGE
5. RICK IVERSON---S.L.A. WEEK DANCE---CAFETERIA

B

B. INTERMISSION PROGRAM

1. JUICY FLUTES ??
2. NORTHERN QUARTET
3. CHUCK ELL---MC

C. ALUMNI PROGRAM--

1. ROOM 300 IS RESERVED FOR AN INFORMAL MEETING OF ALL PAST AND PRESENT UNION BOARD MEMBERS.
2. INVITATIONS HAVE BEEN SENT.

II. MONDAY: FREE DAZE

II.

A. BOWLING

1. TICKETS WILL BE GIVEN AT DOOR TO LIMIT STUDENTS TO ONE GAME.
2. SIX ALLEYS WILL BE OPEN FROM 11:30-3:00
SIXTEEN ALLEYS WILL BE OPEN FROM 3:00-5:00

B. BILLIARDS

1. CHARLES PETERSON WILL PUT ON AN EXHIBITION FROM 9:30-12:30.
2. FREE BILLIARDS FROM 8:30-9:00PM

C. FREE COFFEE

1. FOUR BOOTHS

- a. TWO IN MAIN LOUNGE
- b. ONE IN MEN'S LOUNGE CORRIDOR
- c. ONE IN WOMEN'S LOUNGE CORRIDOR

2. UNION BOARD OF GOVERNORS WILL ACT AS HOSTS IN MAIN LOUNGE.

3. TOASTMISTRESS'S AND CHARM INC. WILL ACT AS HOSTESSES IN CORRIDOR

D. VARIETY SHOW--11:30 and 12:30

II. TUESDAY:

A. Contests -Doug Anderson

1. Bowling

- a. Women's - 11:30-3:30
First and second prizes
- b. Men's - 3:30-5:30
First and second prizes

**2. Billiards tourney will be run by Charles Peterson
Tue & day afternoon**

3. Lindy Contest: 12:30-2:30

- a. Al Wilkum - Judge
- b. Four prizes will be given.
- c. To be held in the Main Lounge

B. Birthday party

1. Style Show - 2:45-3:30

2. Installation at 3:30

- a. Free coffee, cake, and ball-point pens.
- 3. Charm Inc. will serve coffee and cake.

See coffee Wednesday

To: Joint meeting of Coffman Memorial Union Board of Governors and
St. Paul Campus Union Board of Governors.
From: Stub Nelson, Chairman, All-University Congress Welfare Commission.
Subject: Student Union Building needs at the University.

In recent weeks students and faculty on the St. Paul Campus have shown considerable dissatisfaction over the apparent lack of action on the building of the St. Paul Campus Union. As one example of this feeling, the appended resolution has recently been received by the Dean of the Institute of Agriculture. It has been forwarded to President J. L. Morrill. Similar resolutions have been passed by other student groups on the campus, among them:

Farmhouse Fraternity	Forestry Club
Independent Men's Cooperative	Lignum Club
Gloria Sorority	Ag. Education Club
Gamma Omicron Beta Sorority	School of Ag. Student Council
Alpha Zeta Fraternity	Pendergast Hall
Plant Industry Club	Dexter Hall
Home Economics Association	Merodith Hall

The feelings of the Administration and faculty of the Institute of Agriculture are evidenced by the attached copy of a letter from Dean Harold Macy to the President of one of the organizations presenting a resolution. Please refer to enclosure Number II.

The Welfare Commission has received numerous requests for Congressional action on this matter. In preparation for such action, the following informational report was prepared and presented to the November 9 meeting of the All-University Congress:

Two crises are developing in terms of students' needs for adequate student union facilities at the University of Minnesota. The situation at Duluth Branch is apparently well-controlled with a new \$1.2 million building already under construction but on the St. Paul Campus where students have been waiting for 32 years for a new building they are still waiting although sizeable funds have been accumulated for financing the major part of needed facilities for a student center. On the Minneapolis campus it seems likely that new facilities will be needed in the form of an addition to Coffman Union in anticipation of greatly increased enrollment prospects for the coming years.

HISTORY

Student Union organization at the University of Minnesota began with separate organizations for men and women students. There was a men's union group on both campuses and the women enjoyed modest recreational facilities in Shevlin Hall. In Minneapolis the men's union operated in Nicholson Hall and on the St. Paul campus a small basement room in the Old Dairy Building served as its counterpart. Men and women students continued in what seems to us now to be a rather artificial separation in their operation of facilities for what was then known as "extra-curricular" activities. Late in the 1930's, however, a national trend on college campuses began to have its impact on student life at Minnesota and there developed feelings of a need for a

co-educational student union which would meet the needs of both men and women.

The availability of federal funds and the crystallizing of needs for a faculty club, expanded food service facilities and post office services resulted in plans to build a suitable structure which would meet those needs. Needed, of course, were two buildings, one on each campus. At this time, however, it did not seem financially feasible to construct both buildings simultaneously and so students and faculty on both the Minneapolis and St. Paul campuses combined their efforts to raise sufficient funds to build a luxurious "clubhouse on the campus" as it was called in a picture story appearing in Life magazine some time later.

FEEES

Until the building of Coffman Memorial Union the separate men's and women's organizations had operated on a fee of one dollar per student per quarter. With the new building in prospect it was apparent that additional revenue would be needed to operate its more extensive accommodations and to repay a bond issue of \$400,000. which had to be borrowed at that time to insure adequate facilities. This increased fee of \$3.00 per student per quarter was applied equally to students on the St. Paul Campus and the Minneapolis Campus. The bond issue was paid off in seven years and year end balances from student union operation and earnings have been accumulated in a building fund, part of which was used to build a University Village Union in 1948 and the balance of which is intended to be used to help finance the new St. Paul Campus Union building. At this time it might be mentioned that although the operating expenses of the Union have been increased nearly 100% in the post-war period the union fee has increased only 33 1/3% to its present level of \$4.00 per student per quarter.

It is also interesting to note that the first Constitution of the St. Paul Campus Union Board of Governors carried the provision that 20% of its student union fees should revert to Coffman Memorial Union first to assist with repayment of the bond issue necessary for the building's completion and afterwards because it is assumed that St. Paul students do spend part of their free time on the Minneapolis campus and are thereby in a position to benefit from its facilities. This is still done.

THE SITUATION AT PRESENT

The Minneapolis Campus has reasonably adequate facilities available, for the present, in Coffman Memorial Union.

The St. Paul Campus Union is still located in part of the Old Dairy Hall, a small building constructed in 1867 for dairy research and classrooms. It was abandoned by the Dairy Department when Haecker Hall was built in 1923. These facilities are obviously inadequate for the student presently enrolled on the St. Paul Campus.

Planning for the St. Paul Campus Union Building has reached the stage where architects can progress no further without specific knowledge as to the amount of money which will be available for union

construction and design.

The situation at neighboring institutions includes the construction of a \$2 million addition to the union at Iowa, a \$10 million annex to the Purdue Union, an addition at Iowa State, complete new student centers at North Dakota University, Macalester and North Dakota Agricultural College, not to mention the \$1.2 million student center at the Duluth Branch. With one exception these centers were financed with borrowed funds which are being repaid by the students using these facilities.

Last July 30, the Coffman Memorial Union Board of Governors and the St. Paul Campus Union Board of Governors met in joint session and passed a resolution approving immediate construction of the St. Paul Campus Union building and an immediate addition to be added to Coffman Union with a bond issue to be floated in order to cover that amount of money over and above the available resources. These two groups also asked the administration to consider an increase in fees, if necessary, not to exceed \$1.00 per quarter per student.

As a result of the two-year drive for building funds plus the accumulation of years of earnings it has been possible to accumulate a total approaching \$600,000 including pledges of students, faculty, and business concerns. Needed is approximately \$350,000 additional in order to provide adequate student center facilities on the St. Paul Campus.

THE FUTURE SITUATION

The anticipated increase in enrollment on the Minneapolis Campus will undoubtedly tax present facilities to their utmost. Additional space and facilities to handle these students will have to be provided. That the Union Boards have recognized this fact is borne out by the above resolution approving an addition to Coffman Union.

The rapidly expanding enrollment in St. Paul will put a greater strain on union facilities which have never been adequate. The importance of these facilities has been increased enormously recently in the plan to incorporate the student center with dormitory construction and dining service so that the three facilities will be designed as one unit geographically located. Each will supplement the other.

Families in the 100 married student units will also need union facilities, and with the expansion of the number of married student units to the expected level, the problem will become even greater.

It is the feeling of the chairman of the Welfare Commission that evidence of suitable progress must be presented to these groups very soon or the students may feel justified in taking action which may not serve the best interests of all concerned. In short, what is now a problem may become a grievance.

ENCLOSURE NUMBER I

R E S O L U T I O N

- I. Due to the apparent lack of positive action leading toward construction of a Union Building on the St. Paul Campus, and
- II. Because of the contribution made by this organization and by its individual members, and
- III. Because of the 25% increase in enrollment which has put additional pressure on the extremely inadequate St. Paul Campus Union facilities.

Therefore, be it Resolved that ALPHA GAMMA RHO FRATERNITY Strongly urges that immediate action be instituted toward the construction of an adequate New Union Building on the St. Paul Campus so that this proposed Union may become a reality to the students who have contributed toward this goal.

Alpha Gamma Rho
Lambda Chapter
Neil Durhman, President

ENCLOSURE NUMBER II

COPY

November 10, 1955

Mr. Neil Durhman, President
Alpha Gamma Rho
2060 Carter Avenue
St. Paul 8, Minnesota

Dear Mr. Durhman:

I wish to acknowledge your letter of November 8, 1955, and the resolution adopted by the Lambda Chapter of Alpha Gamma Rho, concerning the student center on the St. Paul Campus.

I assure you that I share the concern which you and your fellow members of Alpha Gamma Rho have expressed about the delay in completion of this project. I would be very happy to witness an immediate start on the project, because I appreciate its importance to our students, alumni, faculty, and friends of the University, especially those who are closest to the St. Paul Campus in their interests and needs.

I am sending a copy of your letter and the resolution to President Morrill, because I am sure that he would wish to have the expression of your views.

I earnestly hope for early action, and wish it were within my power to expedite the whole program.

Thanking you for your continued interest in the affairs of the St. Paul Campus, and asking for your patience, understanding, and continued loyalty to the institutions of which you are an important part, I am

Sincerely yours,

(signed)
H. Macy
Dean of the Institute

HM:vc

Copy to Dean A. A. Dowell

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
November 16, 1955

Members Present:

Dick Getchell, Al Bromley, Jeanne Teske, Wayne Tempelman, Bob Winandy, Nancy Wallgren, Dr. Shoffner, Don Finlayson, Mr. Richter, Mr. Starr, Dr. Pfleider, Fred Mecklenberg, Nancie Brown, Jon Wempner, Rod Rude, Nancy Forte.

Members Absent:

Bob Wilkinson, Mr. Cheese, Paul McRoberts, Neil Swanson, Mr. Layton.

Others Present:

Don Finlayson, Pat Jaster, Daily Reporter.

The meeting was called to order at 7:15 p.m. The meeting was held jointly with the St. Paul Campus Union Board of Governors at the St. Paul Campus Union following a turkey dinner provided by the St. Paul Campus Union Board.

The Boards were presented with a copy of the report made by Albert Nelson to the All-University Congress Welfare Commission on the new St. Paul Campus Union. The report was reviewed by the Boards and discussed.

Mr. Starr reported that following the July 30, 1954 joint meeting of the Boards, the resolution which was passed at that meeting was presented to the administration of the University. Mr. William T. Middlebrook, Business Vice President, set up an administrative committee to study the feasibility of completing the projects named and the methods of doing so. Mr. Starr announced that the committee will be meeting on Monday and that he felt that sufficient information had been gathered so that, barring any unforeseen development, a conclusion may be reached and a recommendation made to the administration.

He listed some of the problems the committee must deal with: (1) predicted enrollment, (2) estimated income and expense for both Unions, (3) type of loan to be made, (4) renovation and/or current upkeep of Coffman Memorial Union, (5) addition to the building.

Question was raised as to whether or not one project may go ahead if the other is held back for some reason and Mr. Starr stated that he could see no reason why the St. Paul Campus Union construction would be delayed because of an addition to Coffman Memorial Union.

o-58

Motion X-525:

It was moved that the administrative committee to study the feasibility of a loan for the new St. Paul Campus Union and the addition to Coffman Memorial Union be informed of the feeling of the combined Union Boards that the St. Paul Campus Union construction be considered separately from the Coffman Memorial Union addition and that if both plans are accepted the loans be taken together.

Seconded and carried.

After further discussion the following was moved:

0-59
Motion K-528:

It was moved that the Coffman Memorial Union Board of Governors and the St. Paul Campus Union Board of Governors urge that the administrative committee to study the feasibility of a loan to carry out the Resolution passed at the joint Board meeting held July 30, 1984, at its earliest convenience report back to the respective Union Boards on their progress.

Seconded and carried.

At 10:15 p.m. the joint Boards adjourned and coffee was served. The Coffman Memorial Union Board of Governors then met briefly.

House and Finance Committee:

The recommendations of the House and Finance Committee were presented by Nancie Brown in the absence of the chairman, Neil Swanson.

0-60
Motion K-550:

It was moved that a person be hired to work not to exceed five (5) hours per week in the costume shop under the supervision of the Program Office and that the position be reviewed at the end of the spring quarter by the House and Finance Committee. This position is to be financed by the Program Development Fund at the present time.

Seconded and carried.

0-61
Motion K-551:

It was moved that \$30.00 be allotted to print additional Date Digests.

Seconded and carried.

The money for this project will be taken from the Program Contingency Fund.

Personnel Committee:

Jon Weppner presented a recommendation to the Board for an applicant to fill the existing vacancy.

0-62
Motion K-552:

It was moved to approve the appointment to the Union Board of Governors of Lee Lynch.

Seconded and carried.

A copy of the Fifteenth Anniversary Program "Union Daze" was presented to the Board.

Nancy Forte invited the Union Board of Governors to attend a party at her home previous to the Fifteenth Anniversary Dance on Saturday, November 19, 1988. The party will be at 7:30 p.m.

Mr. Finlayson asked that the Board members contact Lee Lynch about arrangements to be at the different free coffee stations on Monday, Tuesday, and Wednesday of the Anniversary Celebration.

Dick Getchell asked any matters which the Executive Committee should review be placed in his box prior to the meeting on Friday. He also announced that a committee will be set up to study the responsibilities and powers of the Union Board of Governors.

The next meeting of the Union Board of Governors will be a dinner meeting on Tuesday, November 22, 1955, in Room 355 at 6:00 p.m.

0-63

Motion K-555:

It was moved to adjourn.
Seconded and carried
Seconded and carried.

The meeting adjourned at 10:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

UNION BOARD AGENDA

November 22, 1955

- I. Call to order
- II. Approval of minutes of previous meeting.
- III. Standing committee reports
 - A. Director's Report
 - B. Executive Committee
 - C. House and Finance
- IV. Special Committee Reports
 - A. Homecoming Report
 - B. WMMR
- V. Other Business
- VI. Adjournment

**FILE COPY
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UNIVERSITY OF MINNESOTA

COFFMAN UNION

Committee Member Rating Sheet

Name _____

Committee _____ Area _____

Sub-Committee (if applicable) _____

Rater _____ Date Rated _____

Chairman

Briefly describe what the individual was expected to do:

Explanatory note: In making this evaluation, the rater must bear in mind that he should remain as objective and fair as possible; also that this rating has to do only with respect to the individual's role as a committee member.

In each group of statements place a check mark by the phrase that is most descriptive of this committee member.

A. Productivity

- _____ 1. Does extra work in addition to assignment
- _____ 2. Completes assigned work independently if necessary
- _____ 3. Does assigned work only under supervision
- _____ 4. Apathetic toward work assignments, needs prodding

B. Attitude toward committee work

- _____ 1. Very interested - wants to participate
- _____ 2. Moderately interested - will participate if asked
- _____ 3. Slightly interested - needs urging
- _____ 4. Essentially uninterested

C. Attitude of others toward this individual

1. Well-liked by other members of group. (If checked: check one of below a, b, c)
- a. because of cooperation only
 - b. because of personality along with cooperation
 - c. in spite of the fact that he/she does not cooperate fully with group
2. Not well-liked because he/she does not cooperate with group.
3. Not well-liked because of some other reason.

In your own words please answer the following as fairly and objectively as possible:

D. What does this student do especially well?

E. What abilities or talents does this student have that are not being used in present assignment?

F. In what areas does this student need more experience or training?

G. Additional Comments:

RATING SHEET FOR CHAIRMAN

Chairman's Name _____

Date _____

Committee _____

Rater _____ Rater's Position _____

Please answer the following questions as accurately as possible.
If it is a "yes" or "No" answer, support it with reasons.
If any question requires more space, use reverse side.

1. How well he (she) carried out committee's projects.
 - a. Were events well planned out in advance?
 - b. Did the events planned work out successfully?
 - c. Did he (she) show interest in the group's activities?
 - d. Did he (she) try to promote more new activities?
2. Communication
 - a. Does he keep his (her) committee well "integrated"?
 - b. Does the group follow his (her) suggestions readily?
 - c. Is he (she) receptive to ideas from the group?
3. Does he (she) delegate his (her) work?
4. Did he (she) cooperate with you (area director) as much as expected?
5. Do you think he (she) did a good job as chairman of this committee? Why or why not?
6. What are his (her) weak points as a leader?

Remarks: (Use reverse side)

COFFMAN MEMORIAL UNION

SUMMARY of INCOME and EXPENDITURES

July 1, 1954 thru June 30, 1955

	<u>INCOME</u>	%
Student Fees	208,047.14	61.1
Rental Service	7,546.28	2.2
Program Admissions	23,372.45	6.9
Artercraft Shop	2,460.07	.7
Billiard Room	52,062.43	15.3
Bowling Alleys	28,818.73	8.5
Village Union	<u>18,014.97</u>	<u>5.3</u>
	340,342.07	100.0

	<u>EXPENSE</u>	
Administration	46,868.23	13.8
Program	49,333.99	14.5
Maintenance	96,651.81	28.4
Artercraft Shop	5,252.92	1.5
Billiards	46,001.37	13.5
Bowling	22,471.62	6.6
Village Union	<u>27,184.00</u>	<u>8.0</u>
	293,764.14	86.3
Balance:	23,288.97	6.9
St. Paul Campus Renovation	<u>23,288.96</u>	<u>6.8</u>
		100.0

COFFMAN MEMORIAL UNION

Summary of Income & Expenditures
July 1, 1954 thru June 30, 1955
Schedule I

<u>Income</u>	<u>1955</u>	<u>1954</u>
Student Fees	\$ 208,047.14	\$ 193,719.00
Rental Service	7,566.28	7,563.52
Program Admissions	23,372.45	24,426.05
Artcraft Shop	2,460.07	2,488.83
Billiard Room		
Billiard	12,104.77	12,776.46
Merchandise	39,957.66	41,653.25
Bowling Alleys		
Bowling Fees	25,483.63	20,703.93
Merchandise	3,335.10	3,596.38
Village Union		
Program	1,375.52	1,049.72
Fountain	16,639.45	15,854.13
Total Income	\$ 340,342.07	\$ 323,831.27
<u>Expense</u>	<u>1955</u>	<u>1954</u>
Administrative		
Salaries	\$ 31,740.92	\$ 31,301.08
Supplies & Expenses	15,127.31	10,801.50
Program		
Salaries	20,443.56	19,696.80
Supplies & Expenses	28,890.43	26,578.90
Maintenance		
Salaries	55,463.34	58,545.65
Supplies & Expenses	41,188.47	31,969.66
Artcraft Shop		
Salaries	1,976.61	1,891.30
Supplies & Expenses	3,276.11	4,080.59
Billiards		
Salaries	11,315.23	10,722.88
Supplies & Expenses	34,636.14	34,121.34
Bowling Alleys		
Salaries	15,118.13	9,133.85
Supplies & Expenses	7,353.69	11,082.60
Village Union <i>downtown</i>		
Salaries	5,510.86	5,431.68
Supplies & Expenses	4,397.10	3,906.39
Village Union		
Salaries	3,470.28	3,146.64
Supplies & Expenses	13,805.76	14,142.68
Total Expenses	\$ 293,764.14	\$ 276,563.54
Net Balance	\$ 46,577.93	\$ 47,277.73

PROPOSED BUDGET ALLOTMENT
1955 - 1956

AREAS	1955-56 BUDGET	1954-55 BUDGET
<u>ARTCRAFT WORKSHOP</u>		
Instruction & Promotion	\$125.00	\$100.00
Photography	50.00	50.00
<u>DANCE AREA</u>		
Saturday Nite	None	None
Let's Dance	400.00	500.00
Private	None	None
Variety	None	None
Square	75.00	100.00
<u>FINE ARTS</u>		
Gallery	400.00	500.00
Humanities Forum	150.00	150.00
Creative Writing	100.00	-----
<u>GAMES AREA</u>		
<u> Billiards</u>		
Instruction & Promotion	50.00	50.00
Tournaments	50.00	50.00
<u> Bowling</u>		
Instruction & Promotion	40.00	50.00
Tournaments	60.00	50.00
Big Ten Tournament	200.00	None
<u> Bridge</u>		
Instruction & Promotion	75.00	50.00
Tournaments	25.00	50.00
<u> Game Room Activities</u>		
	50.00	100.00
<u>MUSIC AREA</u>		
Christmas Sing	35.00	35.00
Coffman Musicale	175.00	175.00
Band Concerts	80.00	80.00
Folk Song Fests	50.00	50.00
Music Listening - Classical	50.00	50.00
Music Listening - Popular	50.00	50.00
Record Lending Library	400.00	300.00
<u>OUTINGS</u>		
Rovers	483.50*	500.00

* With the provision that \$240.00 be spent for bicycles and this be spent only if better storage space is found for the bicycles. Also that any income from bicycle rental be used to improve old equipment or buy new.

1955-56
BUDGET1954-55
BUDGETAREASRADIO & THEATER ARTS

Noon Movies	\$400.00	\$400.00
Union Varieties	360.00	100.00
Quarterback Sessions	50.00	150.00
Talent Bureau	50.00	100.00
WTRR	850.00	600.00

SOCIAL SKILLS

Charm, Inc.	250.00	150.00
Student-Faculty Relations	500.00	500.00
Foreign Students	300.00	300.00
Toastmasters	100.00	75.00
Toastmistresses	100.00	75.00

SPECIAL EVENTS

Open Houses	500.00	400.00
Welcome Week	225.00	200.00
Graduate Student	300.00	300.00
Program Development	400.00	600.00
Special Events Revolving Fund*	None	None

* This fund includes such activities as Homecoming, Christmas Semi-Formal, Sno-Week, Mardi Gras and Stardust.

PROGRAM OFFICE

Supplies	360.00	200.00
Telephone	300.00	275.00
Postage	75.00	25.00
Travel	400.00	400.00
Equipment	350.00	None

PUBLICITY

Date Digest	150.00	150.00
Gopher Coverage	300.00	300.00
Photo Service	250.00	250.00
Union Relations	100.00	100.00

UNION BOARD ACTIVITIES

Big Ten Convention	200.00	400.00
Christmas Cards	50.00	50.00
Christmas Decorating Party	50.00	50.00
Board Activities	400.00	
Alumni Reunion	100.00	

AREAS1955-56
BUDGET1954-55
BUDGETPersonnel

Merit Recognition	\$360.00
Leadership Outings	150.00
General Expenses	40.00

<u>Anniversary</u>	4025.00
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SUMMER EXPENSES

Summer Program	200.00
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Summer Orientation	50.00
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Contingency Fund	<u>300.00</u>
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TOTAL	\$15,768.50
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1955-1956 PROGRAM ACTIVITY BUDGET
FALL QUARTER

November 16th

AREA	EXPENSE	INCOME	BALANCE	BUDGET	PER CENT	<i>part</i>
<u>ARTCRAFT WORKSHOP</u>						
Inst. & Promotion	---	---	---	125.00	100	<i>as always</i>
Photography	---	---	---	50.00	100	
<u>DANCE</u>						
Saturday Nite	412.94	1480.50	1067.56	---	1067.56	
Let's Dance	136.80	135.00	1.80	400.00	99	
Private Dance	244.50	223.00	21.50	---	21.50	
Variety	376.99	505.45	128.46	---	128.46	
Square	64.59	115.25	50.66	75.00	168	
<u>FINE ARTS</u>						
Gallery	22.67	---	22.67	400.00	93	
Humanities Forum	4.80	---	4.80	150.00	97	
Creative Writing	---	---	---	100.00	100	
<u>GAMES</u>						
Billiards	50.00	---	---	---	---	
Inst. & Promotion	50.00	---	50.00	50.00	---	
Tournaments	---	---	---	50.00	100	
Bowling	---	---	---	---	---	
Instruction	---	---	---	40.00	100	
Tournaments	---	---	---	60.00	100	
Big 10	---	---	---	200.00	100	
Bridge	---	---	---	---	---	
Instruction	88.70	32.00	56.70	75.00	23	
Tournaments	24.67	55.50	30.83	25.00	224	
Game Room Activities	---	---	---	50.00	100	
Chess	---	---	---	---	---	

	EXPENSE	INCOME	BALANCE	BUDGET	PER CENT
<u>MUSIC AREA</u>					
Coffman Musicale	---	---	---	175.00	100
Xmas Sing	---	---	---	35.00	100
Band Concerts	---	---	---	80.00	100
Folk Song Fests	13.35	---	13.35	50.00	74
Music Listening Class.	24.71	---	24.71	50.00	51
Music Listening Pop.	---	---	---	50.00	100
Record Lending Lib.	3.60	29.25	25.65	400.00	94 10 6%
<u>OUTINGS AREA</u>					
Splash Parties	---	---	---	---	---
Rovers	155.30	7.50	147.80	483.50	70
<u>RADIO & THEATER ARTS</u>					
Noon Movies	---	---	---	400.00	100
Union Varieties	17.02	---	17.02	360.00	95
Talent Bureau	56.05	---	56.05	50.00	1.05
WMMR	1006.53	---	1006.53	850.00	\$156.53
Quarterbacks	238.68	168.60	70.08	50.00	20.08
<u>SOCIAL SKILLS</u>					
Charm, Inc.	21.55	138.00	106.45	450.00	142
Dept. Coffee Hours	187.65	---	187.65	00.00	63
Foreign Students	24.96	13.25	11.71	300.00	97
Toastmasters	22.15	---	22.15	100.00	79
Toastmistress	11.50	---	11.50	100.00	88
<u>GRADUATE STUDENT</u>					
	---	---	---	300.00	100
<u>WELCOME WEEK</u>					
	243.61	---	243.61	225.00	18.61
<u>PROGRAM DEVELOPMENT</u>					
	---	---	---	400.00	100
<u>OPEN HOUSES</u>					
	---	---	---	500.00	100

EXPENSE

BALANCE

BUDGET

PER CENT

PROGRAM GENERAL

	EXPENSE	INCOME	BALANCE	BUDGET	PER CENT
Supplies	179.70	69.09	110.61	360.00	70
Postage	70.00	65.10	4.90	75.00	93
Telephone	50.10	—	50.00	300.00	84
Travel	—	—	—	400.00	100
Recreation Equipment	76.11	3.50	73.61	350.00	79

PUBLICITY

Date Digest	150.84	—	150.84	150.00	84
Gopher	408.00	—	408.00	300.00	108.00
PhotoService	29.40	—	29.40	250.00	89
Union Relations	—	—	—	100.00	100

UNION BOARD ACTIVITIES

Leadership Outing	249.38	99.25	150.13	150.00	.13
Merit Recognition	—	—	—	360.00	100
Miscellaneous	—	—	—	40.00	100
Anniversary	—	—	—	4025.00	100

SPECIAL EVENTS REVOLVING FUND

Homecoming Dance	3510.17	6267.00	2756.83	—	2756.83
Contingency Fund	—	—	—	300.00	100
Big Ten Convention	—	—	—	200.00	100
Xmas Cards	—	—	—	50.00	100
Xmas Decorating Party	—	—	—	50.00	100
Board Activities	—	—	—	400.00	100
Alumni Reunion	—	—	—	100.00	100

SUMMER EXPENSES -1956

Program	—	—	—	200.00	100
Orientation	—	—	—	50.00	100

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
November 22, 1955

Members Present:

Dick Getchell, Nancy Forte, Nancy Wallgren, Mr. Pfleider, Paul McRoberts, Bob Winandy, Lee Lynch, Mr. Starr, Mr. Cheese, Bob Wilkinson, Jon Wempner, Rod Rude, Wayne Tempelman, Al Bromley, Fred Wecklenberg, Nancie Brown, Neil Swanson.

Members Absent:

Mr. Layton, Dr. Shoffner, Jeanne Teske, Mr. Richter.

Others Present:

Pat Jaster, Daily Reporter, Vince Dong, Don Finlayson, Jim Ramsburg, Dave Seamans, George Meyers.

The meeting was called to order at 7:10 p.m., following a dinner at which Mr. Charlie Petersen, billiard instructor, was a guest. The minutes of the meeting of November 8, 1955, had been held and were approved with the following corrections: The Noon Varieties Shows have had an average attendance of 1000, the Salute to Irving Berlin show was planned for November, and it is requested that the last sentence of the report be stricken from the record, but that the following be added: Tom Millott stated that the Union must work with the Music, Speech, and Phy. Ed. Departments, etc., to bring their activities to the Union. He felt that this was one of the best ways to make the Union the center of campus life. Action on the Student-Faculty Relations Committee was delayed until a chairman for the Committee could be found.

Mr. Starr mentioned to the Board members that the minutes are getting very long and that all reports will be brief when recorded. He also suggested that these giving area reports prepare them in writing so that they may be on record in our permanent file. He also suggested that the Board members speak clearly and not too rapidly as this will aid in correct recording of the proceedings.

Dick Getchell mentioned to the Board members several letters received from former Board members commenting favorably on the fifteenth anniversary program.

Mr. Getchell also mentioned that at the Executive Committee meeting the Committee to study the Union Board responsibilities and powers was set up to be composed of the Public Relations Committee members and the Executive Committee members with Al Bromley acting as Chairman.

Personnel Committee:

Jon Kampner recommended to the Board for appointment an applicant for the Chairmanship of the Student-Faculty Relations Committee:

0-64

Motion K-554r

It was moved to approve the appointment of Trilby Taylor as Chairman of the Student-Faculty Relations Committee.

Seconded and carried.

Merit Rating Sheets for committee chairmen and committee members were distributed. Jon Kampner requested that the sheets be filled out and placed in his box in the Board office as follows:

Committee Chairman --- Monday, November 28, 1955
Committee Members --- Wednesday, November 30, 1955

House and Finance Committee:

Neil Swanson said that the committee had considered the suggestion that the Men's and Women's Lounges become co-educational. The Committee felt that they could not adequately represent the student body and they will attempt to get student opinion on the matter by using suggestion boxes in these areas so that they may make a recommendation at a later time. A suggestion box will be placed in each of the Lounges, one at the Information Desk, and one in the Counters' Lunch Room.

A request by the Minnesota Christian Fellowship was presented to the Board.

0-65

Motion K-555r

It was moved to approve the request of the Minnesota Christian Fellowship that they be granted the use of room 320 or comparable facilities each Thursday during the 1955-56 academic year from 12:30-1:30 a.m.

Seconded and carried.

Neil reported that the House and Finance Committee has requested estimates to be made on new draperies for the Main Ballroom, and partitions for the basement storage area.

The Summary of Income and Expense for the fiscal year July 1, 1954, to June 30, 1955, was distributed to Board members for review and discussion. A question was raised on the double listing of the Village Union and it was explained that they have one budget for program and one for their fountain operation. It was also suggested that the net balance be identified as being transferred to the renovation fund and to the St. Paul Campus Union Building Fund so that the statement will not be misleading. Mr. Starr mentioned to the Board that the funds of the Union are very carefully controlled by the Business Office and that in addition to our own University auditors a periodic audit is made by the University field auditor as well as the State Auditor. He mentioned also that the Business Office has been very cooperative in helping us get through red tape when emergencies arise.

The 1955-56 Budget Allotment was passed out to Board members so that they may have a copy in their notebooks for reference.

The 1955-56 Program Activity Budget for the Fall Quarter was also distributed. The Budget gave the Allotment, Income, Expense, Balance, and percentage left of the allotment or the amount spent in excess. It was suggested that the form be changed so that the statement would be more easily read, and Neil said he would take care of this matter. It was also asked that a similar report be made at the end of the fall quarter so that the committees may know where they stand at the beginning of winter quarter. Rod Rude mentioned that the Program Committee will review the report and discuss the budget allotments with the Area Directors.

Neil announced that if there were any questions regarding any of the financial statements the members of the House and Finance Committee would be glad to discuss them in detail.

Dick Getshell reported that at the Executive Committee met on behalf of the Union Board in regard to an emergency request for the use of the Main Ballroom for final examinations on December 12, 13, and 14, 1955. Room scheduling had no other place to use for the exams and the ballroom was not in use at that time; therefore approval was given.

HOMECOMING DANCE

George Meyers reported on the Homecoming Dance. The total expenditures amounted to \$3,510.17, total income \$6,257.00, and the net profit on the event was \$2,756.83. The dance was discussed by the committee and the Union program staff and a list of recommendations for next year was compiled and read to the Board and will be on file. The Dance Committee felt that the general Homecoming Committee could have been more cooperative on the Dance arrangements. A question was raised at the Dance Committee's feeling on the use of the Armory. George said that they felt the dance should be confined to the Union and that the total admissions should not be more than 3500 as it is too crowded with 4200 as we had this year.

Other Business:

Other business was taken up as those giving area reports asked that they be delayed for the arrival of another individual reporting.

Question was raised on the progress of the Administrative Committee studying the loan for the St. Paul Campus Union and the addition to Coffman Memorial Union. Mr. Starr gave an off-the-cuff resume of the committee's feelings. A discussion on the feelings of the Board members on the matter followed. A Committee, to consist of Rod Rude, Wayne Tempelman, Fred Neeklenberg, Al Bromley, and Neil Swanson, was appointed to consult with the Chairman of the Administrative Committee so that the situation on the loan may be clarified to the committee and they may report to the Board. The committee will meet at 6:30 p.m. on Monday, November 28, 1955.

ARSA REPORT

Radio and Theatre Arts Area: Station WTCR

Mr. Finlayson gave the Board some background on the operations of the station. Jim Ramsburg reported on the activities of the station thus far fall quarter. Several objectives have been obtained; the station had improved its transmitting, it has sold considerable air time, it has increased its staff, and it has improved its equipment. Jim mentioned that the budget for fall quarter does not as yet reflect any of the income for the station which will be forthcoming soon. He gave a resume of the plans for future expansion of the station. He also told of the cooperation of the ABC network affiliate WTCN.

Mr. Finlayson mentioned to the Board that he felt we should be very proud of the station for the fine work it is doing. The committee functions all day six days a week and although the members are obtaining experience their time is donated.

Jim Ramsburg expressed his appreciation to the Board for the cooperation given the station.

Dick Getchell invited all Board members to attend a party at his home prior to the Christmas semi-formal to be held December 3, 1955, and to a party following the dance.

It was mentioned that filings will be opening soon for a new Board member as Dick Getchell will be graduating in December.

A question was raised on what plans have been made for the Christmas Decorating party. Fred Neeklenberg reported that the committee will meet Wednesday, November 23, 1955.

Al Bromley announced that a letter will be given to all Area Directors and Committee Chairmen concerning the procedure on publicity for the Twin Cities newspapers.

0-66
Motion R-536:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

UNION BOARD AGENDA
Nov. 29, 1955

FILE COPY
DO NOT REMOVE

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. House & Finance
- IV. Special Committee Reports
 - A. Happy Holidays
 - B. Administrative Committee Study
 - C. Addition to Ballroom Stage
- V. Other Business
- VI. Adjournment

COFFMAN MEMORIAL UNION
University of Minnesota
Minneapolis 14

Public Relations Committee
Union Board of Governors

November 21, 1955

Dear Committee Chairman:

To secure the most efficient distribution of news stories, information releases and publicity material about your committee, we are asking you to follow the below listed procedure, effective this date.

All such news stories, information releases and publicity material intended for newspapers, magazines and radio and television stations that are not on the campus are to be sent to:

Administrative Fellow
105 Coffman Memorial Union
University of Minnesota
(Extension 123 and 124)

Or this material may be left at the Information Desk, first floor of the Union. The Administrative Fellow will be responsible for coordinating the distribution of news material to the non-campus news agencies.

Press releases should contain complete and accurate information about your program, event or committee. Give your name, address and telephone number with each such release or news story. Items intended for news publication must be submitted at least 48 hours in advance of the date of the program or event.

Thanking you for your cooperation,

Cordially,

Alan Bromley

Alan Bromley
Chairman

VYD:RJB

Report of Special Committee
on Interpretation and Clarification
of Resolution made July 30, 1955

*the administrative
Committee*

On July 30, 1955, the following resolution was passed by a joint meeting of the St. Paul Union Board of Governors and the Coffman Memorial Union Board of Governors.

"It was moved to recommend to the administration approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost."

Following the passage of this resolution Mr. Gordon L. Starr forwarded the resolution to the administration on behalf of the combined Union Boards.

Mr. William T. Middlebrook, Vice President of Business Administration, representing the administration of the University appointed a committee and instructed them to "canvass for the administration the financial feasibility of this recommendation".

Mr. Gordon L. Starr was made chairman with other members representing both the Minneapolis and St. Paul campuses. Their main activity has been estimating past, present, and future income and expenditures of the student unions. This committee will report to Mr. William T. Middlebrook who will forward the report to the Board of Regents if it is satisfactory.

It is administrative policy that no committee divulge specific information until its report is complete, therefore, Mr. Gordon L. Starr will not be able to give any specific information, however, he will provide progress reports.

Respectfully submitted,

Wayne Tempelman

Wayne Tempelman, Chairman
Fred Mecklenberg
Al Bromley
Neil Swanson
Rod Rude

November 29, 1955

Report of Special Committee
on Interpretation and Clarification
of Resolution made July 30, 1955

On July 30, 1955, the following resolution was passed by a joint meeting of the St. Paul Union Board of Governors and the Coffman Memorial Union Board of Governors.

30-4
"It was moved to recommend to the administration approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost." *Bill necessary*

Union Board of Gov
We interpret the following as set forth below.

1. "the immediate construction of both phases of the new St. Paul Campus Union", means that construction should start as soon as financial arrangements have been made.
2. "the immediate construction of the addition to Coffman Memorial Union", means that necessary steps be taken at once for the completion of architectural plans for added facilities for Coffman Memorial Union, and upon acceptance of these plans construction be started immediately.
3. "floating a bond issue", means making the necessary financial arrangements which will provide for immediate construction (as defined above) of both the St. Paul Union and the facilities of Coffman Memorial Union.

Respectfully submitted,

Wayne Tempelman

Wayne Tempelman, Chairman

Fred Hecklenberg

Al Bromley

Neil Swanson

Rod Rude

November 29, 1955

Bob [unclear]

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
November 29, 1955

Members Present:

Dick Gatchell, Nancy Forte, Nancy Wallgren, Paul McRoberts, Bob Winandy, Lee Lynch, Mr. Starr, Mr. Cheese, Bob Wilkinson, Jon Wempner, Rod Rude, Wayne Tempelman, Al Bronley, Fred Mecklenberg, Nancie Brown, Neil Swanson, Jeanne Teske, Dr. Shoffner.

Members Absent:

Mr. Pfeider, Mr. Layton, Mr. Richter.

Others Present:

Marian Timothy, Pat Jaster, Daily Reporter, Tom Millott, Virginia McHugh, Boots Nelson.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following correction: The committee appointed to study the Union Board responsibilities and powers will be composed of the student members of the Public Relations Committee and the Executive Committee with Al Bronley acting as Chairman.

House and Finance Committee:

Neil Swanson reported that the committee approved the purchase of four fire extinguishers to be located at various points in the building to comply with fire regulations. They approved the purchase of several new bowling balls, as the women's bowling class-s have increased in size and more balls are needed. The committee approved the purchase of two typewriters to be placed at the Information Desk, with the two being replaced to be assigned to station WQUR and the other to our public relations Administrative Fellow. The comm

The committee is investigating a location for a plaque setting forth the purpose to which the Union is dedicated, and the cost of such a plaque.

Neil also reported that station WQUR has requested use of the public address system in the Union to make news broadcasts at noon and at four o'clock in the afternoon. The committee did not feel such broadcasts should be made at noon and suggested a trial of four o'clock broadcasts. The station manager, Jim Ramsburg, informed the committee that they were not able to do this at present but that possibly during spring quarter they will be in a position to do so. Neil mentioned that this will be given consideration at a later date.

0-67

Motion K-557:

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Happy Holidays Dance:

Nancy Forte gave a brief summary of the plans for the semi-formal dance which will be held December 3, 1955 beginning at 9:00 p.m. A string orchestra will be featured, punch will be served during the evening and coffee and donuts at 12:00 midnight; corsages will be provided for the ladies, and free parking for the first 100 guests in the Union garage.

All Board members are asked to serve in the reception line and serve the coffee and donuts. All Board members and their dates are invited to attend a party at Dick Getchell's home, 1668 Colvin Avenue, St. Paul, at 7:30 p.m., prior to the dance.

Special Committee Report:

Wayne Tompelman, Chairman of the special committee on the interpretation of the Resolution made July 30, 1955 and the clarification of the administrative committee set up by Mr. William T. Middlebrook, Business Vice President, presented the report of the committee.

0-68
Motion K-538

It was moved to approve the Interpretation of the Resolution made July 30, 1955, as set forth below with the understanding that it be presented to the administration and other interested organizations on campus.

1. "the immediate construction of both phases of the new St. Paul Campus Union", means that construction should start as soon as financial arrangements have been made.
2. "the immediate construction of the addition to Coffman Memorial Union", means that necessary steps be taken at once for the completion of architectural plans for added facilities for Coffman Memorial Union, and upon acceptance of these plans construction be started immediately.
3. "floating a bond issue", means making the necessary financial arrangements which will provide for immediate construction (as defined above) of both the St. Paul Campus Union and the facilities of Coffman Memorial Union.

Seconded and carried.

0-69
Motion K-539

It was moved that Mr. Gordon L. Starr be directed to present to Vice President William T. Middlebrook the Interpretation of the resolution approved by the Board and that he request that any and all information possible on the progress of the resolution be forwarded to the Union Board of Governors as soon as possible.

Seconded and carried.

Mr. Starr raised a question on the resolution and it was the feeling of the Board that if the report of the administrative committee meets with the interpretation of the resolution the proposal should be sent on to the Board of Regents and if it does not, that the resolution be referred back to the Union Boards.

Dick Getchell mentioned that the members of the St. Paul Campus Union Board were invited to attend the meeting; however, none were present.

Addition to Ballroom Stage:

Boots Nelson and Tom Millot presented to the Board a plan for increasing the size of the stage in the Main Ballroom by means of wooden sections which may be stored when not in use. The plan also included a section which would be reversible to fit flush with the stairs on the stage now, and when turned over to serve as risers.

Mr. Starr mentioned that an extended stage is a definite need of the ballroom. The estimated cost of the project would be from \$500 to \$1000 and it was suggested that renovation funds might be used. Tom Millott requested that action be taken as soon as possible so that the sections might be used for the production of "Carousel" planned as a part of Snow Week festivities. He felt that they should be constructed and ready for use on January 1, 1956 so that they may be used for rehearsals and scenery may be made for such a stage arrangement. The matter was referred to the House and Finance Committee to be reported on at the next meeting.

Other Business:

Dick Getchell announced that Christmas cards will be sent to student organizations and committee members.

Dick Getchell requested that the Personnel Committee open filings for a new Board member as he will be leaving the Board after the next meeting. He also suggested that elections be held at the next meeting.

Bob Winandy invited the Board members to attend the Variety Dance "Moonshine Mixer" on Wednesday, November 30, 1955, at 8:00 p.m.

Tryouts for "Carousel" will be held on Wednesday and Thursday, November 30, 1955 and December 1, 1955, in rooms 343, 344, and 345 from 4:30 to 6:30 on Wednesday, and from 1:30 to 4:30 on Thursday.

The Christmas Decorating Party will begin at 2:00 p.m. on Thursday, December 1, 1955. Following the decorating, refreshments will be served and the Union staff will put on a program of "local talent" for Board and Committee members. Contact your Committee Chairman and Committee members!

Board members are invited to help with the decorations for the Happy Holiday Dance on Saturday from 10:30 to 1:00 p.m.

0-70

Motion K-540:

It was moved to approve the appointment of the following Committee Chairmen:

Christmas Sing - Robert Duerr
Song Fest - David E. Jones

Seconded and carried.

Jon Wempner announced that he had not received any Merit Rating Sheets for Committee Chairmen and only one set of Committee Member Merit Rating Sheets. These must be turned in immediately!!!

Al Bronley passed out a letter to be distributed to Committee Chairmen and members concerning the proper channeling of news to non-University publications.

0-71

Motion K-541:

It was moved that a complete financial report of the Department of Student Unions, as of July 30, 1955, be prepared and presented to the Board.

Seconded and defeated.

It was mentioned that a financial summary had been presented and that complete detailed information was available to those who wished to review it.

Rod Rude mentioned that an Advisory Committee should be set up to study the needs of an addition to Coffman Memorial Union. Dick Getchell said that this would be taken up at the Executive Committee meeting on Friday. Anyone interested in serving on this committee should contact Dick Getchell.

All-University Congress will be reviewing the St. Paul Campus Union and addition to Coffman Memorial Union construction at their meeting on Wednesday, November 30, 1955, at 7:00 p.m. in Nicholson Hall. All interested Board members are invited to attend.

0-72

Motion K-542:

It was moved that a copy of the report of the committee on interpretation of the resolution passed July 30, 1955, and the clarification of the administrative committee, and a copy of the letter distributed concerning distribution of publicity to non-University publications be included with the minutes.

Seconded and carried.

It was suggested that a committee be appointed for the Christmas Get-Together. Dick Getchell said this would be taken up at the Executive Committee meeting.

0-73
Motion K-543:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr

GLS:by

THE GOPHER WILL TAKE PICTURES AT NEXT
WEEK'S BOARD MEETING

COFFMAN MEMORIAL UNION
University of Minnesota
Minneapolis 14

Public Relations Committee
Union Board of Governors

November 21, 1955

Dear Committee Chairman:

To secure the most efficient distribution of news stories, information releases and publicity material about your committee, we are asking you to follow the below listed procedure, effective this date.

All such news stories, information releases and publicity material intended for newspapers, magazines and radio and television stations that are not on the campus are to be sent to:

Administrative Fellow
105 Coffman Memorial Union
University of Minnesota
(Extension 123 and 124)

Or this material may be left at the Information Desk, first floor of the Union. The Administrative Fellow will be responsible for coordinating the distribution of news material to the non-campus news agencies.

Press releases should contain complete and accurate information about your program, event or committee. Give your name, address and telephone number with each such release or news story. Items intended for news publication must be submitted at least 48 hours in advance of the date of the program or event.

Thanking you for your cooperation,

Cordially,

Alan Bromley

Alan Bromley
Chairman

VYD:RJB

Report of Special Committee
on Interpretation of Resolution
made July 30, 1955

On July 30, 1955, the following resolution was passed by a joint meeting of the St. Paul Union Board of Governors and the University of Minnesota Union Board of Governors.

"It was moved to recommend to the administration approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost and to recommend that if necessary an increase be made in the Student Union fee not to exceed \$1.00 per quarter."

We the Union Board of Governors interpret the above as set forth below:

1. "the immediate construction of both phases of the new St. Paul Campus Union", means that construction should start as soon as financial arrangements have been made.
2. "the immediate construction of the addition to Coffman Memorial Union", means that necessary steps be taken at once for the completion of architectural plans for added facilities for Coffman Memorial Union, and upon acceptance of these plans construction be started immediately.
3. "floating a bond issue", means making the necessary financial arrangements which will provide for immediate construction (as defined above) of both the St. Paul Campus Union and the facilities of Coffman Memorial Union.

THE UNIVERSITY OF MINNESOTA UNION BOARD
OF GOVERNORS

Presented to the Board by the Committee
November 29, 1955 and approved by
Motion K-538.

Report of Special Committee
on Clarification of the
Administrative Committee

On July 30, 1955, the following resolution was passed by a joint meeting of the St. Paul Union Board of Governors and the University of Minnesota Union Board of Governors.

"It was moved to recommend to the administration approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost and to recommend that if necessary an increase be made in the Student Union fee not to exceed \$1.00 per quarter."

Following the passage of this resolution Mr. Gordon L. Starr forwarded the resolution to the administration on behalf of the combined Union Boards.

Mr. William T. Middlebrook, Vice President of Business Administration, representing the administration of the University appointed a committee and instructed them to "canvass for the administration the financial feasibility of this recommendation".

Mr. Gordon L. Starr was made chairman with other members representing both the Minneapolis and St. Paul campuses. Their main activity has been estimating past, present, and future income and expenditures of the student unions. This committee will report to Mr. William T. Middlebrook who will forward the report to the Board of Regents if it is satisfactory.

Respectfully submitted,

Wayne Tempelman

Wayne Tempelman, Chairman

Fred Mecklenberg

Al Bromley

Neil Swanson

Rod Rude

November 29, 1955

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
December 5, 1955

Members Present:

Dick Getchell, Fred Mecklenberg, Wayne Tempelman, Rod Rude, Neil Swanson, Nancie Brown, Dr. Pfleider, Mr. Cheese, Dr. Layton, Mr. Starr, Mr. Richter, Jeanne Teske, Bob Winandy, Tom Millott, Lee Lynch, Al Bromley, Nancy Forte, Jon Wempner, Nancy Wallgren, Dr. Schoffner, Paul McRoberts.

Members Absent:

Bob Wilkinson.

Others Present:

Joan Rahlle, Pat Jaster, Daily Reporter, Dave Seamans, Don Finlayson, Roberta Herbkerman.

Prior to the meeting pictures were taken of the Board as a whole and individual members who had not had their pictures taken previously. The Public Relations Committee Chairman, Al Bromley, passed out to the Board members copies of the Gopher Grad as there appears in the magazine an article on the fifteenth anniversary celebration.

The meeting was called to order at 7:15 p.m. The minutes of the last meeting were approved with the following corrections: (1) Representative of the St. Paul Campus Union Board were invited to the last meeting and (2) a financial summary for Coffman Union has been presented to the Board for review.

House and Finance Committee:

Neil Swanson, Chairman of the committee, presented the estimate of \$1,000.00 for the construction of various partitions in the basement storage area.

o-74

Motion 544:

It was moved to approve the expenditure of not to exceed \$1,000.00 for the construction of various partitions in the basement storage area.

Seconded and carried.

Neil Swanson presented an estimate of \$1,500.00 for the construction of an addition to the stage in the ballroom which will be in sections so that it may be stored when not in use. Neil stated that this would be the maximum amount and that possibly it would cost less. The sections would be constructed during Christmas vacation.

o-75

Motion 545:

It was moved to authorize the construction of portable stage sections for the stage in the main ballroom which would increase the size of the stage to approximately double its present size at a cost not to exceed \$1,500.00.

Seconded and carried.

The House and Finance Committee is adopting a new method of accounting concerning program committees. The funds which each committee is allotted will be reviewed. Those who are not spending proportionately to their allotment will either receive additional funds if they are justified and necessary to the program, or funds will be taken from the committee allotment should they have sufficient to continue the program and these funds will be deposited in the program contingency fund. Funds presently not being used will supplement other programs or will be held in the contingency reserve fund. The House and Finance Committee will work closely with the Program Committee on the administering of this policy so that full consideration will be given to all areas.

Executive Committee Report:

The Executive Committee at their last meeting considered the construction of display cases to be placed in the Union for displays by the various committees. Location and cost of this project will be studied and a report given at a later date.

An item which will be passed on to the new president is the appointment of a committee to study the needs of the Union in connection with adding new facilities.

Summary Report of the Administrative Committee:

Mr. Starr read to the Union Board a letter written to Mr. Malcolm M. Willey, Academic Vice President, which listed the recommendations of the Administrative committee. It was requested that this letter appear in the minutes.

Speakers Policy:

Wayne Tempelman presented to the Board material on the speakers policy.

Wayne requested that Board members consider the material and that the matter be taken up at the next Board meeting. Dr. Layton suggested that Wayne consult with the proper authorities on this matter in review of the policy made by the Senate Committee on Student Affairs.

Question was raised on the progress of the Christmas Get-Together for former Union Board members.

Motion K-546

It was moved that we do not have a Christmas Get-Together this year in view of the fact that a reunion was held during the fifteenth anniversary celebration.

Seconded and defeated.

Dick Gatchell, President, appointed Mr. Starr, Bob Winandy, Mr. Richter, and three alumni to be chosen later, to serve on the committee for the Christmas Get-Together.

Mr. Finlayson announced that a revised financial report on the program committees had been drawn up with balances. All Committee Chairmen should contact the program office in this regard.

Mr. Finlayson also requested that all reports be written and turned in before the end of the quarter.

Area Directors Quarterly Report - comprehensive report on the entire area, figures, attendance, names, etc.

Event Reports for all Events Held - attendance figures, financial report, comments, etc.

Financial Report - All expenditures made and all those contracted.

Committee Chairman Merit Rating Sheet - one for each Committee member.

Neil Swanson requested that the Board approve a change in hours for the checkroom on first floor as many students are leaving their lunches in the main lounge during the day and returning to eat them at noon.

0-77

Motion K-547:

It was moved that the checkroom on the first floor be open at 7:30 p.m. each school day morning during winter quarter.

Seconded and carried.

Neil also informed Board members that room 214, which is assigned to the Cosmopolitan Club has been locked. The key is available at the information desk to members of the club. The House and Finance Committee feels that the room is not being used to its best advantage and would like to determine the amount of use so that a reassignment may be made.

Dave Semans gave the financial report on the Christmas semi-formal dance, "Happy Holidays". The committee sold 179 tickets to the dance at \$2.50 (couple) providing an income of \$447.50. The expenses, included decorations, table linen, orchestra, posters, Daily ads, printing of invitations, flowers, and parking in the Union Garage. The bills are not all in as yet, but the approximate loss will be \$390.00 on the dance. It should be noted that a deficit was expected on this program and that fund will be taken from the revolving program fund. Attendance was approximately 100 more than last year, and many fine comments have been received on the dance. It was felt that those on the committee should be commended and that the dance was very successful.

Bob Winandy recommended that a letter of thanks be sent to John Schmidt for the contribution of his services as instructor for the Advanced Dance Class.

It was mentioned by the Program Committee Chairman, Rod Rude, that area reports on the fall leadership retreat held at Camp St. Croix have not been turned in. These must be on file before the end of the quarter.

ELECTIONS:

0-78

Motion K-548:

It was moved to open nominations for President of the Union Board of Governors.

Seconded and carried.

Nominations included: Fred Mecklenberg
Nancie Brown
Al Bromley
Neil Swanson

Neil Swanson withdrew.

0-79
Motion K-549:

It was moved to close nominations for President of the Union Board of Governors.

Seconded and carried.

0-80
Motion K-550:

It was moved that the Union Board of Governors move into Executive Session.

Seconded and carried.

Rod Rude was elected President of the Union Board of Governors!

0-81
Motion 551:

It was moved to open nominations for Vice President of the Union Board of Governors.

Seconded and carried.

The following individuals were nominated:

Al Bromley
Fred Mecklenberg
Lee Lynch

0-82
Motion K-552:

It was moved that nominations be closed. Seconded and carried.

Motion K-553: 0-83

It was moved that the Union Board of Governors move into Executive Session.

Seconded and carried.

Fred Mecklenberg was elected Vice President of the Union Board of Governors!

Following elections Dick Getchell read the installation of officers ceremony and passed the gavel to Rod Rude.

The Union Board moved to Room 315 where a surprise reception was held for the retiring president, Dick Getchell. Mr. and Mrs. Getchell were invited guests.

On behalf of the Union Board Mr. Starr presented Dick with a gavel and spoke on the progress made during his term of office. Nancy Forte presented Dick with a personal gift from the Union Board members.

0-84

Motion K-554

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:05 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

COFFMAN MEMORIAL UNION
University of Minnesota
Minneapolis 14

Office of the Director

December 1, 1955

Mr. Malcolm M. Willey
Vice President
Academic Administration
200 Administration Building
University of Minnesota
Minneapolis 14, Minnesota

Dear Mr. Willey:

On July 30, 1955, the St. Paul Campus Union Board of Governors and the Coffman Memorial Union Board of Governors met jointly and formulated and passed a resolution which follows:

"It was moved to recommend to the administration approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost and to recommend that if necessary an increase be made in the Student Union fee not to exceed \$1.00 per quarter."

This resolution was submitted to the University administration and a special committee was set up by Mr. William J. Middlebrook, Business Vice President, to "canvass for the administration the feasibility of this resolution." This committee, of which I was appointed general chairman, studies the income and expenditures of the student unions along with predicted enrollment and made the following four recommendations.

It is recommended that:

1. The University Advisory Architect be appointed immediately to chairman a committee to prepare plans to meet the physical needs of the Minneapolis campus student Union facilities with the annual free balances of the Department of Minnesota Student Unions to be set aside in a debt service fund to provide for these new facilities.
2. On the basis of the attached schedules of income and expense, based on the increased fee, that financial arrangements be made for a loan not to exceed \$400,000 to supplement funds available for the construction and equipment of the new St. Paul Campus Union.
3. The Student Union Fee be increased \$1.00 per student per quarter to become effective spring quarter 1956 as this increase is essential to accomplish the expansion program of the student Unions on both campuses and rehabilitation of Coffman Memorial Union.

Mr. Malcolm M. Willey

December 1, 1955

4. The Village Union Board be approached with reference to the \$9,700 per year operating deficit, and that they be asked to consider possible ways of eliminating this deficit such as a special assessment fee or other means so that the Village Union will become substantially self-supporting or that services be reduced or discontinued.

In order to accomplish the above resolution and insofar as the site has already been established, the architectural plans have been drawn and the major portion of funds needed is on hand for the St. Paul Campus Union, it is recommended that the enclosed request for increase in the Student Union Fee be submitted immediately to the University Fees Committee for review and action.

It is recommended that upon action of the University Fees Committee that the resolution and all pertinent information be forwarded to the Board of Regents so that action can be taken on the negotiation of a loan not to exceed \$400,000 for the St. Paul Campus Union. It is also recommended that this loan be an open end type so that an additional amount of money may be borrowed as soon as expected income increases sufficiently to cover payments, to be used for the necessary rehabilitation and the additional facilities needed for Coffman Memorial Union.

Following consultation with Mr. William T. Middlebrook and yourself I feel that it would be advisable that the request for the additional \$1.00 fee be effective July 1, 1956, rather than spring quarter, 1956, as stated in the recommendation of the special administrative committee set up by Mr. Middlebrook.

I am enclosing a copy of our fifteen year rehabilitation needs for Coffman Memorial Union. I am certain that this department will take these items into consideration as well as the completion of the St. Paul Campus Union and the added facilities for the Minneapolis campus.

I strongly feel that the Board of Regents should request additional funds from legislature for the food service center to be located adjacent to the new Student Union on the St. Paul Campus.

It is the feeling of students, alumni, faculty, and staff that the St. Paul Campus Union has been long delayed and with the swelling enrollment we are not presently meeting the needs of the Minneapolis campus nor preparing for adequate additional facilities. I urge that action be taken on this entire matter as soon as possible.

Sincerely yours,

Gordon L. Starr
Director of Student Unions
and Assistant Professor

GLS:by
Enc.

SPEAKERS POLICY

- I. Justification for speakers policy as being appropriate business for the board.

It is stated in our Constitution that we should have a comprehensive cultural program.

- II. The present speakers policy as set forth by the Senate Committee on Student Affairs on June 10, 1955, where they quoted the minutes of their organization on January 9, 1956.

"There is at present an understanding in the President's Office that the names of all local speakers are to be approved in the Office of the Dean of Student Affairs before arrangements are completed for bringing them here and that all speakers brought from outside (probably outside the state) should be approved by the President and invited by him as guests of the University."

- III. The gist of this policy is that the students do not have the final say on who they can listen to.
- IV. We do not know whether this policy can be justified by the administration. If it cannot be justified then it should be changed.
- V. If the position that the absolute say should rest with the Administration can be justified, then the method they use to employ this power should be questioned.
 - A. Current method of employing power is for student to apply for permission which may be denied without justification. Only recourse for student is to appeal the case to the senate. In the case for "outside" speakers the power resides with the president only.
 - B. Different method might be to allow administration veto power which would be employed shortly before speaker was to speak. Following use of the veto the administration would have to justify their action before an impartial board.

UNION BOARD AGENDA

Dec. 6, 1955

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. House and Finance
 - B. Executive Committee
- IV. Summary Report of Administrative Committee
- V. Speaker Policy Resolution
- VI. Other Business
- VII. Election of Officers
- VIII. Gatchell's Farewell Address
- IX. Adjournment

MERRY CHRISTMAS TO ALL !

FILE COPY
DO NOT REMOVE

FILE COPY
DO NOT REMOVE

Handwritten notes and scribbles at the bottom of the page, including the number '5' and various illegible marks.

SPEAKERS POLICY

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- B. Different method might be to allow administration veto power which would be employed shortly before speaker was to speak. Following use of the veto the administration would have to justify their action before an impartial board.

I know that the Division Board has not concern the speakers, or what, since majority Policy, as only

UNION BOARD AGENDA

January 10, 1956

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. Public Relations
 - B. Personnel
 - C. Executive
 - D. House and Finance
- IV. Special Committee Reports
 - A. Union Authorities and Responsibilities Committee
- V. Director Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

APPROVED
Assoc. of College Unions
THIS CONTRACT VOID UNLESS
RETURNED WITHIN _____ DAYS.

**FILE COPY
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"AD HOC COMMITTEE REPORT"

The Ad Hoc Committee to Study and Clarify the Responsibilities and Authorities of the University of Minnesota Union Board of Governors hopes to find the answers to the following questions:

1. To whom and for what are the following responsible and what are their interrelationships:
 - a. University of Minnesota Union Board of Governors
 - b. St. Paul Union Board of Governors
 - c. Village Union Board of Governors
 - d. Director of Student Unions
 - e. Assistant to the Director of Student Unions
 - f. Manager of the St. Paul Union building
 - g. Manager of the Village Union building
 - h. Coffman Memorial Union staff personnel.
2. Of what does the Department of Minnesota Student Unions consist?
3. What is the Union Board's relationship to other campus groups, including:
 - a. Alumni Association
 - b. University Services
 - c. Senate Committee on Student Affairs
 - d. Office of the Dean of Students
 - e. Department of Buildings and Grounds
 - f. All-University Congressetc.

If you can help us answer any of these questions, we would appreciate your contacting a member of the committee.

Al Bromley--Chairman
Nancie Brown
Nancy Forte
Fred Mecklenberg
Rod Rude
Wayne Templeman

1955-1956 FINAL PROGRAM ACTIVITY BUDGET
FALL QUARTER

TABULATION OF DECEMBER 22, 1955

	EXPENSE	INCOME	PROFIT OR EXPENDITURE	55-56 BUDGET	DEC 15 BALANCE
<u>ARTCRAFT WORKSHOP</u>					
Instr. & Promotion	0	0	0	125.00	125.00
Photography	0	0	0	50.00	50.00
<u>DANCE AREA</u>					
Saturday Nite	631.32	1545.10	1003.71	None	1003.71
Let's Dance	138.15	135.00	3.15	400.00	396.85
Private Dance	244.50	277.00	32.50	None	32.50
Variety Dance	624.99	844.85	219.95	None	219.95
Square Dance	149.39	240.50	91.11	75.00	166.11
<u>FINE ARTS AREA</u>					
Gallery	21.62	0	21.62	400.00	378.38
Humanities Forum	33.01	0	33.01	150.00	116.99
Creative Writing	0	0	0	100.00	100.00
<u>GAMES AREA</u>					
Billiards					
Instr. & Prom.	50.00	0	50.00	50.00	0
Tournaments	0	0	0	50.00	50.00
Bowling					
Instruction	0	0	0	40.00	40.00
Tournaments	28.95	0	28.95	60.00	31.05
Big 10	0	0	0	200.00	200.00
Bridge					
Instruction	88.70	32.00	56.70	75.00	18.30
Tournaments	68.50	64.50	4.00	25.00	21.00
Game Room Activity	0	0	0	50.00	50.00
Chess	0	0	0	None	0
<u>MUSIC AREA</u>					
Coffman Musicals					
Xmas Sing	49.78	0	49.78		
Band Concerts	25.82	0	25.82	35.00	9.18
	6.96	0	6.96	80.00	73.04
Song Fests					
	26.44	0	26.44	50.00	23.56
Classical Listening					
	39.48	0	39.48	50.00	10.52
Popular Listening					
	8.04	0	8.04	50.00	41.96
Record Lending Library	138.51	86.40	82.11	400.00	317.89

	EXPENSE	INCOME	PROFIT OR EXPENDITURE	55-56 BUDGET	DEC 15 BALANCE
<u>OUTINGS AREA</u>					
Splash Parties	0	0	0	None	0
Rovers	107.30	10.50	96.80	483.50	386.70
<u>RADIO & THEATRE</u>					
Noon Movies	45.30	0	45.30	400.00	354.70
Union Varieties	45.82	0	45.82	360.00	314.18
Talent Bureau	73.85	0	73.85	50.00	23.85
WMMR	1705.97	74.00	1631.97	850.00	781.97
Quarterbacks	282.76	176.30	106.46	50.00	56.46
<u>SOCIAL SKILLS</u>					
Charm, Inc.	237.47	138.00	99.47	250.00	150.53
Student Faculty	228.90	0	228.90	500.00	271.10
Foreign Students	67.84	13.25	54.59	300.00	245.41
Toastmasters	35.95	0	35.95	100.00	64.05
Toastmistresses	39.91	0	39.91	100.00	60.09
<u>GRADUATE STUDENTS</u>					
	0	0	0	300.00	300.00
<u>WELCOME WEEK</u>					
	243.61	0	243.61	225.00	18.61
<u>PROGRAM DEVELOPMENT</u>					
	0	0	0	400.00	400.00
<u>OPEN HOUSES</u>					
	0	0	0	500.00	500.00
<u>PROGRAM GENERAL</u>					
Supplies	192.45	109.26	83.19	360.00	276.81
Postage	85.00	91.73	6.73	75.00	81.73
Telephone	124.64	0	125.64	300.00	175.36
Travel	78.16	0	78.16	400.00	321.84
Recreation Equip.	83.06	2.50	81.56	350.00	269.44
<u>PUBLICITY</u>					
Date Digest	150.84	0	150.84	150.00	.84
Gopher	408.00	0	408.00	300.00	
Photo Service	29.40	0	29.40	250.00	220.60
Union Relations	5.40	0	5.40	100.00	94.60
<u>UNION BOARD ACTIVITIES</u>					
Leadership Outing	263.02	114.45	148.57	150.00	1.43

	EXPENSE	INCOME	PROFIT OR EXPENDITURE	55-56 BUDGET	DEC 15 BALANCE
Mer Merit Recog.	0	0	0	360.00	360.00
Big Ten Conven. Reg. fees	197.24	0	197.24	200.00	2.76
Xmas Cards	53.00	0	53.00	50.00	3.00
Xmas Dec. Party	217.02	0	217.02	50.00	167.02
Alumni Reunion	40.00	0	40.00	100.00	60.00
*Board Activities	202.83	0	202.83	400.00	197.17
<u>SUMMER EXPENSES 1956</u>					
Program	0	0	0	200.00	200.00
Orientation	0	0	0	50.00	50.00
<u>CONTINGENCY FUND</u>					
	0	0	0	300.00	300.00
<u>SPECIAL EVENTS REVOLVING FUND</u>					
Homecoming Dance, 1955	3510.17	6302.35	2792.18	None	2792.18
15th Anniversary	6366.11	3451.05	2916.06	4025.00	1109.94
Christmas Semi Formal	858.81	449.80	409.11	None	409.11

*Includes \$91.15 charged against Regional Conference, 1955.

PROGRAM STAFF SERVICES — WINTER & SPRING 1956

<u>SENIOR CONSULTANT</u>	<u>JUNIOR CONSULTANT</u>	<u>JUNIOR CONSULTANT</u>	<u>PROGRAM DIRECTOR</u>	<u>RECREATIONAL ASST.</u>
DAVE SEAMANS	ROBERTA HERBKERSMAN	HELEN HARTWICK	DON FINLAYSON	MARION TIMOTHY
<u>RADIO & THEATRE ARTS XX</u> Talent Bureau Noon Movies Union Varieties Quarterback Sessions	<u>GAMES AREA XX</u> Billiards Bridge Table Tennis Bowling	<u>MUSIC AREA XX</u> Coffman Musicale Music Appreciation Classical & Popular Record Lending Library Song Fests Music Equip. Usage Band Concerts	<u>ADMINISTRATION XX</u> Staff Conferences Office Procedures Budget Procedures Relationships Univ. Liaison	<u>PROGRAM DEVELOPMENT</u> Creative Arts Creative Writing Creative Music Research
<u>OUTINGS AREA</u> Rovers Co-Rec Activities	<u>TERRACE ROOM XX</u> Rec. Reading Program		<u>UNION BOARD XX</u>	<u>ADMINISTRATION</u> Program Reports Central Files
<u>SOCIAL SKILLS</u> Foreign Students	<u>ARTCRAFT SHOP</u> Arts & Crafts Poster Area	<u>SOCIAL SKILLS AREA XX</u> Charm, Inc. Toastmasters Toastmistress' Student-Faculty Relations	<u>PROGRAM COMMITTEE XX</u> XX <u>PROGRAM DEVELOPMENT</u> Creative Arts Creative Writing Creative Music Program Research	Equipment Duties as assigned by Program Director
<u>SPECIAL EVENTS XX</u>	<u>DANCE AREA XX</u> Square Dance Let's Dance Private Dance Intermediate Dance Advanced Dance Variety Dance Sat. Nite Dance	<u>FINE ARTS AREA XX</u> Gallery Humanities Forum	<u>RECREATIONAL STUDY XX</u>	
<u>GRADUATE STUDENTS XX</u>		<u>PERSONNEL COMMITTEE XX</u> Merit Reception Leadership Training Personnel Bureau	<u>RADIO & THEATRE ARTS</u> WMMR	
<u>ADMINISTRATION</u> As Assigned by Program Director				

Standing Committees

EXECUTIVE
Mr. Starr

HOUSE & FINANCE
Mr. Starr

PERSONNEL
Helen Hartwick
representing Mr. Starr

PROGRAM
Don Finlayson
representing
Mr. Starr

PUBLIC RELATIONS
Vince Dong
representing
Mr. Starr

Undoubtedly a group functions best when the mechanics of procedure are understood by all members. As with most groups the Roberts Rules of Order has been the code of operation for the Coffman Memorial Union Board of Governors. The experience of parliamentary procedure is of value to all members. This experience can best be gained when understood by all. The following information is a brief summary of motions which may be used as a guide for Union Board meetings.

<u>Kind</u>	<u>Purpose</u>	<u>Rules</u>
MAIN MOTION	Used for progress.	<u>Majority Vote.</u> No other motion. Cannot be taken up again (see reconsider motion).
AMEND MOTION	To strike out or insert a statement in Main Motion.	<u>Majority Vote.</u> Voted on before original motion. Must be related directly to main motion. Must be acted upon.
POSTPONE INDEFINITELY	To kill a motion by not letting come to a vote.	<u>Majority Vote.</u> Priority over Main Motion. Cannot be amended or referred. If carried, subject cannot be brought up during current meeting.
TO REFER	To give a committee or individual to be appointed by president responsibility to investigate and report (with or without power to act) to clear way for other business.	<u>Majority Vote.</u> May be amended to appointment and instructions. Priority over Main, Amend and Postpone indefinitely.
POSTPONE DEFINITELY	To postpone matter to a given place, date, and time.	<u>Majority Vote.</u> Priority over Main, Amend, Refer and Postpone Indefinitely. Can be amended as to time. Yields to close Debate or Table.
TO CLOSE DEBATE	To close the debate so the motion can be voted upon.	<u>2/3 Vote Required.</u> Not debatable. Cannot amend. Priority over debatable motion.

<u>Kind</u>	<u>Purpose</u>	<u>Rules</u>
TO TABLE	To dispose temporarily of a trouble matter in favor of dealing with a matter requiring immediate attention.	<u>Majority Vote.</u> Not debatable. Cannot be amended. Applies to Main and subsidiary motions.
OBJECTION TO CONSIDERATION	To prevent debate, vote on matters contrary to interest and purpose of organization.	<u>2/3 Vote Against Required.</u> Member may interrupt speaker. In order before debate, applies to main and question of privilege.
ROLL CALL VOTE	Require each member to vote "aye" or "no".	<u>Majority Vote.</u> No second needed. Not debatable. Made without obtaining floor after question has been put. (before another motion, however)
QUESTION OF PRIVILEGE	Used in relating to safety and honor of assembly and individual.	<u>Majority Vote.</u> Yield only to adjourn or fix time of meeting Decided by Chair (subject to appeal).
POINT OF ORDER	To call attention to a matter out of order (error).	<u>No Vote.</u> Apply to any motion or action. May interrupt; does not need to be recognized. No second required. Must be made immediately after error. Not debatable. Member having floor must yield until point is decided.
APPEAL DECISION OF CHAIR	To over-ride decision of the chairman.	<u>Majority Vote.</u> May interrupt speaker only after decision from chair. Debatable should motion depend on debate. Not debatable if decision appealed relates to decorum.
TO WITHDRAW	For originator of motion to withdraw. Objection to withdraw motion; to permit withdrawal follows.	<u>Majority Vote.</u> No second needed. Not debatable. Must be made before main motion is voted upon.
TO RESCIND	To reconsider a motion or resolution (repeal)	<u>2/3 Vote.</u> -- If being presented first time. <u>Majority Vote.</u> -- If presented at previous meeting. Debatable. Main motion in order when no other business is pending.

<u>Kind</u>	<u>Purpose</u>	<u>Rules</u>
TO RECONSIDER	To reconsider a vote or matter.	<u>Majority Vote.</u> Must be moved by member who previously voted with prevailing side. Suspend action on matter to which it applies until decided. Debate if motion to which it applies is debatable. Can be reconsidered <u>only once.</u>
TO SUSPEND A RULE	To temporarily suspend a rule (to make exception because of unusual circumstances.)	<u>2/3 Vote required.</u> Usually related to business procedures. Fundamental rules of Constitutions and By-Laws <u>cannot</u> be suspended. Priority over all subsidiary motions.
TO MAKE SPECIAL ORDER	To postpone a consideration of a question and make it a special order for the meeting of —date and time.	<u>2/3 Vote required.</u> Used when no other motion is pending Main motion. <u>Special Order</u> has priority over <u>any</u> other business at time specified. Time of consideration can be changed at specified meeting only by Suspension of Rules (<u>2/3</u> Vote required.)

The above information is presented to help clarify the kind, purpose, and rules of motions so that we may progress in an orderly manner with rapid and just treatment of the business at hand.

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
January 10, 1956

Members Present:

Rod Rude, Nancy Forte, Jon Wempner, Jeanne Teske, Nancy Wallgren,
Al Bromley, Mr. Cheese, Wayne Tempelman, Bob Winandy, Nancy Brown,
Fred Mecklenberg, Neil Swanson, Mr. Starr, Lee Lynch.

Members Absent:

Bob Wilkinson, Paul McRoberts, Mr. Pfleider, Dr. Shoffner, Dr. Layton,
Mr. Richter.

Others Present:

Mr. Finlayson, Mr. Seamans, Pat Jaster, Daily reporter, Virginia McHugh.

The meeting was called to order at 7:05 p.m. following a dinner meeting which
took place at 5:30 p.m. Colored slides taken at the Fall Leadership Camp
were shown at the dinner meeting.

The minutes of the previous meeting were approved.

Public Relations Committee:

Al Bromley announced that a suggestion box is now in operation on the
main floor of the Union and that three more will be placed in various
locations in the building very shortly. Suggestions which are received
will be referred to the proper committees for recommendations and a re-
ply will be sent to those who sign their names. Al read one of the
suggestions to the Board dealing with the need for additional table
tennis facilities.

The Public Relations Committee is planning to have tour guides available
for tours of the building. It was suggested that arrangements be made
if possible to have this service available in the evening as well as during
the day.

Personnel Committee:

Jon Wempner asked that all Area Directors notify him of existing Committee
Chairmanship vacancies as a combined ad will be placed in the Daily.

He also announced that the position on the Board which is vacant will be
filled shortly. Filings for this position will close on Friday, January
13, 1956. This position is open to both men and women.

A list of individuals who served on committees during the fall quarter
will be distributed to Board members. They were requested to check the
list and make the proper additions or deletions and notify the Personnel
Committee of these corrections.

Executive Committee:

The Executive Committee will hold regular meetings each week on Monday,
at 4:30 p.m.

Miss Ruth Beemer was recently married and will not be returning to duties
as secretary for the Board Office. The Executive Committee recommended
that a replacement be hired.

Rod Rude read a letter which was received from the Big Ten Conference Committee asking that schools in the Big Ten send in their invitations to hold the Conference at their respective school. The matter was discussed by the Board and many opinions were voiced as being in favor of inviting the Conference at such time in the future that a member of our Board is on the planning committee.

On December 13, 1956 a special meeting was held with the House and Finance Committee and the officers of the groups using room 214: Indo American Club, Cosmopolitan Club, and Islamic Culture. It was the feeling of the House and Finance Committee that the space was not being used to best advantage and that a reassignment should be made. The groups agreed and a report of action was given by Neil in the House and Finance Committee Report.

House and Finance Committee:

The groups previously using room 214 have been asked to share room 347 with the Republican Club and room 214 has been reassigned to station WMMR.

A request has been made by the Students for Stevenson for space in the Union. They are at present sharing space with YDFL and Tip Toppers. The Committee felt that they should continue to share this space provided the other two groups approve.

The Big Ten Debate has requested the use of all conference rooms; 325, 326, 327, 343, 344, 345, 346, 320, 315; from 8:30 a.m. to 5:00 p.m. on April 19, 20, 21, 1956. This program circulates from school to school and is, therefore, held here once every ten years. The committee recommended that the use of these facilities be approved.

The Committee also recommended that the annual spring dance of the Air Force R. O. T. C. be allowed to use the Main Ballroom on Friday, May 18, 1956, and that the square dance be moved to the Junior Ballroom and that Union stand the cost of the use of this room, (25.00), as we will be receiving a rental fee from the R. O. T. C.

The Minnesota State Bar Association has requested the use of the Men's Lounge on April 7, 1956, from 8:30 a.m. to 5:00 p.m. The Committee recommended approval of this request.

0-85

Motion K-5551

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

It was suggested that those participating in the Big Ten Debate be invited to attend the Star Dust Dance which will be held April 21, 1956.

The financial report on all committees for the fall quarter was distributed. The unused balance of one-third of the allotted funds for each committee will revert to the program contingency fund or program development fund unless special request to retain these funds is made to the House and Finance Committee by Friday noon, January 13, 1956.

0-86

Motion K-556:

It was moved that \$50.00 be allotted for the purchase of the costumes used for the 1955 Varsity Show and other materials listed on the bid submitted.

Seconded and carried.

AD HOC COMMITTEE REPORT:

Al Bromley, Chairman of the Committee, presented the report of the Committee which will study and clarify the responsibilities and authorities of the Union Board of Governors. (The report of the committee is attached to these minutes.)

Question was raised as to when the report of the committee was due. Al stated that no time limit had been set. It was suggested that the report be made as soon as possible.

Director's Report:

Mr. Starr requested that class schedules be made for all Board members and that they list their addresses and phone numbers on a sheet which was distributed.

He presented to the Board a short summary of parliamentary procedure on sheets which were distributed. The procedure was reviewed by the Board members.

0-87

Motion K-557:

It was moved that only the request of one person be necessary to have a role call vote.

Seconded and defeated.

0-88

Motion K-558:

It was moved that the request of three persons be the maximum necessary to call a role call vote.

Seconded.

The above motion and second were withdrawn.

0-89

Motion K-559:

It was moved that the Board establish the following procedure for role call votes; namely, that a role call vote will be taken if requested by at least two members.

Seconded and carried.

The Winter and Spring quarter program services charts were distributed showing the staff person to contact for each area for assistance. Mr. Starr mentioned that Mrs. Lambertson, the Game Room Supervisor, has been ill for some time. He also mentioned that progress is being made toward the completion of the mural in the ballroom. The artist has been working at odd hours because of the many events scheduled in the ballroom.

The annual Christmas Get-Together of Former Board members was not very well attended this year but cards have been received from many individuals indicating that they are interested and will try to make it next year.

A meeting concerning the plaque for the Union will be held on Wednesday, January 11, 1956, at 3:30 p.m. Anyone interested was invited to attend and especially anyone on the House and Finance Committee.

There will be a meeting of the University Camp Committee at 3:30 p.m. on Thursday. It was suggested that there should be a Union Board of Governors member on this Committee and that it be considered during the elections next year.

Mr. Starr presented some excerpts of the doctorate thesis on College Union Boards by Floyd I. Brewer.

OLD BUSINESS:

Fred Mecklenberg mentioned to the Board members that the Stillwater Ice Cream Social will be observed for program possibilities on January 21, 1956. An invitation was extended to all Board members.

NEW BUSINESS:

Fred Mecklenberg brought up the question of Board members being on duty in the Board Office during the day. There was some feeling that a full-time secretary should be hired. It was suggested that the Executive Committee take up the matter to determine the needs.

0-90

Motion K-560:

It was moved that the Union Board hire a full-time secretary.

Seconded.

0-91

Motion K-561:

It was moved to postpone action on Motion K-560 until the next regular meeting of the Board or such time as the schedule of Board members office hours is completed.

Seconded and carried.

Mr. Finlayson distributed a calendar for the winter quarter, January program activities.

Nancie Brown informed Board members that old copies of Board minutes which are in the Board Manuals may be destroyed as a permanent file is kept for reference. Nancie also asked that more specific information be made available on the meeting times of committees and the names of committee chairmen and members so that those on duty in the Board Office will have a convenient reference available.

It was suggested that the Board meet sometime during the next few weeks for an informal discussion session in order to bring out any problems which areas may have.

0-92
Motion K-562:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

"AD HOC COMMITTEE REPORT"

The Ad Hoc Committee to Study and Clarify the Responsibilities and Authorities of the University of Minnesota Union Board of Governors hopes to find the answers to the following questions:

1. To whom and for what are the following responsible and what are their interrelationships:
 - a. University of Minnesota Union Board of Governors
 - b. St. Paul Union Board of Governors
 - c. Village Union Board of Governors
 - d. Director of Student Unions
 - e. Assistant to the Director of Student Unions
 - f. Manager of the St. Paul Union building
 - g. Manager of the Village Union building
 - h. Coffman Memorial Union staff personnel.
2. Of what does the Department of Minnesota Student Unions consist?
3. What is the Union Board's relationship to other campus groups, including:
 - a. Alumni Association
 - b. University Services
 - c. Senate Committee on Student Affairs
 - d. Office of the Dean of Students
 - e. Department of Buildings and Grounds
 - f. All-University Congressetc.

If you can help us answer any of these questions, we would appreciate your contacting a member of the committee.

Al Bromley--Chairman
Nancie Brown
Nancy Forte
Fred Mecklenberg
Rod Rude
Wayne Templeman

PROGRAM STAFF SERVICES — WINTER & SPRING 1956

<u>SENIOR CONSULTANT</u> DAVE SEAMANS	<u>JUNIOR CONSULTANT</u> ROBERTA HERBKERSMAN	<u>JUNIOR CONSULTANT</u> HELEN HARTWICK	<u>PROGRAM DIRECTOR</u> DON FINLAYSON	<u>RECREATIONAL ASST.</u> MARION TIMOTHY
<u>RADIO & THEATRE ARTS XX</u> Talent Bureau Noon Movies Union Varieties Quarterback Sessions	<u>GAMES AREA XX</u> Billiards Bridge Table Tennis Bowling	<u>MUSIC AREA XX</u> Coffman Musicale Music Appreciation Classical & Popular Record Lending Library Song Fests Music Equip. Usage Band Concerts	<u>ADMINISTRATION XX</u> Staff Conferences Office Procedures Budget Procedures Relationships Univ. Liaison	<u>PROGRAM DEVELOPMENT</u> Creative Arts Creative Writing Creative Music Research
<u>OUTINGS AREA</u> Rovers Co-Rec Activities	<u>TERRACE ROOM XX</u> Rec. Reading Program		<u>UNION BOARD XX</u>	<u>ADMINISTRATION</u> Program Reports Central Files
<u>SOCIAL SKILLS</u> Foreign Students	<u>ARTCRAFT SHOP</u> Arts & Crafts Poster Area	<u>SOCIAL SKILLS AREA XX</u> Charm, Inc. Toastmasters Toastmistress' Student-Faculty Relations	<u>PROGRAM COMMITTEE XX</u> XX <u>PROGRAM DEVELOPMENT</u> Creative Arts Creative Writing Creative Music Program Research	Equipment Duties as assigned by Program Director
<u>SPECIAL EVENTS XX</u>	<u>DANCE AREA XX</u> Square Dance Let's Dance Private Dance Intermediate Dance Advanced Dance Variety Dance Sat. Nite Dance	<u>FINE ARTS AREA XX</u> Gallery Humanities Forum		<u>RECREATIONAL STUDY XX</u>
<u>GRADUATE STUDENTS XX</u>		<u>PERSONNEL COMMITTEE XX</u> Merit Reception Leadership Training Personnel Bureau		<u>RADIO & THEATRE ARTS</u> WMMR
<u>ADMINISTRATION</u> As Assigned by Program Director				

Standing Committees

EXECUTIVE
Mr. Starr

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Mr. Starr

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representing Mr. Starr

PROGRAM
Don Finlayson
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PUBLIC RELATIONS
Vince Dong
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FALL QUARTER 1955
PROGRAM ATTENDANCE REPORT

	1954			1955		
	No. Events	Total Attendance	Average Attendance	No. Events	Total Attendance	Average Attendance
ARTCRAFT WORKSHOP		2552			2750	
DANCE AREA						
Sat. Nite Dance	6	3202	533	5	2880	576
Variety Dance	7	3728	532	6	2763	461
Let's Dance	7	463	66	8	546	69
Dance Instruction	16	651	41			
Beginning Dance Instruction				8	215	26
Intermediate Dance Instruction				8	228	29
Advance Dance Instruction				7	201	29
Square Dance	9	1096	122	9	989	102
TOTAL		9140			7822	
SOCIAL SKILLS						
Charm, Inc.	8	478	59	16	1220	75
Toastmasters	7	134	19	8	122	15
Toastmistresses	8	120	15	5	55	11
Student-Faculty	8	705	88	8	689	85
Foreign Students					151	76
TOTAL		1437			2237	
FINE ARTS AREA						
Gallery	3	940	313	2	1643	822
Humanities Forum	6	1080	180	4	196	49
TOTAL		2020			1849	
GAMES AREA						
Bridge Instruction	10	123	12	7	160	23
Bridge Tournament	7	155	22	8	209	27
TOTAL		278			369	
OUTINGS AREA						
Rovers	9	141	15	10	206	21
Co-Rec Nites	4	469	117	1	115	115
TOTAL		610			321	
MUSIC AREA						
Coffman Musicale	4	283	71	1	425	425
Listening Hours	7	562	80	28	1400	50
Band Concerts		not reported			not active	
Record Lending Library	19	556	29	16	297	19
Folk Sing	1	25	25	1	200	200
TOTAL		1426			2322	
RADIO*THEATRE ARTS						
Noon Movies	10	4479	447	2	1162	581
Union Varieties	2	2104	1052	7	5058	726
Quarterbacks	10	3056	305	10	1878	185
TOTAL		9639			8095	
SPECIAL EVENTS						
Homecoming Dance	1	3874	3874	1	4182	4182
Christmas Sing	3	1500	500	3	1050	350
Christmas Semi-Formal	1	410	410	1	400	400
Welcome Week	1	2200	2200	1	2500	2500
Decorating Party	1	100	100	1	55	55
Open House	1	100	100	1	8512	8512
15th Anniversary	1	2150	2150			
TOTAL		12244			16699	
GRAND TOTAL		39351			40615	

UNION BOARD AGENDA

January 17, 1956

- I. Call to order
- II. Approval of minutes of previous meeting
- III. Snow Week Report
- IV. Standing Committee Reports
 - a. House and Finance
 - b. Personnel
 - c. Executive
- V. Old Business
- VI. New Business
- VII. Adjournment

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UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14

January 17, 1956

House and Finance Committee Report

Members Present

Nancy Wallgren, Gordon Starr, Neil Swanson.

Progress Report.

The mural is coming along very well. The artist is progressing steadily.

The furniture in the main lounge is now being repaired.

Mr. Starr has met with representatives of three wall covering manufacturers concerning material for the main lounge.

Recommended Action

1. Snow Week Style Show be granted permission to use the main lounge on January 25, 1956, from 12:30 to 1:30 p.m.
2. Snow Week Style Show be granted permission to use a display case to be placed at the main entrance January 18 through 25, 1956.
3. American-Foreign Student Committee be granted permission to use the Men's and Women's Lounges on January 26, 1956, and January 27, 1956, from 1:30 p.m. to 5:00 p.m.
4. Nurses Christian Fellowship be granted use of room 346 or comparable facilities each 2nd and 4th Tuesday during winter quarter.
5. Sufficient funds be allotted to replace three ping pong table tops.
6. Approval of the expenditure of \$1,255.60 of renovation funds to cover the repair of furniture in main lounge.
7. Square Dance Committee be granted permission to conduct a demonstration in the Main Lounge on January 19, 1956, from 11:30 a.m. to 1:30 p.m.

Neil Swanson, Chairman

Sno-Week Budget Report as of
January 17, 1956

EXPENSES:

Ski-Train	\$1,747.83	
*Show	1,069.12	
Sno-Ball	1,064.35	<i>2,000 more</i>
Publicity	115.85	
Polar Party	19.00	
Buttons	610.00	
Misc & Office	<u>26.31</u>	
TOTAL		\$4,652.46

INCOME:

Ski-Train <i>full 275.00</i>	<u>2,827.50</u>	
TOTAL		2,827.50

*Estimated total show expense \$1590.26 - 9.60 left.

total Budget \$9,700

*Snow Train Expended from
175 to 246*

2670 P.P.O.

*219 P 3500
of snow*

COPPER STATE SOCIAL UNION
 FISCAL YEAR BUDGET 55-56
 BEGINNING JAN. 1, 1956

COMMITTEE	ORIGINAL 55-56 BUDGET	BAL. UNDER BALANCE	ADJUSTED		ADJUSTED BALANCE
			INCREASE	DECREASE	
<u>Artercraft Workshop</u>					
Instruction and Promotion	\$125.00	\$125.00			\$125.00
Photography	50.00	50.00			50.00
<u>Dance Area</u>					
Saturday Nite	none	1003.71		803.71	200.00
Let's Dance	400.00	261.85			261.85
Private Dance	none	32.50			32.50
Variety Dance	none	354.86		254.86	100.00
Square Dance	75.00	166.11		75.00	91.11
<u>Fine Arts Area</u>					
Gallery	400.00	378.38			378.38
Humanities Forum	150.00	116.99			116.99
Creative Writing	100.00	100.00			100.00
<u>Games Area</u>					
<u>Billiards</u>					
Instruction & Promotion	50.00	0	25.00		25.00
Tournaments	50.00	50.00			50.00
<u>Bowling</u>					
Instruction & Promotion	40.00	40.00			40.00
Tournaments	60.00	31.05			31.05
Big Ten	200.00	200.00			200.00
<u>Bridge</u>					
Instruction & Promotion	75.00	18.30			18.30
Tournaments	25.00	21.00			21.00
Game Room Activity	50.00	50.00			50.00
Chess	none	0			none
Table Tennis	none	0			none
<u>Music Area</u>					
Coffman Musicale	175.00	125.22			125.22
Christmas Sing	35.00	9.18		9.18	0
Band Concerts	80.00	73.04			73.04
Song Fests	50.00	23.56			23.56
Classical Listening	50.00	10.52			10.52
Popular Listening	50.00	41.96			41.96
Record Lending Library	400.00	317.89			317.89
<u>Outings Area</u>					
Co-Recreational Activities	none	0	25.00		25.00
Revers	483.50	306.70		240.00	146.70

ORIGINAL 55-56 B5 C 9	PAID U BALANCE	ADJUSTED INCREASE DECREASE	ADJUSTED BALANCE
<u>Radio & Theater Arts Area</u>			
Moore Movies	400.00	354.70	354.70
Union Varieties	360.00	314.18	314.18
Talent Bureau	50.00	-23.85	51.15
Quarterbacks	850.00	-781.97	781.97
	50.00	-56.46	0
<u>Social Skills Area</u>			
Charm Inc.	250.00	150.53	150.53
Student-Faculty	500.00	271.10	271.10
Foreign Students	300.00	254.41	245.41
Toastmasters	100.00	64.05	64.05
Toastmistress	100.00	60.09	60.09
Graduate Students	300.00	300.00	300.00
Welcome Week	225.00	-18.61	0
<u>Program Development</u>			
Recreational Reading			100.00
Advanced Dance			15.00
Creative Programs	400.00	400.00	285.00
Open Houses	500.00	500.00	100.00
<u>Union Board Activities</u>			
Leadership Outing	150.00	1.43	0
Merit Recognition	360.00	360.00	360.00
Big Ten Convention	200.00	2.76	0
Christmas Cards	50.00	-3.00	0
Christmas Dec. Party	50.00	37.50	0
Christmas Decorations	none	-169.52	0
Alumni Reunion	100.00	60.00	0
*Board Activities	400.00	197.17	197.17
<u>Summer Expense 1955</u>			
Program & Orientation	250.00	1015.62	765.62
<u>Summer Expenses 1956</u>			
Program		To Be Allocated	
Orientation		To Be Allocated	
<u>Publicity</u>			
Date Digest	150.00	- .84	184
***Dapher	300.00	- 108.00	-108.00
Photo Service	250.00	220.60	220.60
Union Relations	100.00	94.60	94.60

<u>Union Relations</u>	100.00	94.60		94.60
<u>Contingency Fund</u>	300.00	300.00	435.39	735.39
<u>Special Events Revolving Fund</u>				
None		3493.01	3493.01	3493.01
<u>Program Administration</u>				
Supplies	360.00	276.81		276.81
Postage	75.00	81.73		81.73
Telephone	300.00	175.36		175.36
Travel	400.00	321.84		321.84
Recreational Equip.	350.00	269.44		269.44

*Includes \$91.15 charged against Regional Conference 1955

**Includes \$271.10 for Orientation 1955 which may be reimbursed

***Includes \$108.00 charged against Village & St. Paul Unions

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
January 17, 1956

Members Present:

Rod Rude, Nancy Brown, Nancy Forte, Al Bromley, Lee Lynch, Fred Mecklenberg, Jon Wempner, Wayne Tempelman, Bob Winandy, Nancy Wallgren, Mr. Pfeider, Jean Teske.

Members Absent:

Bob Wilkinson, Paul McRoberts, Dr. Shoffner, Dr. Layton, Mr. Richter, Mr. Starr, Mr. Cheese, Neil Swanson.

Others Present :

Mr. Hopf, Mr. Finlayson, Stan Madeja, George Deatch, Virginia McHugh, Pat Jaster, Daily reporter, Francis Haeg.

The meeting was called to order at 7:15 p.m. The minutes of the last meeting were approved.

House and Finance Committee:

Nancy Wallgren presented the report of the House and Finance Committee.

Motion K-563

It was moved to approve the following actions as recommended by the House and Finance Committee:

1. Snow Week Style Show be granted permission to use the main lounge on January 25, 1956, from 12:30 to 1:30 p.m.
2. Snow Week Style Show be granted permission to use a display case to be placed at the main entrance January 18 through 25, 1956.
3. American-Foreign Student Committee be granted permission to use the Men's and Women's Lounges on January 26, 1956, and January 27, 1956, from 1:30 p.m. to 5:00 p.m.
4. Nurses Christian Fellowship be granted use of room 346 or comparable facilities each 2nd and 4th Tuesday during winter quarter.
5. Sufficient funds be allotted to replace three ping pong table tops.
6. Approval of the expenditure of \$1,255.60 of renovation funds to cover the repair of furniture in main lounge.
7. Square Dance Committee be granted permission to conduct a demonstration in the main lounge on January 19, 1956, from 11:30 a.m. to 1:30 p.m.

Seconded and carried.

Snow Week Report:

The present expenses and income of the Snow Week Committee were presented by George Deatch and Stan Madeja.

The Ski Train plans have been expanded from 175 to 316 persons as it was found that additional accommodations were available and the demand was great. This presents no problem in the budget as only those accommodations used will have to be paid for and the income will increase proportionately to the expense.

Francis Haeg invited the Board members to attend the Monday, January 23, 1956 premier performance of Carousel. A question was raised about the removal of the show sets and decorations. Mr. Haeg answered that they will remain on the stage during the Polar Party. He also mentioned that there was a possibility that the expenses for the show might run over the budget.

Mr. Deatch announced that 42 organizations have entered the competitive events and that button sales will begin on Thursday, January 19, 1956.

Stan Madeja mentioned some of the activities planned for the week. The queen contest finals will be held on Friday, January 20, 1956. The Ski Train leaves Saturday morning, January 21, 1956. Saturday night there is a free dance at the Prom Ballroom arranged through WMMR. Tuesday, January 24, 1956, the queen will be crowned with the St. Paul Winter Carnival Queen and King Boreas assisting in the ceremony. There will be a toboggan party on Thursday. Wednesday, Thursday, and Friday, January 25, 26, 27, 1956, performances of Carousel will be given in the Main Ballroom of the Union. Saturday, January 28, 1956 the Sno Ball will be held in the Main Ballroom with Ralph Marterie and Winslow Chamberlain.

Fall Quarter Budget:

The adjusted budget for fall quarter was distributed to Board members for review. The statement shows the original budget, the fall quarter balance, the adjustment and the adjusted balance. The report was reviewed by the members and comments were made on various items.

Nancie Brown explained that the Gallery Committee has retained a large balance as they are planning to construct gallery showcases or display cases for other parts of the building.

Question was raised on the expenses of WMMR. Some members felt that even though expected income will cover the deficit they now have, the matter of going over the allotted budget should be reviewed and this matter was referred to the House and Finance Committee.

It was mentioned to the Board that it was the feeling of the House and Finance Committee that a limit should be set on the revolving program and so that a large portion of funds will not stand on the books unused.

Executive Committee Report:

The committee recommended that full-time secretary not be hired but that a part-time secretary be employed as previously. A part-time secretary has been hired.

The Conduct Control Policy as set forth by the Student Activities Bureau was read to the Board and discussion followed.

0-94

Motion K-564:

It was moved that the Conduct Control Policy be considered further by the Executive Committee at its next regular meeting and that the matter be brought to the Board again before final action is taken.

Seconded and carried.

The Executive Committee will be considering the appointment of a committee to study the needs of an addition to Coffman Memorial Union and the rehabilitation of the Union.

Letters of resignation from Paul McRoberts and Bob Wilkinson were read to the Board.

0-95

Motion K-565:

It was moved to accept the resignations of Paul McRoberts and Bob Wilkinson.

Seconded and carried.

Personnel Committee:

Applications were received for Board positions and the individuals were interviewed. The Committee recommended to the Board James Heltzer, Mary Van Valkenburg, and Pat Prior. Discussion of the candidates' qualifications followed.

0-96

Motion K-566:

It was moved that Jim Heltzer and Mary Van Valkenburg be appointed as members of the Board and that filings be extended on the vacant position one week and that in the event more qualified persons are not found the two most qualified persons be interviewed by the entire Board at their January 24, 1956, meeting.

The vote was taken but the decision could not be determined and a roll call vote was called.

Seconded and carried.

The Personnel Committee has investigated the possibility of a chart in the Board Office showing all committee members. It was found that a six by eight foot chart can be obtained at a cost of less than \$50.00 which will be very attractive and meet the need well.

The Merit Reception will be held this spring and plans for this event are underway. Suggestions are welcome. It was suggested to the Committee that any guests or speakers should be contacted well in advance of the occasion.

Program Committee:

In view of the approaching tournaments the Program Committee recommended that the following action be taken.

0-97

Motion K-567:

It was moved that because of the approaching Big Ten Bowling and Billiards Tournaments, and because we are temporarily without a Games Area Director that Hans Hopf and Bob Christine be appointed temporary co-chairmen and tournament directors for the Billiards Tournament, and that Hans Hopf and Bob Boesenelliers be appointed

temporary co-chairmen and tournament directors for the Bowling Tournament.

Seconded and carried.

Fred Mecklenberg passed around to the Board members the schedule of Board Office hours and asked that Board members contact him if there should be any question.

It was suggested that the policy of Board members being available in the Board Office be reviewed if it does not work out.

Old Business:

Calendars of events in the Union during January has been made up and will be distributed to campus groups.

It was suggested that action be taken on the naming of the commuters' lunch rooms.

⁰⁻⁹⁸
Motion K-568:

It was moved that the naming of the commuters' lunch rooms be referred to the Public Relations Committee.

Seconded and carried.

A question was raised as to what action may be taken in regard to the absences of non-student Board members. Rod Rude answered that according to the By-Laws no reference is made to this matter.

New Business:

Nancy Forte reminded the Board of the Summer Orientation Program and asked that members be considering what part they wish to take in handling some of the evening programs.

The Program Committee will hold regular meetings each Wednesday at 4:30 p.m. New Board members will be assigned areas at the next meeting.

It was suggested that Area Directors be allowed to use the ditto machine in the Board Office, with the provision that all master copies be reviewed by Rod Rude or by Mr. Finlayson before they are run off.

Rod Rude announced that Kathy Besat has been hired as the Board secretary. Any Board work members have for her should be cleared with Rod Rude.

Mr. Finlayson mentioned that Vonnie Hagen will be working in Mr. Starr's office in connection with thank you letters for the St. Paul Campus Union Fund Drive.

⁰⁻⁹⁹
Motion K-569:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

by

Respectfully submitted,
Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
January 24, 1956

Members Present:

Rod Rude, Fred Mecklenberg, Jim Heltzer, Jeanne Teske, Nancie Brown, Mr. Cheese, Mr. Richter, Mr. Starr, Jon Wempner, Neil Swanson, Bob Winandy, Wayne Templeman, Lee Lynch, Nancy Forte, Al Bromley, Mary Jean Van Valkenburg, Dr. Layton.

Members Absent:

Dr. Shoffner, Mr. Pfleider.

Others Present:

Jim Ramsburg, Hope Bouvette, Don Finlayson, David Seamans, George Deatch, Virginia McHugh, Pat Jaster, Daily reporter, Richard Getchell.

The meeting was called to order at 7:15 p.m. The minutes of the last meeting were approved with the request that a listing of the roll call vote taken on Motion K-566 appear in the minutes.

Motion K-566: AYE--Bromley, Forte, Winandy, Tempelman, Pfleider, Mecklenburg, Lynch.
NO---Brown, Teske, Wallgren, Wempner.

Personnel Committee:

In accordance with Motion K-566 the Committee presented to the Board for interview Jim Ramsburg and Hope Bouvette.

The meeting was interrupted at this point to have pictures taken of Board members for publicity use.

The two candidates were interviewed by the Board members.

0-100

Motion K-570:

It was moved that a vote be taken to choose between the two candidates.

Seconded and carried.

0-101

Motion K-571:

It was moved that a written ballot be taken as to the choice of the individual to fill the Board position.

Seconded and carried.

Hope Bouvette was selected as the new Board member.

0-102

Motion K-572:

It was moved to approve the appointment of Barbara Joffe as Chairman of the Elementary and Intermediate Dance Instruction Committee.

Seconded and carried.

Public Relations Committee:

The Public Relations Committee recommended a contest to name the commuters' lunch rooms be held Monday through Friday to close at 5:00 p.m. on Friday. A \$5.00 gift certificate from the Coffman Bookstore will be offered

as the prize. The committee felt that should it be that we do not receive any names more suitable than those we already have, that the committee would name the lunchroom and the gift certificate would revert back to the budget.

0-103

Motion K-573:

It was moved to approve the report of the Public Relations Committee:

Seconded and carried.

House and Finance Committee:

The Committee recommended that the Room Scheduling be granted the use of the Main Ballroom for finals from 8:00 a.m. to 12:00 on March 9, 1956, and from 10:30 a.m. March 12, 1956 through 3:30 p.m. on March 15, 1956. It was recommended that a charge of \$5.00 be made for each day of use.

The committee recommended that Greek Week be given permission to place a display in front of the planter at the main entrance during Greek Week.

The committee recommended that sufficient funds be allocated to cover the cost of printing 500 copies of the Union booklet "Sam and Seymour" with revisions.

It was suggested that the Public Relations Committee review the booklet concerning revisions.

0-104

Motion K-574:

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Program Committee:

Fred Hecklenburg asked permission of the Board to write to Dr. G. B. Fitzgerald, Chairman of the All-University Camp Committee, requesting that the Coffman Memorial Union Board be allowed to send a student member to the Committee.

Mr. Starr gave some background on the Camp Committee. He mentioned that the establishment of a camp is included in our fifteen-year building plan and that the Union Board and All-University Congress have each contributed \$1,000 to the project. In the past the Union Board has been represented by a student member.

0-105

Motion K-575:

It was moved to approve the report of the Program Committee.

Seconded and carried.

Executive Committee:

Rod Rude presented to the Board a letter which will be sent to the Student Activities Bureau concerning the Conduct Control Policy.

Following discussion and revision the following action was taken:

0-106

Motion K-576:

It was moved to approve the following letter to be sent to Student Activities Bureau on behalf of the Union Board of Governors.

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14

Union Board of Governors

January 25, 1956

Edith Stedman
Student Activities Advisor
Student Activities Bureau
University of Minnesota

Dear Miss Stedman:

The University of Minnesota Union Board of Governors has received the Conduct Control Policy and the attached request for fulfillment of obligation. Upon due consideration we have come to the conclusion that until we have clarified the situation discussed below, we are not able to take complete action at this time.

The situation is that the Union and its governing board are considered to be in the dual position of a department and yet a student activity. This position is untenable at present as our areas of responsibility and authority are not clearly defined. This conflict is quite apparent in the handling of our finances.

We are considered as a student activity and yet bank as a department, but nowhere is this arrangement defined. At present we are trying to clarify this and other questions through a committee set up specifically for this purpose. We will greatly appreciate your help in this concern.

A second factor is that it is not clear to us whether we are to be held responsible for the board itself and its activities or for all the committees sponsored by the board. This situation, we believe, can be clarified much more easily than the first but we consider them both distinct problems.

Up to this time no judicial action by the board has been necessary. Discipline is now well handled through our individual committees or the office of the director of student unions. However, any major infraction of such a serious nature as to be acted upon by the board will be reported to the appropriate University authorities.

Respectfully,

Roderick H. Rude
Union Board of Governors

Seconded and carried.

A committee to study the needs of an addition to Coffman Memorial Union will be appointed by the Executive Committee in the near future. Anyone interested in being a member of such a committee was asked to contact Rod Rude.

0-107
Motion K-577:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Art Craft Area Report:

Jeanne Teske reported that the committee has three projects underway at present which will require financial aid and asked that they be referred to the House and Finance Committee. First, more part-time student personnel is needed throughout the week to relieve the manager and to give instruction in various projects. Second, is the purchase of a standard Singer sewing machine which will be better for use on costume materials which are frequently made, and more versatile than the present machine. Estimated cost of the sewing machine would be \$350. Third, the photography committee feels that a 35 mm developer is much needed. This could be obtained for approximately \$150.

The Craft Shop has had an attendance during fall quarter of 1,500. A coffee hour was held during the 15th Anniversary program and 800 people attended at that time. Recently ceramic and jewelry making demonstrations were given on the St. Paul campus. The committee plans to have three open house coffee hours in the near future with demonstrations of poster making and printing, wood finishings and painting, and ceramics.

There was an attempt at beginning a millinery class but publicity did not get out early enough and few signed up. Jeanne felt that this project could be a success later on.

Jeanne mentioned that Mr. Lusk will be leaving us in the near future and that a replacement will have to be found.

Director's Report:

Mr. Starr read to the Board a letter which he will be sending to Norman Larson, Associate Editor of the Minnesota Daily. It was requested that the letter be included with the minutes.

0-108
Motion K-578:

It was moved that the House and Finance Committee study the ramifications and desirability of opening Coffman Memorial Union for student use on Sundays and holidays and submit a report of progress to the Board within two weeks.

Seconded and carried.

0-109
Motion K-579:

It was moved that Mr. Gordon Starr be asked to present a report next week on the financial situation of the loan of \$400,000 to be taken by the Department of Student Unions and how it is proposed that this money is to be spent.

Seconded.

Amendment to Motion K-579:

It was moved to include in the motion that Mr. Starr also prepare a report giving the implications of the Board of Regents action as he sees it.

Seconded and carried.

Motion K-579 was carried.

⁰⁻¹¹⁰
Motion K-580:

It was moved to accept the report of the Director.

Seconded and carried.

OLD BUSINESS:

Al Bromley asked Mr. Starr if members of the Ad Hoc Committee might look in the Union files concerning material they might find useful in their study. Mr. Starr replied that members of the committee were welcome to look in the files and he suggested that they contact him in this regard so that time would not be wasted looking through the large amount of material available.

Fred Mecklenburg quoted from the Pass Policy and then presented to the Board a request from the Snow Week General Chairman asking that section D of the policy be disregarded and that 18 double passes be given the Chairman for his distribution.

⁰⁻¹¹¹
Motion K-581:

It was moved to approve the recommendation that exception be made in the pass policy and that instead of Section D of the policy 18 double passes be granted to the General Chairman of Sno Week for distribution as he chooses.

Seconded and carried.

⁰⁻¹¹²
Motion K-582:

It was moved that an ad hoc committee be appointed to study and revise the pass policy.

Seconded and carried.

The Executive Committee will make these appointments.

NEW BUSINESS:

Bob Winandy made a request on behalf of the Dance Area that they be granted permission to place a display at the main entrance.

⁰⁻¹¹³
Motion K-583:

It was moved that the Dance Committee use the facilities provided by the House Rules.

Seconded and carried.

The Personnel Committee Chairman, Jon Wempner, mentioned that Mardi Gras will be coming soon and requested permission to appoint a Chairman.

⁰⁻¹¹⁴
Motion K-584:

It was moved that the Personnel Chairman be given the authority to appoint the Chairman for the Mardi Gras Committee.

Seconded.

Amend to Motion K-584:

It was moved to amend the motion to include with other Board members on the interviewing committee.

Seconded and carried.

Motion K-584 was carried.

0-115

Motion K-585:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 11:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14

January 24, 1956

Mr. Norman W. Larson
Associate Editor
The Minnesota Daily
University of Minnesota
Minneapolis 14, Minnesota

Dear Mr. Larson:

In reply to your letter of January 9, 1956, I can say that the rising enrollment will greatly affect the services, facilities, and programs of Coffman Memorial Union.

It should be realized that the Union is the focal point for out-of-the-classroom activities. This means that with increased enrollment, regardless of techniques and methods which may be used to help alleviate the problem of classroom space, there will be increased pressure on the Union. More evening classes, Saturday classes, and more frequent use of classrooms may help the classroom space situation, but the pressure on the Union can be relieved only by augmenting facilities. Students, staff, faculty, and guests of the University will still need a place to eat, meet, and take part in extra-curricular activities.

Coffman Memorial Union was built in 1940 for approximately 14,000 students. We are now rapidly reaching the saturation point. Last year's traffic report shows that more than 60,000 individuals entered the building in one school week. Without doubt, the Union is the most frequently used building on campus. It is now very noticeable that we are not able to adequately take care of all the needs of the Minneapolis campus. Seven meeting rooms do not provide enough space for the many student or organizations active on campus. The men's and women's rest rooms across from the Main Ballroom, which have small lounges adjoining, are frequently used as meeting rooms for lack of space elsewhere. We find students eating bag lunches in various corners of the building as well as on stairways. Although, with the removal of the post office boxes, there was an increase in the commuters' bag lunch area, still the commuters' lunchroom is filled to capacity. The Union Board of Governors has made an exception to rules by permitting students to eat lunches in the Main Ballroom during noon programs there. This has helped, but has also created problems. There are times when large noon day luncheons are held in the Ballroom and we find students coming in with bag lunches and no place to go.

There are periods during the day when the rest rooms in Coffman Memorial Union are filled to capacity and we have received complaints about this situation. Here is a problem for which we must find an answer.

We have more requests for student office space in the Union than we can handle. A recent study indicates that eleven per cent of student organizations on campus do not have and badly need filing space, twenty-three per cent would like to have typing facilities, five per cent do not have and badly need desk space. This all adds up to a definite need for student organizations desiring to be located in the Union.

With the high post-World War II enrollments, approximately sixty-five per cent of the student body was made up of commuters. With the subsequent reduction in enrollment and the completion of Centennial Hall, this figure has decreased to about forty-nine per cent. Since the University may not be able to provide the

January 24, 1956

dormitories necessary, we very likely will see a rise in the commuter population. Often there is standing room only in the main lounge. This area has been a meeting place for the many car drivers and riders as well as a meeting place for students, faculty, and guests. Thus we will need more space for commuters who bring their lunches, more lounge space, and more meeting rooms.

In 1947 the United States Office of Education recommended that colleges with enrollments of 700 or more provide an overall eighteen square feet per student in their Union buildings. Presently we can provide only 13.3. Many colleges and universities are using the standard as a guide in planning new Union buildings and additions to buildings. Seven of the nine schools in the "Big Ten" are planning such additions. These additions range in cost from \$300,000 to \$10,000,000. Undoubtedly we will have to consider an addition to Coffman Union in the very near future.

The increased enrollment will certainly have an impact on our activity program. We have already seen where limits have been placed on some activities, such as major dances, for the lack of adequate space. This shortage of space will hinder any expansion of present programs and the development of new programs and activities. And we see this hinder any expansion of present programs and the development of new programs and activities. And we see this hindering the opportunities for students to participate in these programs.

I foresee the possibility and necessity of having the Union open on Sundays as well as holidays. This means we will have to have planned programs for these extra days, as well as having our bowling, billiards, artcraft workshop, reading room and other facilities opened.

Fortunately the Coffman Union Board of Governors has been very cognizant of the problem and has been planning for fulfilling these needs. This is evidenced by the fifteen-year building program presented to, and approved in principle by the Board of Regents on February 14, 1947. The program includes the Union for the University Village, renovation of Coffman Memorial Union, the new Union for the St. Paul Campus, an addition to Coffman Memorial Union, and a University Outings Center Camp. We are now in the third phase of that program, that is, the construction of the new St. Paul Campus Union.

With the Board of Regents action of January 13, 1956, it is hoped that this new St. Paul Union will be under construction during the summer. We now need to establish an advisory committee to consider the immediate needs resulting from the rising enrollment and the future requirements of Coffman Union.

Cordially,

Gordon L. Starr
Director of Student Unions
and Assistant Professor

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
January 31, 1956

Members Present:

Rod Rude, Jim Heltzer, Mr. Richter, Mr. Starr, Mr. Pfleider, Nancy Brown, Neil Swanson, Fred Mecklenberg, Jon Wempner, Dr. Layton, Bob Winandy, Hope Bouvette, Wayne Tempelman, Mary Jean VanValkenburg, Al Bromley, Nancy Wallgren, Nancy Forte, Lee Lynch.

Members Absent:

Jeanne Teske, Mr. Cheese, Dr. Shoffner.

Others Present:

Ed Ballard and Pat Jaster, Daily reporters, Mr. Finlayson, Virginia McHugh, Vince Dong, Dave Seamans.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

Ed Ballard, Daily reporter, who will be covering Board meetings, was introduced to the Board. Thanks and a round of applause was given Pat Jaster for her coverage of past Board meetings.

House and Finance Committee:

The report and recommendations of the committee were presented to the Board by Neil Swanson and appear following these minutes.

It was suggested that either the Junior Ballroom or the Cafeteria be provided for the Square Dance on the two Friday evenings which the committee recommended that the Main Ballroom be reserved for other groups.

It was also suggested that the Liaison Committee handle the matter of book displays on the ground floor. It was pointed out that this is contrary to the House Rules and, therefore, not a Liaison Committee matter. It was suggested, however, that a letter not be sent but that the House and Finance Committee discuss the matter with the proper Bookstore personnel.

Item 8 of the report stated that in the future any committee which has an actual amount of money budgeted to them at the beginning of the year shall check with the House and Finance Committee before they may be allowed to overdraw on their budget. It was asked that the understanding be that any committee which has at the present time already overdrawn their budget must have permission of the House and Finance Committee before spending any more money. A time and amount limit may be placed on the committee; this will in reality increase their allotted budget and they may spend within this new amount. This will relieve the House and Finance Committee of undue detail in approved individual expenditures and yet will keep the budget balanced.

The letter from the Engineers and Foresters Committees was read. It was mentioned that the cost involved would be approximately \$20.00

0-116

Motion K-586

It was moved to accept the report of the House and Finance Committee

Seconded and carried.

Program Committee:

The Program Committee meets each Wednesday at 4:30 p.m.

The Program Committee is planning a program in the Main Ballroom at noon each day next week as it is felt that there is need for such program service.

Along with this trial of programs each day, the committee presented the proposal to the Board for consideration.

--Whereas there is at present an uneven distribution of responsibility among the Program Area Directors which should be remedied;

--Whereas there has been cited and found reasonable, a need for a Noon-program Area;

--Whereas the duties of the vice-president and Program Committee Chairman might reasonably be divided between two people, and the Program Chairman maintained on the executive committee;

--Therefore, a proposed plan should be made by the Program Committee, and presented to the Union Board at the next meeting.

0-117

Motion K-587

It was moved to accept the report of the Program Committee.

Seconded and carried.

Personnel Committee:

Jon Weppner reported that Sylvia Allen was interviewed and was appointed Chairman of the Mardi Gras Committee.

Two other recommendations for Chairmanships were presented by the Committee.

0-118

Motion K-588

It was moved to approve the following recommendations for Chairmanships:

- David Hollinbeck -- Let's Dance
- Nancy Kanamoto -- Hawaiian Dance Instruction

Seconded and carried.

Executive Committee Report:

Appointments of new Board members were announced.

- Hope Bouvette - Games Area and member of Program Committee
- Jim Heltzer - Radio-Theater Arts Area and member of Public Relations Committee.
- Mary Jean VanValkenburg - Special Events Area and member of Personnel Committee.

Appointments to Special Committees were announced as follows:

Steering Committee for Proposed Addition to C. M. U.

- Public Relations Jim Heltzer
- House and Finance Lee Lynch
- Executive Nancy Forte
- Program Hope Bouvette

Function: Set up to determine physical and program needs of C. M. U. in relation to proposed additional facilities. It is recommended that a student poll be taken to ascertain the students' opinions on future programs.

Display Committee

- Arts & Crafts Jeanne Teske
- Program Hope Bouvette
- Fine Arts Area Nancie Brown
- Advisor Hans Hopf

Function: To study areas where display facilities could advantageously be set up, type of case, number of cases, cost, what use they would have, and who would be allowed to use them.

It was also announced that an invitation has been received from the Village Union to hold our meeting there on February 7, 1956. There was some discussion concerning the Joint meeting of SCSA and the All-University Congress which will be held on the same night, as it is possible that the agenda will be of concern to the Union Board.

⁰⁻¹¹⁹
Motion K-589:

It was moved that the Union Board decline the invitation of the Village Union Board to meet at the Village Union on February 7, 1956, and that those interested be recommended to attend the joint meeting of SCSA and All-University Congress to be held on February 7, 1956.

Seconded and DEFEATED.

The joint meeting of SCSA and All-University Congress was discussed. Opinions were voiced by many members on both sides of the question. It was felt by some that it would be advantageous to be represented at a meeting where the Union and its activities would be discussed, and others felt that in view of the study being made by the Ad Hoc Committee and due to the fact that they have not completed the study at this time, it would be well not to say anything at this time.

⁰⁻¹²⁰
Motion K-590:

It was moved that the Union Board President and the Ad Hoc Committee attend the joint meeting of SCSA and All-University Congress on February 7, 1956, and that the Vice President take the duties of the President and attend the Union Board meeting at the Village Union. *Carried*

Seconded and carried.

⁰⁻¹²¹
Motion K-591:

It was moved to approve the Executive Committee Report:

Seconded and carried.

Director's Report:

Mr. Starr mentioned to the Board the recommendation which was made by the Administrative Committee to the Village Union Board concerning their operations and the fact that this matter will have to be considered very soon. The Village Union Board is preparing a report to the Union Board on this matter. Mr. Starr volunteered to prepare some background on the Village Union to be distributed prior to the next meeting so that the Board will be cognizant of the present situation.

Mr. Starr passed out a past Union Expansion Survey questionnaire for the Board's information.

Mr. Starr stated that it was his feeling that the recent action of the Board of Regents was a very positive move and had it not been made the fifteen-year building plan would have been stymied. He felt that as soon as we have definite needs established for Coffman Union and can have plans prepared, we will be in a position to request additional action concerning the addition to Coffman Union.

The fee increase of \$1.00 per quarter and the loan of \$400,000 were discussed in terms of estimated income and expenses providing for loan payment, renovation, current expenses, and free balance. Anyone with additional questions on clarifying these matters was asked to consult the House and Finance Committee.

Mr. Starr mentioned that the entire budget will be coming up in the near future for consideration by the Board.

0-122

Motion K-592:

It was moved to approve the Director's Report.

Seconded and carried.

Old Business:

The Sno Week Budget showing income and expense was presented to the Board for their information. The report showed a loss of \$115.15. This report was not the final one, however, and it was announced that the Co-Chairman of Sno Week will be present at the next meeting to give a full report at that time.

It was recommended that a letter be sent to members of the various Sno Week Committees thanking them for their efforts on this event. Following discussion this matter was referred to the Public Relations Committee to be carried out. It was suggested that letters of this type are very encouraging if sent during the event rather than after the event and are more likely to be seen by all committee members.

Dave Seamans thanked the Board on behalf of the Carousel cast for the addition to the stage in the ballroom. It was mentioned that following the last show on Friday evening the cast removed all the sets, folded the chairs, removed the platforms for the chairs, and swept the floor of the Main Ballroom.

New Business:

An amendment to the By-Laws was presented to the Board as follows:

Article I, Section F, 3, 4a., 4b.

As it now reads:

3. Any student member absent from a duly called meeting must present a written excuse to the executive committee prior to the next regular meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

4a. Any student member who has during a year three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed student member shall relinquish any claim to Union Board Key and "Life Pass" privilege.

4b. A student member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any student member missing more than the first 15 minutes of a standing committee meeting shall be considered absent.

Proposed Amendment:

3. Any Board member absent from a duly called meeting must present a written excuse to the executive committee prior to the next meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

4a. Any Board member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege.

4b. A board member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any Board member missing more than the first 15 minutes of a standing committee meeting will be considered absent.

It was the concensus of the Board that the following sentence be added to 4b: A Board member missing more than the first 15 minutes of a regularly scheduled Board meeting will be considered absent until the matter can be reviewed by the Executive Committee.

Both Mr. Richter and Dr. Layton expressed concern over the proposed amendment change in regard to non-student members either being absent or being required to submit written excuses. Mr. Richter expressed himself as a former Union Board member as well as the alumni representative.

Nancy Forte brought up a letter received from AWS asking for recommendations on the 100 women leaders on campus to be presented at a recognition dessert party on February 28, 1956.

Following discussion these nominations were made: Nancy Forte, Nancy Fournier, Nancy Wallgren, Nancie Brown, Barbara Clark, Pat Jaster, Jeanne Teske, Lea Likarish.

0-123

Motion K-5931

It was moved to approve the above nominations.

Seconded and carried.

Question was raised as to whether or not the Union Board ever has any authority about appointments of program consultants. It was mentioned that this will be reviewed by the Ad Hoc Committee.

0-124

Motion K-5941

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

COFFMAN MEMORIAL UNION
University of Minnesota

January 27, 1956

Report of the House and Finance Committee

Members present: Mr. Cheese, Neil Swanson, Nancy Wallgren,
Mr. Hopf representing Mr. Starr.

Members absent: Lee Lynch

Recommendations to the Union Board of Governors:

1. that a letter be sent to the Bookstore requesting that they discontinue displaying books in the hallway of the basement.
2. that Alpha Phi Omega be granted permission to use the Main Ballroom Friday, April 13, 1956, for an Explorer Scouts Ball that they are sponsoring.
3. that Minnesota Home Economics Association be granted permission to use the Main Ballroom Friday, April 6, 1956, for a banquet given for high school women throughout the State.
4. that the Junior Ballroom be provided for the square dance on these two above days.
5. that the Variety Dance Committee be given permission to hang 14" x 8" posters from the light fixtures in the halls of the second and main floor February 1 through 8, 1956. The posters will publicize the Variety Dance to be held February 8, 1956.
6. that at the present time there is not sufficient need to keep the building open on Sundays as it would only be used as a lounge area. A program should first be developed to attract attention before we consider keeping the building open.
7. WMMR Financial Report.

Income as of 1/30/56	\$419.24
Contracted income to be paid by 7/1/56	1,275.20
Union Budget	850.00
	<u>\$2,544.54</u>
Expenses as of 1/30/56	\$2,365.34
	<u>\$ 179.20</u>

The above includes contracted income to date. Much more is expected before the end of the fiscal year. We shall not attempt, however, to estimate this figure.

COFFMAN MEMORIAL UNION
University of Minnesota

January 27, 1956

Page Two, House and Finance Committee .

8. In the future any committee which has an actual amount of money budgeted to them at the beginning of the year shall check with the House and Finance Committee before they may be allowed to overdraw on their budget.
9. Letter from Engineers and Foresters.

The Committee recommends that no bill be sent to the two groups for the cleaning of the second floor walls. It is felt that they realize the seriousness of the matter and that they will take adequate precautions in the future to see that no such incidents happen again.

Submitted by

Neil Swanson, Chairman
House and Finance Committee

Ns:by

University of Minnesota Union Board of Governors
Meeting of
February 7, 1956

Members Present:

Mr. Richter, Mr. Pfeider, Mr. Cheese, Mr. Starr, Nancy Brown, Neil Swanson, Fred Mecklenburg, Jon Wempner, Bob Winandy, Hope Bouvette, Wayne Tempelman, Mary Jean VanWalkenburg, Nancy Wallgren, Jeanne Teske, Jim Heltsar,

Members Absent:

Rod Rude, Nancy Forte, Lee Lynch, Dr. Shoffner, Dr. Layton, Al Bromley,

Others Present:

Ed Ballard, Daily reporter, Don Finlayson.

The meeting was called to order at 7:20 p.m. by Fred Mecklenburg the Vice President. The meeting was held at the University Village Union. The minutes of the previous meeting were approved as corrected. Motion K-590 should have read Ad Hoc Committee Chairman whereas it read only Ad Hoc Committee.

House and Finance Committee:

The report of the Committee was presented by Neil Swanson. The Committee recommended the approval of a request by the Arts and Crafts Committee to conduct a demonstration in the Main Lounge at 3:30 p.m. on February 9, 1956.

The Committee recommended approval of a publicity request by the Goffman Musicales Committee to use large footprint posters on the ceiling of the ground floor corridor. The posters were used on Monday February 6, 1956. The Committee suggested that in the future the Poster Policy be observed.

0-125
Motion K-595:

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Personnel Committee:

The Committee recommended Nancy Schmelke for Chairman of the Advanced Dance Committee.

0-126
Motion K-596:

It was moved to approve the appointment of Nancy Schmelke as Chairman of the Advanced Dance Committee.

Seconded and carried.

The importance of Dividend Night was recognized by the Board members and the Personnel Committee recommended that this event be taken over by the Saturday Nite Dance Committee as they are willing to accept this responsibility. It was suggested that the Public Relations Committee work closely with this Committee on the event.

0-127
Motion K-597:

It was moved that the Saturday Nite Dance Committee take responsibility for Dividend Night to be held March 3, 1956.

Seconded and carried.

Executive Committee:

Fred Mecklenburg read to the Board the resignation letters of Dr. Robert Shoffner and Lee Lynch.

In the near future a Union Board meeting will be held with no agenda prepared in advance for the purpose of open discussion of any matters Board members feel should be brought to the attention of the entire Board. Items such as resignations and others will be discussed.

A Committee to study the Pass Policy was appointed as follows:

Fred Mecklenburg, Chairman
Jim Heltzer
Mary Jean Van Valkenburg

Wayne Templeman was appointed to the Steering Committee for setting up a Committee to Study the Needs of an Addition to Coffman Memorial in lieu of the vacancy created by the resignation of Lee Lynch.

0-128

Motion K-598:

It was moved to approved the report of the Executive Committee:

Seconded and carried.

Program Report:

In lieu an Area Director's report the Coffman Union Program Director, Don Finlayson, gave an over-all review of the program to date.

1. **Musicals:** More variety in program being used. Movies with a music theme are shown when there isn't a live program.
2. **Classical and Popular Listening Hours:** Regular programs with many people interested. The Committees have plans for advancement into the appreciation area using movies, slides, records, and speakers. Also, background music for coffee hours.
3. **Record Lending Library:** The Committee developed a library card which is carried by students using records. The only the librarian holds these cards is when the student has records out. This eliminates handling many cards each week. They have also increased their service to three days per week so that more students can take advantage of the library.
4. **Song Fests:** This group plans to use a more subtle approach to song fests by having a piano player in the Lounge at various times so that if students wish to sing, they may take advantage of it.

5. **Charm:** Leadership training sessions is a new activity and they hope to develop their leaders for the many phases of Charm, Inc. such as style shows, general self-improvement meetings, and general meetings giving co-eds hints about beauty. They now have a small column in the newspaper each week and a Bridal section for four or five weeks is in the planning stage. Possible extension of the program to the dorms is being discussed.
6. **Toastmistress and Toastmasters:** The Toastmistress group is small but each member has an opportunity to speak at each meeting. Toastmasters has a very enthusiastic group and they are looking for new ideas all the time.
7. **Student-Faculty Relations:** There has been good response to the letter sent out to the faculty departments. Coffee hours with different themes are planned--hypnosis, apple polishing, etc.
8. **Gallery:** Variety of selections have been displayed. They have been cooperating with other committees in displaying things of interest.
9. **Humanities Forum:** The program for winter quarter is set and the committee is working on a variety of programs for spring.
10. **Personnel Committee:** All people who signed up for committees are being interviewed. Those not interested until next year will be contacted at that time. A booklet for training new personnel is being compiled. A bulletin board will be placed in the Board office showing all present personnel thereby giving an over-all view of personnel needs. A permanent file of personnel for fall quarter is kept in the program office and the file for winter quarter is being brought up to date.
11. **Publicity:** Board sponsored events have had the best coverage this that they have had in several years.
12. **WMMR:** Commercialization and the network affiliation has increased participation on this committee to over 100 students.
13. **Homecoming Dance:** Greatest attendance to date and possibly the largest in the country--4,180.
14. **15th Anniversary:** The celebration was a big success. The birthday party and dance were well attended. Dr. J. L. Morrill was made an Honorary member of the Board.
15. **Christmas Semi-Formal:** Best attendance--400--nicest dance of the year.
16. **Sno Week:** Sno Ball attendance increased substantially--2,048 as compared to 1,125 in 1955.

17. **Mardi Gras and Stardust Dance:** Optimistic outlook on both as plans are underway and moving well.
18. **Craft Shop:** Two classes in photography now and another is being organized. Members will participate in National Photo Contest. Demonstrations in crafts will be given in place of open houses.
19. **Games Area:** Bridge Tourney will be co-sponsored with annual Interfraternity and Greek Week this year.
20. **Dance Area:** Variety Dance average attendance up to 369 from 209 per dance last year. Let's Dance has a noontime program now. Hula lessons are now being offered. The Minneapolis Star and Tribune will have a story in the near future. Advance Dance has an excellent class with a minimum of publicity. Square Dance Attendance--1954- 108 average, 1955- 40 average, 1956- average 128 with 2/3 student participation and 1/3 staff and outsiders.
21. **Outings Area:** The Area Director has talked to the Rover members and attended meetings which has been a great boost to the members. More trips have been held this year than last. Attendance has greatly increased both on trips and in weekly meetings. Co-Rec Nites have been held more frequently this year than last with a greater attendance than previously.
22. **Radio and Theatre Arts:** More and bigger and better productions than before. "Carousel" was a major triumph. Noon Movies have been showing better pictures and have had better attendance. Many calls come in for the Talent Bureau and they are working on organizing a "Package Deal".
23. **Foreign Students:** Interest is high and big plans are underway. Festival of Nations being planned for spring. "As Others See Us" programs were a huge success.

Fred Mecklenburg expressed thanks to the program staff for their guidance in program.

Director's Report:

Mr. Starr did not present a report.

Old Business:

Nancy Brown explained that the proposed By-Law Amendment read at the last meeting had actually been passed previously. Mr. Pfeider raised the question of whether the Board had been living up to the By-Law as there was evidence in some cases that it had not been adhered to.

Jon Wempner pointed out that the By-Law had not been enforced.

Nancy Brown brought to the attention of the Board the By-Law concerning attendance records of standing committee meetings. She also recommended that no action be taken on the By-Law until more information can be brought to the Board for review.

Bob Winandy suggested that a special committee be appointed to study attendance By-Laws. A lengthy discussion followed on various points on the matter with no action taken.

Program Committee:

Fred Mecklenburg read a letter of thanks from Ernie Gellhorn, Chairman of the Student Forum Committee of All-University Congress, on the splendid cooperation given them in arranging their programs.

In co-operation with the Student Forum Committee the Union Board will cancel its own scheduled programs in favor of the following events to be held in the Main Ballroom.

February 17, 1956 Herbert Aptheker (speaker) 11:30 a.m.
February 21, 1956 Senator Estes Kefauver 11:30 a.m.
March 2, 1956 Russel Kirk 12:30 p.m.

New Business:

Fred Mecklenburg presented a plan for reorganization of the areas under the Union Board. There would be no change in the Social Skills, Outings, Music, Games, and Dance Areas, however, the other areas would be as set forth below:

Noon Program -- Five Days per week program scheduled for main ballroom from 11:30 -- 1:30 p.m.

Talent Development -- WMR, Talent Bureau, Creative Society

Fine Arts and Skills -- Gallery, Humanities Forum, Art Craft Shop

Program Chairman -- Responsible for present Special Events Area and as a link between Chairmen and the Board. Included as an Executive Committee member.

This arrangement would not require any additional members on the Board nor constitutional or by-law changes.

Jeanne Teske commented that she felt it would be confusing if a change were made now. Fred felt that the change should come now so that new Area Directors would more easily be oriented.

Discussion of the matter followed and it was felt that it should be taken up at the next meeting.

Information on the Village Union had been distributed to Board members prior to the meeting and additional information was given at the meeting. Mr. Richter raised a question on the per capita cost of the Village Union and also whether there is any information available on what other institutions are doing in similar situations.

Mr. Starr asked if there were any other questions on the background information sent to members on the Village Union.

Mr. Starr suggested that the questions and matter of Village Union be referred to a committee for review.

Jon Wempner raised a question as to whether or not we should consider Jim Ramsburg for the vacancy on the Union Board. It was recommended that filings be opened immediately in view of the need of an Outings Area Director.

0-129

Motion K-599:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned to a coffee hour with the members of the Village Union Board of Governors at 9:10 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS AGENDA

FEBRUARY 14, 1956

- I. Call to order.
- II. Approval of minutes of previous meeting.
- III. Standing Committee Reports.
 - A. Program
 - B. Public Relations
 - C. House and Finance
- IV. Sno Week Report.
- V. Director's Report.
- VI. Old Business.
- VII. New Business.
- VIII. Adjournment.

The February 21, 1956, meeting of the Union Board will take place at Mr. Starr's home, 5021 17th Avenue South, Minneapolis. Buffet supper will be served at 6:30 p.m.

University of Minnesota Union Board of Governors
Meeting of
February 14, 1956

Members Present:

Rod Rude, Nancy Forte, Al Bromley, Hope Bouvette, Mary Jean VanValkenburg, Jim Heltzer, Wayne Tempelman, Jeanne Teske, Fred Mecklenburg, Neil Swanson, Bob Winandy, Nancie Brown, Nancy Wallgren, Mr. Starr.

Members Absent:

Jon Wempner, Dr. Layton, Mr. Pfleider, Mr. Richter, Mr. Cheese.

Others Present:

Barbara Clark, George Deatch, Stan Madeja, Don Finlayson, Ed Ballard, Daily reporter, Tom Millott.

The meeting was called to order at 7:40 p.m. The minutes of the previous meeting were approved with the correction that Jim Heltzer was not present.

Sno Week:

Nick Deatch and Stan Madeja presented to the Board the Financial Report on Sno Week and gave their recommendations concerning the arrangements for next year. The Committee felt that the show should be integrated more closely with the Sno Week and publicized as the Sno Week Show. It was felt that there was not enough connection between the two this year.

It was felt that plans for a show should begin very early in the year, possibly as early as October, so that there will not be the problem of almost constant use of the ballroom for rehearsals and last-minute things to be done in preparation.

The committee recommended that the Polar Party be on Wednesday evening and that the Variety Dance Committee help with the arrangements.

It was suggested that the King and Queen be crowned prior to the week's events so that they can take an active part in the activities.

The Ski Meet was not held this year due to weather conditions, but the Committee felt this was a good addition to the week's events and definitely should be included next year. The committee felt that the tobaggan party should be arranged without expenditure if possible as it is very hard to estimate the amount of participation in an event held off campus such as this.

The Coffee Hour did not receive as much publicity as the committee felt it should and it was suggested that possibly it could be held in the Main Lounge next year.

The competitive events included the King and Queen contests, button sales, broom ball, etc. The order for buttons was decreased this year but all buttons were not sold. It was felt that next year appeal should be made to the independent organizations and dormitories to participate in the competitive events.

There was mixed opinion on the feasibility of having student judges for the queen contest and it was felt that this should be left to the discretion of the committee next year.

It was suggested that a survey be made to find out if organizations will participate in the competitive events next year.

There was some feeling of disappointment in the house decorations this year. It was the committee's feeling that if participation were greater next year this might improve the quality. Again, this might be done by appealing to independent groups.

The publicity this year was very good off campus but it was felt that with a greater concentration of publicity on campus next year more would be gained, as the success of the week depends very much on the publicity. It was suggested that posters be used to a maximum and that they should be of professional quality.

The committee suggested that there be a more definite liaison between them and the Board and suggested that a Board member work as a business manager. It was also suggested that one program consultant work with the committee instead of many, as it was felt the committee was decentralized this year. It was also suggested that the committee be given more responsibility for funds, and that the budget for the show be increased as it was very difficult to work so close to the budget. The committee considered the Sno Ball very successful.

The financial report gave the income and expense figures for each event with a profit shown on the Ski Train, Sno Ball, and Button Sales, and a loss on the Carousel Show, Polar Party, Tobaggan Party, and Snow Events. There was an over-all loss of \$316.94.

Program Committee:

The reorganization of areas as presented by the committee at the previous meeting was again presented for discussion along with the following amendments to the By-Laws

II, D, 2, b Now reads:

- b. The vice-president shall be chairman of the Program Committee.

II, D, 2, b Proposed reading:

- b. The vice-president shall be an ex-office member of all Standing and Special Committees.

III, E, 5 Now reads:

5. The Program Committee shall be composed of the vice-president of the Board as chairman, the chairman of the Finance Committee, three student members, and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

III, E, 5 Proposed reading:

5. The Program Committee shall be composed of a student chairman, the chairman of the House and Finance Committee, three student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

III, G, 5 Proposed addition to this section:

F. Be responsible for all Special Events.

Discussion followed on the placement of WMMR and the Talent Bureau. Jim Heltzer felt that WMMR has an operation big enough to be an area in itself. Al Bromley felt that the operation of the Talent Bureau and the station were similar and could be included under one area. It was mentioned by Fred Mecklenburg that the Talent Bureau might not always be operated as a booking agency. Fred mentioned that the noon programs have been very inconsistent and that a five day per week program would be a very active area for one person to handle.

It was suggested that consideration be given to other programs by other groups which are similar to ours such as the Humanities Forum and the All-University Congress Forum.

This matter will be taken up at the next meeting. Fred Mecklenburg asked that any suggestions from Board members are welcome.

0-130

Motion K-600:

It was moved that the meeting recess for ten minutes to look over the main lounge and corridors in preparation for the House and Finance Committee recommendations.

Seconded and carried.

The House and Finance Committee report was presented by Neil Swanson. There was discussion of the renovation of the Main Lounge and it was mentioned by Neil that the amount of \$10,500 is based on the estimate given by the Physical Plant.

The summary of income and was presented to the Board. It was mentioned that fee income has increased because of increased enrollment, the Craft shop was open during the summer, and the Billiard Room is now selling ice cream as an additional concession. Income has increased over-all because of the increased use of facilities. Expenses have increased accordingly. Specific expense items were mentioned as the Art Craft Shop has purchased new equipment and Bowling Alley expense is up because of the refinishing of the alleys during the past summer.

0-131

Motion K-601:

It was moved to approve the following parts of the House and Finance Committee Report. It was recommended that:

1. an initial expenditure of \$10,500 be authorized from the renovation fund for reconditioning the main lounges and corridors.

This would include removal of old flexwood, patching, and recovering the walls with flexwood, plastic, or other suitable covering.

Insofar as the furniture should be replaced this recommendation includes the investigation, coordination of furnishing needs, but not the cost of furnishings.

Presently there is a balance of \$24,159.22 in the renovation fund. With this expenditure the balance would be \$13,659.52.

2. That the attached income and expenditure report for the first half of the fiscal year 1955-1956 be approved.
3. That the Faculty Student Relations Committee undertake a program of coffee hour and showing of the completed mural in the ballroom annex.

Seconded and carried.

0-132

Motion K-602:

It was moved to approve the following recommendation of the House and Finance Committee:

That the Musicales Committee be refused permission to use the main lounge for the Varsity Band on Monday, February 27, 1956, from 11:30 to 1:30 p.m.

Seconded and defeated.

Wayne Tempelman asked that the Board approve the Musicales request as he felt that this program would be of interest to students. Many opinions were expressed in favor of the program as noon programs are much needed at this time. It was also mentioned that the program could not be held in the Main Ballroom as it will be set up for the Greek Week Banquet.

0-133

Motion K-603:

It was moved that the Musicales Committee be granted permission to use the main lounge for the Varsity Band on Monday, February 27, 1956, from 11:30 to 1:30 p.m.

Seconded and carried.

Public Relations Committee:

Al Bromley mentioned that a sign will be made to be displayed in front of the Men's or Women's Lounge, as the case may be, the morning an event will take place in the afternoon so that those planning to use the lounging facilities will not be inconvenienced.

The bulletin board in the Union Board office giving committee member names will be brought up to date in the near future. Any changes may be put in Al Bromley's Board Office box and he will take care of them.

University of Minnesota Week will be February 19 through February 25, 1956. We have been invited to place a display in the St. Paul train depot lobby and it is estimated that it will cost \$25.00 to put the present display in good condition to be shown.

0-134

Motion K-604:

It was moved to approve the expenditure of \$25.00 to repair the Coffman Memorial Union Display for use during University of Minnesota Week.

Seconded and carried.

Al Bromley mentioned that Vince Dong accepted the job of editor for a Region Seven of the Association of College Unions Newsletter. There is a limited number of copies of the first Newsletter available and these will be circulated among the Board members.

Al Bromley presented a list of recommendations for a friendlier atmosphere at Board meetings and more complete minutes of the meetings. The Board discussed these recommendations for some time and then it was suggested that he present the information in written form with copies for each member at the next meeting.

0-135
Motion K-605:

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

Director's Report:

Mr. Starr suggested that the Board invite the St. Paul Campus Union Board and other individuals from the St. Paul Campus to Coffman Memorial Union so that they may see our physical need of furnishings and renovation.

Mr. Starr announced that the Aircraft Workshop is now being run by three students. He indicated that this was not the most desirable situation, but that competent trained personnel to fill this type of position were in great demand and hard to find.

Mr. Starr announced that Vince Dong will be leaving soon as he will be completing his graduate work and we have an excellent candidate to fill his position.

Mrs. Timothy, program consultant, will also be leaving soon, and Mr. Starr indicated that at some time in the future candidates for her position would be introduced to the Board.

Mr. Starr announced that the printing of the Regional Report on the Conference held here last fall has fallen to us after much delay and will be available soon.

Mr. Starr mentioned to the Board that progress is being made every day on the new St. Paul Campus Union and gave many off-the-cuff remarks on the project.

Al Bromley asked if recommendations had been made by Mr. Starr concerning new personnel for the Union. He expressed the opinion that it was rather pointless to present candidates to the Board if they had already been hired and that Union Board opinion would have no value. Mr. Starr commented that he was required to give recommendations but that all those who would be working with the new personnel were being consulted as to their feelings about the individuals and that certainly any feeling the Board members might have would be given due consideration.

Mr. Starr was asked to give information concerning the payment of the loan for the St. Paul Campus Union. He offered to do so briefly but members felt that a detailed report would be more helpful to them. Mr. Starr was agreeable to giving a detailed report and it was the consensus of the Board that it be given at the next meeting.

Mr. Starr invited the Board members to hold their next regular meeting at his home. Notice will be given later regarding arrangements.

Old Business:

Al Bromley told the Board that he had been told by two staff members that they had been given orders not to discuss anything concerning the Ad Hoc Committee with the Ad Hoc Committee members. Mr. Starr and Mr. Finlayson stated no such order had been given and Mr. Finlayson suggested that someone had misunderstood, either staff members or students. Al Bromley proposed the following action.

⁰⁻¹³⁶
Motion K-606:

It was moved that in order to correct the present understanding of the Union staff concerning cooperation with the Union Board, the Director send a memorandum to the entire staff of the Department of Student Unions requesting their cooperation with all committees of the Union Board and that copies of this memorandum be sent to all Board members.

Seconded.

Discussion followed and Jim Heltzer proposed an alternate motion which would not suggest that there had been no previous cooperation with the Union Board. Following this the motion proposed by Mr. Bromley was withdrawn and the second withdrew also.

⁰⁻¹³⁷
Motion K-606:

It was moved that in order to maintain the present level of excellent cooperation between the Union staff and the Union Board, the Director send a memorandum to the entire staff of the Department of Student Unions requesting their cooperation with all committees of the Union Board and that copies of this memorandum be sent to all Board members.

Seconded and defeated.

Some Board members expressed opinions that they felt the motion was unnecessary. Mr. Starr, as Recording Secretary, asked what the Board members wished to have recorded regarding this matter and no recommendation was made.

Mr. Finlayson announced that there would be a meeting of all Program staff members at 9:00 a.m. on February 15, 1956, and that Al Bromley would be welcome to attend.

New Business:

Tom Millott reported to the Board that there had been opinions pro and con on the production of the play "The Wallet" and that a preview showing will be given on Monday, February 20, 1956, in room 320 of the Union at 8:30. Criticism sheets will be distributed.

Those Board members that attended the meeting of All-University Congress and the Senate Committee on Student Affairs were asked by the Board to report at the next meeting.

There will be a meeting on Thursday, February 16, 1956, at 9:30 a.m. in Mr. Starr's office to consider materials for wall covering in the main lounge and corridor. Anyone interested may attend.

Question was raised as to when a coffee hour should be held to view the new mural in the ballroom and it was the consensus of the Board that it be held the first week of spring quarter.

Neil Swanson presented to the Board a bill of \$55.00 for entertainment during the S.L.A. Week dance intermission. It was noted by all Board members that no agreement had been made to pay the cost of this entertainment but it was the consensus of the Board that due to extenuating circumstances we should accept this bill.

⁰⁻¹³⁸
Motion K-607

It was moved to approve the payment of the bill of \$55.00 for the intermission entertainment at the S.L.A. Week Dance.

Seconded and carried.

It was announced that the next meeting will be open discussion on any topic which is of concern to the Board.

Neil Swanson announced to the Board that through the Audio-Visual Department we will have the privilege of having a color television set in the building for a few weeks. We are asked, however, to pay the cost of transportation. It was the consensus of the Board that this expense should be incurred.

Al Bromley presented the following motion to the Board and gave information concerning the qualifications of Dr. Erlandson.

⁰⁻¹³⁹
Motion K-608

It was moved that the Union Board recommend that Dr. Lee Erlandson, Assistant Dean of the Dental School, be considered for appointment to the Union Board as a non-student member.

Seconded and carried.

⁰⁻¹⁴⁰
Motion K-609

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
MINNEAPOLIS 14

OFFICE OF THE DIRECTOR

February 21, 1956

University of Minnesota Union Board
of Governors
Meeting of February 21, 1956

Summary of the Informal Discussion

1. How can we fill Board vacancies with qualified members.

Suggested that references be required when individuals apply.

Suggested that more recognition be given to Area Directors of the Board, Board Committee Chairman, and Committee members.

(2.) Question was raised as to whether members felt that the Board was being divided between administrative and program duties.

Suggested that we try to find new Board members from the Committee Chairmen.

Suggested that the Area Directors try to stimulate more interest in the Chairmen.

Suggested that possibly we need more busy workers than policy makers.

Suggested that letters be sent to organizations inviting applications for Board positions.

Mentioned that we do not get enough Board representation at interviews.

Suggested that we write to the school which has a waiting list of 400 and find out their secrets.

Suggested that we have more than one Leadership Retreat for Union Board and Committee members per year. At least one per quarter.

Suggested that a personal interest must be shown in the new Board members orientation by the old members.

Suggested that regular committee meetings be held each week.

3. Question raised as to why the Mardi Gras was not successful.

Many suggestions were given and it was evident that the committee had worked very hard on the project. There seemed to be no reason why the event should be unsuccessful as other events held the same evening on the St. Paul Campus and at the Village Union were successful. It was mentioned that Vince Dong is making a telephone survey to find out why there was no interest.

4. The Square Dance Committee has been complaining because they have been moved out of the Ballroom.

Neil Swanson brought up the question of whether the Union should be a service organization or should try to sponsor all the events.

5. Wayne Tempelman asked whether the Board would care to discuss the Speakers Policy and take a stand on this issue.
6. (2) Ned Rude asked if the Board members would care to discuss the question of whether the Union ~~should~~ is being divided by administrative duties and program duties.
7. The group chose to discuss Neil's question (4). It was felt that many organizations ask for facilities for their main event of the year and that the Union should be the focal point for activities.

It was felt that the Main Ballroom should not be used for continuing programs on Friday and Saturday Nights if larger groups want the facilities and in this manner more individuals will be given the privilege of using the facilities.

Suggested that each request be reviewed on it's own merits.

Suggested that we present some of our events on Sunday to get people use to using the building on Sundays.

Suggested that we should have many and varied activities to reach as many people and as many interests as possible.

Suggested that food service be open later every evening.

Mentioned that we have a standing offer to try keeping the food service open for two weeks. It must break even and then it can be kept open.

University of Minnesota Union Board of Governors
Meeting of
February 21, 1956

Members Present:

Rod Rude, Jim Heltzer, Nancy Wallgren, Wayne Tempelman, Neil Swanson, Mr. Cheese, Mr. Richter, Mary Jean VanValkenburg, Mr. Layton, Al Bromley, Nancy Forte, Nancie Brown, Jon Wempner, Mr. Starr, Bob Winandy.

Members Absent:

Hope Bouvette, Fred Mecklenberg, Mr. Pfleider, Jeanne Teske.

Others Present:

Mr. Finlayson, Ed Ballard, Daily Reporter, Dick Getchell.

The meeting was called to order at 7:45 p.m. following buffet supper, featuring buffalo burgers, at Mr. Starr's home. The minutes of the previous meeting were approved. A short business meeting was planned to take care of necessary matters and to be followed by an open discussion of Board matters.

Personnel Committee:

Jon Wempner presented the following recommendation to the Board.

Motion K-610:

It was moved to approve the appointment of the following Committee Chairmen:

Game Room Chairman	Pat Short
Billiard Room Chairman	Frank Silver

Seconded and carried.

Jon Wempner urged Board members to refer any individuals they could to apply for the Board vacancy.

Jon announced that Merit reports must be in within the next ten days, especially since the Merit Reception will be held next quarter. He reminded area directors that all event reports must also be completed by March 9, 1956.

House and Finance Committee:

Neil Swanson presented the following recommendations to the Board.

Motion K-611:

It was moved to approve the expenditure of \$8.50 by the Toastmasters to purchase handbooks on public speaking.

Seconded and carried.

Mr. Finlayson mentioned that these might be classified as program equipment as they will be used for more than one year.

Motion K-612:

It was moved to grant Alpha Phi Omega permission to use room 320 or comparable facilities on March 10 and 19, 1956, from 3:30 to 5:00 p.m. for a meeting of Campus Carnival chairman.

Seconded and carried.

Executive Committee:

The following amendment to the By-Laws was read to the Board members:

II, D, 2, b Now reads:

b. The vice-president shall be chairman of the Program Committee.

II, D, 2, b Proposed reading:

b. The vice-president shall be an ex-officio member of all Standing and Special Committees.

III, E, 5 Now reads:

5. The Program Committee shall be composed of the vice-president of the Board as chairman, the chairman of the Finance Committee, three student members, and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

III, E, 5 Proposed reading:

5. The Program Committee shall be composed of a student chairman, the chairman of the House and Finance Committee, three student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

III, G, 5 Proposed addition to this section:

F. Be responsible for all Special Events.

8-144

Motion 613:

It was moved to approve the following amendments to the By-Laws:

II, D, 2, b The vice-president shall be an ex-officio member of all Standing and Special Committees.

III, E, 5 The Program Committee shall be composed of a student chairman, the chairman of the House and Finance Committee, three student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

II, G, 5 F. Be responsible for all Special Events.

Seconded and carried.

The question was raised as to whether or not the motion would put into effect the new area organization and Rod Rude mentioned that these amendments would only make the change possible and that this would be decided on in the future. Question was also raised as to when the amendments would take effect. Rod announced that it would take effect as soon as the individuals involved would make the necessary changes.

Director's Report:

Mr. Starr passed out to Board members a summary for the next 15 years of estimated fee and other income, expenses, loan payments, and free balances in connection with the loan for the St. Paul Campus Union.

There was some discussion and speculation on enrollments and summer programs in the future. Mr. Starr stated that the estimates were very conservative, and pointed out that there would be sufficient excess for an addition to Coffman Memorial Union.

It was suggested that the House and Finance Committee study the matter of reserving the free balances each year and report to the Board at a later date.

The Regional Report for the 8th Annual Conference of Region Seven of the Association of College Unions was distributed to Board members.

Rod Rude read to the Board the invitation extended to Board members to attend the Tunic Twirl sponsored by Greek Week to be held at the Prom Ballroom from 9:00 to 1:00 Tuesday, February 21, 1956.

It was suggested that the Director of Student Unions be made a member of the Union Board with voting power to promote a closer relationship with the Board. Mr. Starr voiced his opinion that he would rather not have a vote on the Board. During the discussion it was mentioned that in this way the Board would be losing one non-student member as an advisor. Following discussion the following action was taken:

⁰⁻¹⁴⁵
Motion K-614:

It was recommended that the present arrangement between the Director of Student Unions and the Union Board of Governors be maintained and that Dr. Forrest L. Erlandson be recommended for the vacant non-student Board position.

Seconded and carried.

⁰⁻¹⁴⁶
Motion K-615:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

of the dances
until it has
been ascertained
that all students
who ~~not~~ wish
to attend have
been afforded
the opportunity
to purchase a
ticket.

[7]

c) Let the demand
be met with a
supply by holding
dances with a
big name band
at suitably frequent
intervals

10

3] In all cases
→ students who
have paid their
^{dues} fee to Coffman
Memorial Union
should be given
ample opportunity
to purchase dance
tickets before others
are allowed to purchase
dance tickets

Where possible
~~the tickets~~

dance tickets
be sold at different
price levels &
that students who
have paid their
current fee to

Coffman Memorial
Union be given the
~~right of~~

be eligible to
purchase dance
tickets at the lower
price level.

I move that

44

University of Minnesota

Warrior Board of

Governors ^{adopt} ~~follow~~

the following

policy with respect

to special ^{events} dances,

except for the Home-
coming dance:

1) except for the ~~rest~~

following two cases dance attendance be limited to 3,000

a) The no. of ~~university~~ university students ~~attending~~ wishing to attend exceeds 3,000

b) Expenditures
of the dance can
not be met by
sale of 3,000
tickets & funds
are not available
from other sources
to underwrite the
dance

2) If case 1a or 1b
arises then the
following
alternatives should
be considered before
allowing dance
attendance to
exceed 3,000.

a) For a big name band have a dance on both Fri & Sat nite

b) Have two special dances one week apart \$ ~~not~~^{do not} allow a student to purchase a ticket for ^{both} ~~one~~

30
1 M

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

FEBRUARY 28, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF PREVIOUS MEETING
- III. STANDING COMMITTEE REPORT
 - A. House and Finance ✓
 - B. Public Relations ✓
 - C. Personnel ✓
 - D. Program ✓
- IV. AD HOC PROGRESS REPORT ✓
- V. SPEAKER POLICY--Wayne Templeman ✓
- VI. DAKOTA TRIP--Jim Heltzer ✓
- VII. DIRECTOR REPORT--Mr. Starr
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT

THE MARCH 6, 1956, MEETING WILL BE A DINNER
MEETING AT 6:00 P. M. IN ROOM 353.

Kindly notify the Director's Office, extension
121, in case you cannot be present, to facilitate dinner reservations.

University of Minnesota Union Board of Governors
Meeting of February 28, 1956

Members Present:

Rod Rude, Jim Heltzer, Fred Mecklenberg, Nancy Forte, Neil Swanson, Mary VanValkenburg, Wayne Tempelman, Mr. Starr, Dr. Layton, Bob Winandy, Nancy Wallgren, Mr. Pfleider, Jon Wempner, Al Bromley, Hope Bouvette, Jeanne Teske, Nancie Brown.

Members Absent:

Mr. Cheese, Mr. Richter.

Others Present:

Marcia Koth, Vince Dong, Judy DeYoung, Don Finlayson, Marion Timothy, Ed Ballard, Daily reporter, Pat Jaster, Barbara Clark, Virginia McHugh.

The meeting was called to order at 7:15 p.m. It was requested that the informal decision of the Board at the last meeting to send Mr. Starr and Jim Heltzer to Fargo, North Dakota, to inspect the new Memorial Union at the North Dakota Agricultural College, be included in the minutes. The minutes were approved with this addition.

Mr. Starr introduced to the Board Marcia Koth and Judy DeYoung.

House and Finance Committee:

Neil Swanson presented to the Board the following recommendations made by the House and Finance Committee:

1. That Miss Helen Thian, University Color Consultant, be asked to submit new samples of materials for drapes for the Women's Lounge as the committee did not like what was proposed and that samples of materials be brought to the committee for the meeting rooms 325, 326, 327, and 343, 344, 345.
2. The approval of expenditure of \$240.00 for acoustical tile for sound proofing of WMMR station.
3. That in view of the mix-up on Square Dance Federation Dance we absorb the cost (estimated actual cost \$6.05 for custodial work.)
4. That our display for Coffman Memorial Union that is located presently in the St. Paul Depot for University of Minnesota week be placed in front of the Main Lounge Feb. 28 through the first week of spring quarter.
5. That \$400 be taken from the contingency fund to supplement the \$350 already allotted for the Merit Reception.

Proposed budget -

350 Smorgasbord	@ \$1.75	\$600
Invitations		20
20 Board Keys		100
10 chains		15
10 tie clasps		15
		<u>\$750</u>
	on hand	<u>350</u>
		<u>\$400</u>

Fred Mecklenburg suggested that draperies not be purchased until a decision is made on the use of the Men's and Women's Lounges. It was also suggested that the committee review samples of materials which might be used if the Lounge use is changed.

Jim Heltzer asked whether the acoustical tile will sound proof station WMMd. It was mentioned that it would not do a complete job but that at present this measure was badly needed and that in the future other work may be done to improve the station.

0-147
Motion K-616:

It was moved to approve the report of the House and Finance Committee as presented.

Seconded and carried.

Nancy Forte raised a question as to why the Junior Chamber of Commerce had been given the use of facilities in the Union without it being brought to the Board. Neil Swanson explained that the reservation was made by Mr. Hopf, Assistant to the Director, and that Mr. Hopf felt he was justified and within the House Rules in making the reservation. Mr. Starr mentioned the fact that many groups are invited by the University to use the facilities.

B-148
Motion K-617:

It was moved that Mr. Hopf, Assistant to the Director, be notified that the Board is dissatisfied with the fact that the House and Finance Committee was not consulted when the rooms were reserved for the Junior Chamber of Commerce and that they recommend that in the future the House and Finance Committee be consulted in similar situations.

Seconded.

Amendment to Motion K-617:

It was moved that the House and Finance Committee together with the Director and/or his representative study the matter and that recommendations be made at a later date.

Seconded and carried.

Motion K-617 carried.

It was suggested that if more than three rooms are to be used by any one group that the House and Finance Committee be consulted.

Public Relations:

Al Bromley, Chairman of the Committee, announced that the commuters lunch rooms have now been named. The large room has been named the "North Star Room" and the small room has been named "Ski-U-Mah Room". The winner of the contest conducted by the committee is Harold Randal and he will receive the \$5.00 in merchandise from the Union Bookstore which was offered as a prize.

Question was raised as to whether the list of names submitted by staff and students was considered in the contest and Al answered that it was. Mr. Starr mentioned that the names will contribute much to a Minnesota theme in the Union and will be helpful in future decoration plans.

0-149
Motion K-610

It was moved to approve the report of the Public Relations Committee

Seconded and Carried.

Personnel Committee Report:

Jon Wempner announced that the Merit Reception is usually held on a Sunday between the time the old Beard leaves and the new Beard takes office. In connection with the reception he stressed the importance of filling out the Committee Chairman rating sheets and the Committee member rating sheets. All Area Reports must be completed before the reception.

THESE REPORTS MUST BE COMPLETED BY
MARCH 9, 1956.

Necessary forms are available in the Union Board Office.

One person has been interviewed for the position on the Board, but due to the fact that this person was not especially acquainted with the Outings Area, it was recommended that others be interviewed. It was mentioned to Jon that others on the Board might be interested in changing areas. Jon said he was aware of this and was taking it into consideration.

Program Committee:

Fred Hecklenberg announced that a poll was conducted by Alpha Phi Omega for the Union Board asking students whether they would like to see the Men's and Women's Lounges become co-educational, and whether or not they would like to see one of the lounges made into a club room with a juke box. Of the approximately 500 people contacted in this poll, the opinions both ways were almost evenly divided. It is the feeling of the Program Committee that possibly the space could be used to better advantage if the lounges were co-educational. The matter was discussed by the Board and reasons for and against change were given.

0-150
Motion K-620

It was moved that the Program Committee conduct further polls with more publicity preceding such polls so that more opinions can be had on the changing of the use of the Men's and Women's Lounges.

Seconded.

8-151

Motion K-620

It was moved to temporarily adjourn the meeting.

Seconded and carried.

During the temporary adjournment Al Bromley gave a farewell message of appreciation from the Board to Marion Timothy, and, on behalf of the Board, presented Mrs. Timothy with a gift from the Board. Coffee, milk and doughnuts were served.

The meeting was called to order again at 8:45 p.m.

Motion K-619 was carried.

It was announced that beginning Wednesday, February 29, 1956, the Program Committee will invite Area Directors to be present at their meetings to consult with them and clear up any difficulties they may have with program. Nancy Brown will be meeting with the Committee on February 29, 1956 to discuss the Gallery Committee.

Executive Committee

Rod Rude mentioned that the Executive Committee had approved Board meeting excuses for the following: February 21, 1956, Hope Bouvette, Mr. Pfleider. February 14, 1956, Mr. Pfleider, Mr. Cheese.

Rod announced that the Union Board has been invited to participate in the Campus Carnival. Following discussion it was the consensus of the Board that the President reply to the invitation that the Board as a group would be unable to participate because they are a governing board, but that as individuals many of the Board members would be participating through other groups.

8-152

Motion K-621

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Ad Hoc Committee:

A progress report on the activities of the Ad Hoc Committee was given by Al Bromley. Al pointed out to the Board that this report represented the consensus of opinion of the committee and was not to be considered as final. Clarification of all points will be made at a later date and the committee would now like comments from the Board members which might aid them in completing their report. Several items were mentioned which seemed to be confusing and in each instance it was found that the final clarification would take care of the items. Question was raised as to what other alternatives were considered and several were mentioned by the committee members. Al pointed out that the committee had considered establishing the working relationships and then changing the existing documents to fit these relationships, but that they had finally decided to clarify working relationships under the existing documents.

The material presented by the Committee appears in the permanent record of the minutes.

Speakers Policy:

Wayne Tempelman presented to the Board background information concerning the University speakers policy and the speakers policy of Harvard University and presented the following for action:

0-153

Motion K-622:

It was moved that the Union Board send a letter to the University Senate, President, Secretary, and Professor Clark, stating that the University of Minnesota Union Board of Governors recommends that the Senate approve the revised Speakers Policy as a step in the direction of a more liberal policy.

Seconded.

Wayne Tempelman mentioned that the Speakers Policy now states that if a speaker is not approved a hearing may be had before S.C.S.A. but that the decision of the Dean of Students Office stands. In the revised policy the S.C.S.A. will make the final decision following a hearing.

0-154

Motion K-623:

It was moved to object to the consideration of the Speakers Policy.

Seconded.

0-155

Motion K-624:

It was moved to call the question.

Seconded and carried.

Motion K-623 was carried.

Dakota Trip:

Jim Heltzer gave a report on the many modern features of the new Memorial Union at NDAC. He mentioned that the campus compares in size to our St. Paul Campus and that those who made the trip found many ideas which might be incorporated in the new St. Paul Campus Union.

Mr. Starr explained the proposition made by the Cinerama Theater for the showing of Cinerama Holiday. Tickets were sold at \$1.10 for a special Minnesota night which was approximately a year ago and this could be done again if the Board felt it was desirable. This matter was not acted upon.

In order to get an overall view of the Program Staff personnel, Mr. Starr gave background and experience and academic qualifications for the staff.

Mr. Starr recommended that the Board approve the appointment of Judy DeYoung as Recreation Worker and Marcia Koth as Administrative Fellow and he also recommended that Helen Hartwick be promoted.

0-156
Motion K-625:

Jim Heltzer moved that Marcia Koth and Judy De Young be appointed to the staff.

Seconded.

Amendment to Motion K-625:

It was moved to amend the motion to include the recommendation that Helen Hartwick be promoted.

Seconded.

The amendment and Motion with respective seconds were withdrawn.

0-157
Motion K-625:

Dr. Layton moved that the Director of Student Unions bring to the Board for approval both promotions and program staff appointments,

Seconded.

Amendment to Motion K-625:

It was moved by Al Bromley that the appointments and promotions be brought to the Board prior to the approval by the Academic Vice President.

Seconded and carried.

Motion K-625 was carried.

0-158
Motion K-626:

Jim Heltzer moved to accept the recommendations by Mr. Starr to promote Helen Hartwick and approve the appointment to the staff of Marcia Koth and Judy De Young.

Seconded and carried.

New Business:

Jim Heltzer gave background information of the talent fees for station WMMR staff when they produce a show off campus for the benefit of an advertiser such as the Prom Ballroom. He recommended that this matter be turned over to the House and Finance Committee for study and recommendation to the Board.

0-159
Motion K-627:

It was moved that the House and Finance Committee study the matter of talent fees for WMMR.

Seconded.

Amendment to Motion K-626:

It was moved that Jim Heltzer meet with the House and Finance Committee.

Seconded.

The original motion and amendment with respective seconds were withdrawn for the purpose of rewording them.

0-160

Motion K-626:

It was moved that the House and Finance Committee and the Radio Theatre Arts Area Director meet together to study the matter of WMMR talent fees and report back to the Board.

Seconded and carried.

0-161

Motion K-627:

It was moved to adjourn:

Seconded and carried.

The meeting adjourned at 11:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

February 28, 1956

Progress Report of the Ad Hoc Committee

1. The University of Minnesota Union operates as a University department, headed by a Director of Student Unions, and administratively responsible to the Vice President, Academic Administration, through the Director.
2. The governing body of the Union is the Union Board of Governors with powers as enumerated in Article II, Section 1 (a-f) of the constitution, as approved by the Board of Regents.
3. The agent of the Board is the Director of Student Unions, and it is his responsibility to carry out the policies and actions of the Board, and as department head to serve as the link between the administration and the Board.
 - a. The Director is responsible to the Board for maintaining a high level of cooperation between the staff of the Union and the Board in all matters pertaining to administration and programming.
 - b. The Director initiates the preparation of the annual budget for the department, which budget must then be carried to the Board for approval, prior to transmission to the Academic Vice President as part of the normal University budget process.
 - c. The Director of Unions shall prepare an annual report on income and expenditures and this should be presented to the Board for information and discussion prior to submission to the Academic Vice President
 - d. Responsibility for initiating recommendations for staff vacancies rests with the Director, but his recommendation or recommendations should be cleared by the Board prior to transmission to the Academic Vice President.
 - e. In the event of a vacancy, any recommendation of the Academic Vice President for the directorship should be carried to the Board by the Academic Vice President for discussion and approval prior to submission to the President and the Board of Regents.

- f. Fiscally the Union operates as a University department. It is a responsibility of the Board to exercise oversight of income and expenditures on the basis of current information supplied by the Director.
4. The direct responsibility for the program of the University of Minnesota Unions lies with the University of Minnesota Union Board of Governors.
5. The professional program staff are responsible to the Minnesota Union Board of Governors through the Director of Student Unions, and appointments to the staff should be made on the basis of recommendations of the Board.
6. The assistant to the Director of Student Unions and the administrative staff are directly responsible to the Director of Student Unions.
7. This statement of working relationships and all subsequent similar statements shall be clarified in a statement of explanation drawn up by the executive committee of the University of Minnesota Union Board of Governors. Final interpretation of these statements of working relationships and clarification shall rest with the University of Minnesota Union Board of Governors.

UNION BOARD OF GOVERNORS
UNIVERSITY OF MINNESOTA

AGENDA

March 6, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF PREVIOUS MEETING
- III. STANDING COMMITTEE REPORT
 - A. House and Finance
 - B. Personnel
 - C. Program
 - D. Executive
- IV. MUSIC AREA REPORT
- V. DIRECTOR'S REPORT
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

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DO NOT REMOVE

Coffman Memorial Union

House and Finance Committee Report
Meeting of Friday, March 3, 1956

Members Present: Mr. Starr, Neil Swanson, Nancy Wallgren, Mr. Cheese

Members Absent:

Others Present: Mr. Finlayson, Wayne Tempelman, Jim Ramsburg, Jim Heltzer

1. Request regarding the reservation by the Junior Chamber of Commerce was tabled for further study. Additions to the House Rules was tabled until spring quarter.
2. The allocation of the expected free balance for future years was tabled for further study during spring quarter.
3. The Request of the University Radio Amateur Society referred to a later meeting and it was suggested that more information be secured from the group. It was recommended that no action be taken because of a number of questions which could best be answered by an officer, president or secretary, and it was suggested that some officer meet with the House and Finance Committee at one of their regular meetings.
4. The House and Finance Committee recommended that the following policy be observed concerning WMMR talent fees. It is recognized that a talent fee in certain instances is desirable, and that talent fees for the most part cover expenses and should not be channeled through University procedure. The negotiations for talent fees should be arranged through individuals from WMMR and the sponsor. These arrangements should be made in consultation with the responsible program staff member and the manager of WMMR. It is further recommended that these arrangements be reviewed by the House and Finance Committee at least annually through the Area Director.

The talent fees for the existing contracts will be negotiated through the University channels and such arrangements as set forth above will go into effect after the expiration of the existing contracts.

5. Coffman Memorial Union will be closed Friday, Saturday, and Sunday, March 30, and March 31, and April 1, 1956. Food service will not be open Friday, Saturday or Sunday, however, there are classes on Saturday.
6. The consideration of drapery materials was referred to a later meeting.
7. The request by the Music Area Chairman for HI-FI equipment was referred to a later meeting.
8. It was recommended that 1/2 price be charged for billiard play on April 4, 5, and 6, 1956, from 12:30 to 3:00 p.m. to all men accompanied by a coed.

9. Budget for the Big Ten Chess Tournament.

Transportation	\$100.00
Entry Fee	15.00
Hotel & living	
expense	<u>48.00</u>
	\$163.00

10. Proposed budget for "the Moon is Blue".

Expenses:

Royalties	\$300.00
Technical Work:	150.00
Publicity	<u>200.00</u>
	\$650.00

Income:

110 seats per night	
for six rights @ \$1.00	<u>\$660.00</u>

Estimated net income \$10.00

The production is suggested for a six day run, on April 5, 6, 7, and April 12, 13, and 14, 1956. *NS*

11. Recommended that the Social Service Council be allowed to use room 315 between 3:30 and 5:00 on the 1st Thursday of every month during spring quarter. (Room 315 or comparable facilities.)

Respectfully submitted,

Neil Swanson, Chairman
House and Finance Committee

NS:GLS:by

THE HI FI SET

1. Fisher 30 watt basic amplifier	\$99.50
2. Fisher Master audio control	99.50
3. Presto 3-Speed Turntable	53.50
4. G-E Baton Pickup Arm	31.95
5. G-E Triple Play Cartridge	22.90
6. Bozak Speaker Enclosure	75.00
7. Bozak Tweeter Speaker	30.00
8. Bozak Mid-Range Speaker	48.00
9. Bozak Woofer Speaker	49.50
10. Hi-Fi Cabinet	500.00
	\$1,009.85

WINTER QUARTER 1956
PROGRAM ATTENDANCE REPORT

	1 9 5 5			1 9 5 6		
	No. Events	Total Attend.	Average Attend.	No. Events.	Total Attend.	Average Attend.
ART-CRAFT SHOP						
Photography		720			888	
Photo. Instr.		—			98	
Photo Display		—		4	40	10
Demonstrations		—		1	500	500
		—		3	1550	517
DANCE AREA						
Instruction - Private	16	640	40			
Instruction - Beginning		—		8	203	25
Instruction - Intermediate		—		7	179	25
Instruction - Advance		—		7	179	25
Instruction - Hawaiian		—		5	40	8
Let's Dance	9	537	60	8	1021	128
Variety Dance	10	2096	210	6	2298	366
Square Dance	2	80	40	8	1043	130
Saturday Nite Dance	3	695	232	2	424	212
Bag Lunch Canteen				2	242	121
FINE ARTS						
Gallery	4	1941	485	5	3975	795
Humanities Forum	7	889	127	7	525	75
GAMES						
Bridge Instruction		—				
Bridge Tournament	12	394	33	8	23	171
Bridge Intercollegiate		?			16	
Bowling Tourney		—		1	163	163
Bowling Team Elemen.		40			31	
MUSIC						
Popular Listening	6	572	95	8	390	49
Classical Listening				6	300	50
Coffman Musicale	6	888	131	4	975	288
Record Lending Library	18	515	29	27	249	9
Song Fest	1	35	35	1	50	50
OUTINGS						
Minnesota Rovers (Trips)	7	169	24	7	116	17
Minnesota Rovers (Meetings)		?		9	179	20
Co-Rec Nites	3	285	95	3	370	123
RADIO AND THEATER ARTS						
Noon Movies	10	4235	424	8	3218	402
Talent Bureau	6	25	4	2	28	14
Union Varieties	9	7531	8	2	920	460

1955

1956

	No. Events	Total Attend.	Average Attend.	No. Events	Total Attend.	Average Attend.
<u>SOCIAL SKILLS</u>						
Charm, Inc.	22	1413	64	4	88	22
Style Shows		?		3	1954	851
Student-Faculty Relations	4	337	84	9	480	53
Toastmasters	9	169	17	9	209	23
Toastmistress	9	127	14	7	60	9
Foreign Students	2	127	64	2	406	203
<u>CREATIVE SOCIETY</u>						
"The Wallet"		—		7	271	39
<u>SPECIAL EVENTS</u>						
Sno Week Ski Trip		212			300	
Sno Week Prom		—			3750	
Sno Week Polar Party		?			360	
Sno Week "Carousel"		3116			1550	
Sno Week Tobaggan Party		?			30	
Sno Week Sno Ball		1125			2200	
Dividend Nite		1060			600	
Mardi Gras		383			200	

University of Minnesota Union Board of Governors
Meeting of March 6, 1956

Members Present:

Rod Rude, Nancy Forte, Al Bromley, Wayne Tempelman, Mr. Pfleider, Mr. Richter, Dr. Layton, Bob Winandy, Hope Bouvette, Jeanne Teske, Jon Wempner, Fred Mecklenburg, Neil Swanson, Mr. Starr, Nancy Wallgren.

Members Absent:

Nancie Brown, James Heltzer, Mary VanValkenburg, Mr. Cheese.

Others Present:

Dr. Forrest Erlandson, Dr. Edith Stedman, Tom Millott, Don Finlayson, Mr. Robert Falk, U. M. D. staff, Ed Ballard, Daily reporter, Helen Hartwick, Don Trask.

The meeting was called to order at 7:30 p.m. following dinner in room 305 of the Union, at which members sat in groups of four and discussed various topics of Board program. The minutes of the previous meeting were approved with the request that the following sentence be deleted from the Ad Hoc Committee report as it is incorrect: "Al pointed out that the committee had considered establishing the working relationships and then changing the existing documents to fit these relationships, but that they had finally decided to clarify working relationships under the existing documents."

Rod Rude introduced the guests to the Board.

House and Finance Committee:

The House and Finance Committee report was presented to the Board for discussion.

0-162
Motion K-628:

It was moved to approve the following report of the House and Finance Committee:

1. Request regarding the reservation by the Junior Chamber of Commerce was tabled for further study. Additions to the House Rules was tabled until spring quarter.
2. The allocation of the expected free balance for future years was tabled for further study during spring quarter.
3. The Request of the University Radio Amateur Society referred to a later meeting and it was suggested that more information be secured from the group. It was recommended that no action be taken because of a number of questions which could best be answered by an officer, president or secretary, and it was suggested that some officer meet with the House and Finance Committee at one of their regular meetings.
4. The House and Finance Committee recommended that the following policy be observed concerning WMR talent fees. It is recognized that a talent fee in certain instances is desirable, and that talent fees for the most part cover expenses and should not be channeled through University procedure. The negotiations for talent fees should be arranged through individuals from WMR and the sponsor. These arrangements should be made in consultation with the responsible program staff member and the manager of WMR. It is further recommended that these arrangements be reviewed by the House and Finance Committee at least annually through the Area Director.

The talent fees for the existing contracts will be negotiated through the University channels and such arrangements as set forth above will go into effect after the expiration of the existing contracts.

5. Goffman Memorial Union will be closed Friday, Saturday, and Sunday, March 30 and 31, and April 1, 1956. Food service will not be open Friday, Saturday, or Sunday; however, there are classes on Saturday.
6. The consideration of drapery materials was referred to a later meeting.
7. The request by the Music Area Chairman for Hi-Fi equipment was referred to a later meeting.
8. It was recommended that 1/2 price be charged for billiard play on April 4, 5, and 6, 1956, from 12:30 to 3:00 p.m. to all men accompanied by a coed.
9. Budget for the Big Ten Chess Tournament.

Transportation	\$100.00
Entry Fee	15.00
Hotel & living expense	48.00
	<u>\$163.00</u>

11. Recommended that the Social Service Council be allowed to use room 315 between 3:30 and 5:00 on the first Thursday of every month during spring quarter. (Room 315 or comparable facilities.)

Seconded and carried.

0-163

Motion 7-629

It was moved to approve the budget and room reservation listed below for The Moon is Blue, and that if arrangements for the use of the rooms on April 13 cannot be made, that it be either April 11 or 15, 1956, and that any loss that might occur in this program be taken care of in the Special Events Area.

Seconded and carried.

There was some discussion which followed involving rehearsal time when the building would be closed, as on Easter weekend.

10. Proposed budget for The Moon is Blue:

<u>Expenses:</u>	<u>Income:</u>
Royalties	110 seats per night
Technical Work	for six nights @\$1.00
Publicity	<u>\$660.00</u>
\$300.00	
150.00	
200.00	
<u>\$650.00</u>	

Estimated net income \$10.00

The production is to be in room 320 and 315 on April 5, 6, 7, and April 12, 13, and 14, 1956.

Mr. Starr said he thought there would be some custodial staff in the building on Friday and Saturday during normal working hours, but having any staff here on Easter Sunday would be a problem

⁰⁻¹⁶⁴
Motion K-630:

It was moved that unless some less expensive arrangement can be made, a program consultant be present at the rehearsals of The Moon is Blue March 30 and 31 and April 1, 1956, as part of their official duties.

Seconded and DEFEATED.

It was mentioned that Good Friday is March 30 and that we have already approved having the building closed.

⁰⁻¹⁶⁵
Motion K-631:

It was moved that \$39.00 be appropriated from the Special Events Budget for the necessary custodial staff to be in the building during the rehearsals of The Moon is Blue March 30 and 31, and April 1, 1956.

Seconded and carried.

Personnel Committee:

Jon Wempner again pointed out to the Board the need for filling out the three quarterly reports.

R E P O R T S D U E M A R C H 8, 1 9 5 6

Rating Sheet for each Committee Chairman

Rating Sheet for each Committee Member

Rating Sheet for each Area

Jon read the list of reports which were outstanding at the time and urgently requested that they be turned in by March 8, 1956.

Jon Wempner presented to the Board for discussion and action the application for Board position of Don Trask.

⁰⁻¹⁶⁶
Motion K-632:

It was moved that Don Trask be appointed to the Union Board of Governors.

Seconded and carried.

Don Trask was then invited to the meeting and was introduced to the Board.

Jon Wempner also introduced to the Board Dr. Forrest Erlandson who has accepted the appointment of non-student Board member.

Program Committee:

Fred Mecklenburg presented to the Board the proposed area reorganization. He mentioned that the plan had been accepted in part by the Executive Committee and was pending a decision by Mary VanValkenburg and the new Board member Don Trask as to the areas they felt they could handle the most effectively. The Executive Committee also felt that Fred should serve as Program Committee Chairman and Special Events Chairman for the remainder of the Board term.

The following changes of activity areas and area directors would take place:

Area	Director	Committees
Talent Development	Jim Heltzer	WMFR, Talent Bureau, Creative Society
Noon Program	Nancie Brown	Five days per week program scheduled for main ballroom from 11:30-1:30 p.m.
Music	Wayne Tempelman	as previous ; no change
Fine Arts and Crafts	Jeanne Teske	Gallery Humanities Forum, Artcraft Shop
Social Skills	Nancy Wallgren	as previous, no change
Dance	Bob Winandy	as previous, no change
Games	Hope Bouvette	as previous, no change
Outings	to be decided.	as previous, no change
Program Chairman	Fred Mecklenburg	Responsible for present Special Events Area and as a link between Chairmen and the Board. Included as an Executive Committee member.

0-167
Motion K-633:

It was moved to approve the Program Committee report.

Seconded and carried.

Executive Committee Report:

Nancy Forte read the excuses from Board meetings which were approved by the Executive Committee. Those excused February 28, 1956, were Nancie Brown and Mr. Cheese.

Rod Rude mentioned that the Kansas State College will be opening their new Union soon and that a telegram will be sent to them expressing congratulations and best wishes on behalf of the Board.

0-168
Motion K-634:

It was moved to approve the Executive Committee Report.

Seconded and carried.

Music Area:

Wayne Tempelman presented to the Board a list of the component parts for a Hi-Fi set and a drawing of a proposed speaker cabinet. He gave many uses for a Hi-Fi set in addition to use at Music Listening Hours, such as use at receptions and coffee hours as background music, in theatrical productions where a reproduction system is needed, at record dances and dance instruction programs. The investment would be desirable also because the present phonograph equipment is wearing out.

The estimated cost of the speaker cabinet was discussed and it was felt desirable to obtain more estimates for the cabinet.

0-169

Motion K-635

It was moved that \$600 be appropriated for the purchase of the component parts of a Hi-Fi set with the provision that Wayne Tempelman consult with Dr. Forrest Erlandson on the decisions concerning these component parts.

Seconded and carried.

Mr. Starr mentioned to Board members the music area at Iowa University and suggested that if a permanent music area room is set up that Board members should try to see the Iowa Union facilities if at all possible.

The matter of the construction and cost of the speaker cabinet was referred to the Area Director, Wayne Tempelman, to obtain more estimates and bring these before the Board at a later date.

Vince Dong, Administrative Fellow who has been working with the Public Relations Committee, was present at the meeting and Rod Rude gave a short good-bye message to Vince on behalf of the Board as he will be graduating on March 15, 1956.

Director's Report:

Mr. Starr said he would defer any comments he might have until the next meeting. He also pointed out that there would possibly be a meeting of the Executive Committee during vacation as there are many matters pending which might possibly require action.

N O T E: THE NEXT BOARD MEETING WILL BE ON TUESDAY, MARCH 27, 1956 AT 7:00 P. M.

New Business:

Neil Swanson proposed the following action:

0-170

Motion L-636

It was moved that Gordon L. Starr and Don Winlayson represent Coffman Memorial Union at the Association of College Unions Conference to be held April 8-11, 1956, at Purdue University.

Seconded and carried.

Funds have been previously provided in the budget for conference expense according to university regulations.

0-171

Motion K-637

It was moved that the Personnel Committee be authorized to plan an Orientation Camp for the new Board members similar to the Leadership Camp held last fall.

Seconded and carried.

It was recommended that a whole day be devoted to orientation of new Board members in a relaxed atmosphere where they would have a chance to also become acquainted. This recommendation was based on the success of the Leadership Camp held last fall. Jon Wempner mentioned that this would probably have to take place on a Sunday and that the Merit Reception was also planned for a Sunday. Two Sunday programs seemed to be agreeable to the Board members.

0-172

Motion K-638:

It was moved that the Board recommend to the Director that the program staff, in cooperation with the Program Committee, present a critical and/or complimentary report on the current Union program to the Board every other week beginning the second week of spring quarter.

Seconded and carried.

There was a discussion of the implications of Motion K-617 made at the previous meeting and the following action was taken.

0-173

Motion K-639:

It was moved that Motion K-617 be explained to the Assistant to the Director that it is not a criticism of the job which he is doing or has done, but that it is an expression of dissatisfaction with the House Rules and the type of situation concerning conference rooms.

Seconded.

A roll call vote was requested. (Nancy Forte acted as Chairman during the discussion and voting.)

Aye -- Rod Rude, Fred Mecklenburg, Jon Wempner, Hope Bouvette, Dr. Layton, Mr. Richter, Mr. Pflieger, Wayne Tempelman.

Nay -- Neil Swanson, Al Bromley.

Mr. Starr requested that on matters such as this in which Union staff are mentioned that he first be contacted so the situation can be looked into from an administrative standpoint and possibly avoid any confusion, misunderstanding or embarrassment for all concerned.

0-174

Motion K-640:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

PROGRAM REVIEW

March 3, 1956

Special Events

Jan 21-28 - Sno Week

Rating: Fair to Good

A spotty program with several high points and unfortunately many lows. Fortunately, the low spots were in the main not those which were most conspicuous, i.e: competitive events, coronation, and button sales. The truly public events, Sno Ball, prom party, and "Carousel," were huge successes and managed to save the day. Leadership on top level was excellent, but did not extend deep enough.

Feb. 16 - Mardi Gras

Rating: Very Good

A pitiful example of careful planning, good programming, excellent decorating and very poor attendance. The committee did a good job, but the public didn't buy. Needs an overhaul concerning time, type of program, etc. Financially not successful.

March 3 - Union Dividend Nite

Rating: Fair

This activity had many good points, but many weak features. The dance itself was a little better than average and showed a lack of planning for the comfort of the guest and for entertainment of the guest. The games areas were well-attended. Generally, the committee is not to be criticized. If these programs are to be continued, then they should be wholeheartedly produced by the entire Union organization with Chairmen chosen long in advance. The importance of the Open House has not been properly recognized and mediocre programs must be the result much to the frustration of the Committee.

Radio and Theatre Arts

Talent Bureau

Rating: Poor

Lack of organization primarily followed closely by poor promotion and coordination. The Talent Bureau needs a sense of being useful in our entire Talent program.

Union Varieties

Rating: Poor to Fair

Perhaps one of the most disappointing programs of the quarter because of

its inherent potential judged against its performance. The program needs a complete overhaul in every respect.

W M M R

Rating: Good

Program-wise, the station has maintained quality performance and should improve with plans to move into the St. Paul Campus very shortly. Equipment-wise, the station is slowly improving, but is still a long way from its goal. Personnel has filtered and consolidated to where the essential and trained people are running the show. Sales have not been up to expectation and the financial phase is not as strong as it should be.

Noon Movies

Rating - Good

With the assistance of the Alpha Phi Omega, this program is well underway and has done a good job all quarter which should get better under a continuation of the new plan.

Outings Area

Rovers

Rating - Good

Now swinging into their new year, the Rovers have not shown any great strides during the quarter but have shown steady, consistent, though not great, gains in membership on trips. New officers and coming trip weather should show manly strides.

Co-Rec Programming

Rating - Fair

Almost "in spite of" rather than "because of" this program has managed to keep moving. The intra-mural department has kept the program alive. This program could stand some careful evaluating for next year's calendar. It has excellent possibilities if forceably directed.

Social Skills Area

Foreign Students

Rating - Fair to Good

This quarter has been a planning and organizing period building up to a big and new attempt here on the International Festival idea. Lack of winter activities was noticeable.

Charm, Inc.

Rating - Very Good

Charm seems to have found its place in life. From a "modeling" program for the most attractive to a well-balanced program aimed at all and every girl, has been a big step for this committee and a most welcome one. The Bridal Show was an outstanding highlight and now is being capitalized on cleverly this quarter.

Toastmaster

Rating - Fair to Good

A little experimenting in program this quarter has broadened the base of toastmasters. The old problem of bringing this group closer to the Union family has been licked and relationships are excellent with big plans for spring.

Toastmaster's stress

Rating - poor

A struggling group by any standards. The girls are having tough sledding but are still fighting to beat the membership shortage. These girls need help.

Student-Faculty

Rating - Very Good

Now, a well-controlled program of coffee hours which have come off much more smoothly this quarter. Attendance has been greatly increased. The committee has great plans for broadening the program into other student-faculty program features.

Games Area

Billiards

Rating - Fair to Good

Two tournaments were held, one inter-collegiate, the other local. A new chairman was found and has been successful in getting the program under control. Several tourneys coming up should make a real difference.

Bridge

Rating - Fair

Attendance in instruction was rather pitiful, although tournaments held their own. Promotion and a larger committee are definite needs.

Bowling

Rating - Fair

Although the staff-run tournament was successful and the Big Ten team has been chosen, a committee is badly needed. Relations are greatly improved

and tournament plans for next quarter look good.

Dance Area

Square Dance

Rating - Excellent

The ratio of students to non-students has shown a steady rise with attendance three times that of last year. The committee has stayed constant and has generally done a good piece of programming.

Let's Dance

Rating - Very Poor

Financially, and, even more important, attendance-wise, this program was a complete flop. The customers just didn't buy the product. Not overly-promoted nor carefully planned, the program left much to be desired.

Private Dance

Rating - Fair

From the standpoint of the participants in the class, or "stag club" it was a good program. From a Union viewpoint, it was expensive and poorly attended. This was a battle well-fought by the committee who did a good consistent job.

Advanced Dance

Rating - Excellent

An ideal program - low cost, well programmed, full attendance, and fully enjoyed by all. Our thanks to John Schmidt.

Variety Dance

Rating - Very Good

Well up on attendance and well promoted but leaning too far away from the record dance idea. Too many loose ends, however, which have been a result of poor coordination between area Director and Chairman.

Saturday Night Dance

Rating - Excellent

Looks like this committee has licked the so-called "dance slump" even though they have had to fight for Saturday nights. Perhaps our strongest and most constant committee.

Hula Lessons

Rating - Very Good to Excellent

Other than not having a full class, this program, although a one-girl show has been completely successful and a welcome addition.

Music Area

Coffman Musicale

Rating - Very Good

An example of an efficient committee with a well-developed plan of programming. Four good programs were featured and nicely balanced. Definitely a greatly expanded and improved program.

Listening Hours

Rating - Fair

Just managing to hold its own with a lack of organization its greatest weakness. With the new equipment and better planning shows signs of developing.

Record Lending Library

Rating - Good to Very Good

A particularly tough program to sell and handle, this program has shown definite improvement and excellent possibilities of greater advancement. More promotion is necessary and additional man or woman power would help.

Song Fests

Rating - Poor to Fair

Just limping along with a great lack of personnel. Any attempt has been gratefully received, but few attempts have been made. One discovery made: the students do not respond to directed song-leading but do to the informal type which will be the program in the future.

Music Equipment Usage

Rating - Poor

Our equipment has not been used properly or efficiently. A new type of usage program is now being started and will depend on proper promotion and control.

Fine Arts Area

Gallery

Rating - Fair to Good

A definite improvement over fall quarter, but still needs more coordination and more shows. Five were held this quarter, but generally they lacked a certain finesse. One of the outstanding achievements of the quarter is the new brochure for next quarter which is bright with promise.

Humanities Forum

Rating - Very Good

Aside from a lack of coordination with the Board at times, the program has been much better - of more interest and varied. One objection has been the fact that some of the programs were held outside the Union and the Board received little credit for sponsorship.

Program Development

Noontime Canteen

Rating - Fair

A new baby in our family still needing a history and a suitable plan. Perhaps with it being a part of the noontime area and regularly scheduled, it may enjoy a vigorous life.

Creative Society

"The Wallet"

Rating - Good

A noble experiment in Creative Theatre with what was generally considered an excellent cast, scenery, production, and direction, but poor story. Well attended.

The Creative Society, still unborn, but operating under the Program Committee, has written to all departments on both campuses asking the department head to serve as advisor to a central advisory committee to develop and display student talent. This group will meet in the next two weeks to organize what we believe will be an outstanding program.

"The Moon Is Blue"

This is now ready for presentation as the second offering of the Society and promises to be a welcome addition.

Recreational Reading Room

Rating - Good

On the basis of careful preparatory work done this quarter, through conference with departments on campus and unions in the Association, this program has excellent possibilities for next quarter.

What's Doing at the Union?

Brochures:

Art Gallery and Games Area

Calendarizing:

Weekly activity program for public monthly calendar
All-Campus wall calendar

Creative Society

Spring Fever

Merit Reception

Spring Retreat

Benny Goodman

Special Bouquets to:

Games

Gallery

Square Dance

Craftshop

University of Minnesota Union Board
of Governors

Agenda

March 27, 1956

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - a. House and Finance Committee - Neil Swanson
Requests
Revised Budget
Other
 - b. Program Committee - Fred Mecklenberg
Report of Special Meeting
Stardust
Other
 - c. Personnel Committee - Jon Wempner
Committee on Board Appointments 1956-1957
Training Camp
Merit Reception
 - d. Public Relations Committee - Al Bromley
 - e. Executive Committee - Nancy Forte
Excuses
Board Placements
- IV. Director's Report - Gordon Starr
Rovers
Iowa Union
- V. Program Director's Report - Don Finlayson
- VI. Old Business
Ad Hoc Committee - Al Bromley
- VII. New Business
- VIII. Adjournment

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Stardust 1956 Estimated Budget

April 21, 1956

Benny Goodman's orchestra	\$4500.00
Doc Even's orchestra	225.00
Publicity	250.00
Employees	125.00
Rental--Junior Ballroom & cafeteria	25.00
Decorations	0.00
Tickets	30.00
Queen selection	20.00
Pian Tuning	5.00
Miscellaneous (Telephone, postage, gas, parking, etc.)	75.00
TOTAL EXPENSES	\$5255.00

Which means:

3504 tickets at \$1.50 each equals \$5256.00

Lamonte Nelson
Chairman, Stardust Dance

COFFMAN MEMORIAL UNION
BUDGET SUMMARY
WINTER, 1956

COMMITTEE	JAN 1 BUDGET	INCOME	EXPENSE	MAR 20 BALANCE	CREDIT OR SUBSIDY	SPRING BUDGET
DANCE AREA						
SATURDAY NITE DANCE	200.00	296.90	220.87	276.03	200.00	26.03
**LET'S DANCE	261.85	—	143.85	118.00	113.00	NONE
PRIVATE DANCE	32.50	276.50	319.05	10.05	10.05	NONE
VARIETY DANCE	100.00	565.66	722.50	56.66	70.00	23.16
SQUARE DANCE	91.11	248.75	290.51	41.76	—	41.76
FINE ARTS AREA						
GALLERY	378.33	—	101.50	276.88	—	276.88
HUMANITIES FORUM	116.99	—	31.78	85.21	—	85.21
ARTCRAFT SHOP	125.00	—	32.00	92.19	40.78	68.34
PHOTOGRAPHY	50.00	9.00	82.78	23.78	23.78	NONE
GAMES AREA						
BILLIARDS						
INSTRUCTION AND PROMOTION	25.00	—	—	25.00	—	25.00
TOURNAMENTS	50.00	—	.70	49.30	—	49.30
BOWLING						
INSTRUCTION & PROMOTION	40.00	—	4.47	35.53	—	35.53
TOURNAMENTS	31.05	—	21.57	9.48	50.00	59.48
BIG TEN	200.00	—	—	200.00	—	200.00
BRIDGE						
**INSTRUCTION & PROMOTION	18.30	30.00	74.15	25.85	25.85	NONE
TOURNAMENTS	21.00	82.45	71.67	31.78	25.85	5.93
GAME ROOM	50.00	—	—	50.00	—	50.00
CHESS	NONE	163.00	—	163.00	—	163.00
TABLE TENNIS	NONE	—	—	NONE	—	NONE
MUSIC AREA						
COFFMAN MUSICALE	125.22	—	95.43	29.79	—	29.79
BAND CONCERTS	73.04	—	—	73.04	—	73.04
SONG FESTS	23.56	—	2.55	21.01	—	21.01
CLASSICAL LISTENING	52.48	—	19.25	33.23	—	33.23
POPULAR LISTENING	—	—	—	—	—	—
RECORD LENDING LIBRARY	317.89	50.05	55.78	312.06	—	312.06
PTING AREA						
CO-RECREATION ACTIVITIES	25.00	—	—	25.00	—	25.00
ROVERS	146.70	28.20	52.69	122.21	—	122.21
TALNT DEVELOPMENT AREA						
WMMR	781.97	372.20	1421.26	849.06	—	849.06
TALNT BUREAU	51.15	—	49.50	1.65	25.00	26.65
CREATIVE SOCIETY	NONE	—	—	NONE	100.00	100.00
CREATIVE WRITING	100.00	—	—	100.00	100.00	NONE

COMMITTEE	JAN 1 BUDGET	INCOME	EXPENSE	MAR 20 BALANCE	CREDIT OR SUBSIDY	SPRING BUDGET
<u>NOON VARIETY PROGRAM AREA</u>						
NOON MOVIES	354.70	---	128.01	226.69	75.00	151.69
UNION VARIETIES	314.18	---	24.04	290.14	150.00	140.14
NOONTIME CANTEEN	NONE	---	---	NONE	50.00	50.00
<u>SOCIAL SKILLS AREA</u>						
CHARM INC.	150.53	150.00	207.97	92.56	---	92.56
STUDENT-FACULTY	271.10	---	97.10	174.00	---	174.00
FOREIGN STUDENTS	245.41	3.00	91.84	153.57	---	153.57
TOASTMASTERS	64.05	---	57.55	6.50	50.00	56.50
TOASTMISTRESS	60.09	---	48.50	11.59	50.00	61.59
GRADUATE STUDENTS	300.00	---	48.48	251.52	---	151.52
<u>UNION BOARD ACTIVITIES</u>						
LEADERSHIP OUTING	NONE	---	50.00	50.00	150.00	100.00
MERIT RECOGNITION	360.00	400.00	---	760.00	---	760.00
BOARD ACTIVITIES	197.17	131.15	388.04	59.28	140.28	100.00
**OPEN HOUSES	400.00	---	296.29	103.71	---	NONE
<u>PUBLICITY</u>						
*GOPHER	108.00	---	---	108.00	31.20	76.80
PHOTO SERVICE	220.60	---	25.60	195.00	---	195.00
UNION RELATIONS	94.60	---	114.04	19.44	80.56	100.00
<u>CONTINGENCY FUND</u>						
	735.39	---	400.00	335.39	231.46	103.93
<u>PROGRAM DEVELOPMENT</u>						
RECREATIONAL READING	100.00	---	.54	99.46	---	99.46
ADVANCED DANCE	15.00	---	---	15.00	---	15.00
CREATIVE PROGRAMS	285.00	175.75	187.39	273.36	---	273.36
JAZZ YOU LIKE IT				NONE	200.00	200.00
<i>GENERAL PROGRAM CONTINGENCY</i>						
<u>SPECIAL EVENTS REVOLVING FUND</u>						
	3493.01	9445.80	9907.09	3031.72	---	3031.72
<u>PROGRAM ADMINISTRATION</u>						
SUPPLIES	276.81	93.00	208.38	161.43	---	161.43
POSTAGE	81.73	59.55	106.00	46.45	---	46.45
TELEPHONE	175.36	---	137.80	37.56	100.00	137.56
TRAVEL	321.84	---	4.00	317.84	---	317.84
RECREATIONAL EQUIPMENT	269.44	---	23.96	245.48	---	245.48

*Includes 76.80 charged against the St. Paul Campus

**Programs not planned for Spring Quarter

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
PROGRAM STAFF SERVICES
SPRING 1956

SENIOR CONSULTANT
DAVE SEAMANS

JUNIOR CONSULTANT
ROBERTA VOSS

JUNIOR CONSULTANT
HELEN HARTWICK

PROGRAM DIRECTOR
DON FINLAYSON

RECREATIONAL ASSISTANT
JUDY DEYOUNG

TALENT DEVELOPMENT AREA X GAMES AREA XX

TALENT BUREAU
CREATIVE SOCIETY
CREATIVE WRITING

BILLIARDS
BRIDGE
TABLE TENNIS
BOWLING
CHESS

OUTINGS AREA XX

ROVERS
CO-REC ACTIVITIES

TERRACE ROOM XX
REC. READING ROOM

SOCIAL SKILLS

FOREIGN STUDENTS

DANCE AREA XX

SQUARE DANCE
LETS DANCE
PRIVATE DANCE
INTERMEDIATE DANCE
ADVANCED DANCE
VARIETY DANCE
SAT. NITE DANCE
HULA LESSONS

SPECIAL EVENTS XX

GRADUATE STUDENTS XX

ADMINISTRATION

AS ASSIGNED BY
PROGRAM DIRECTOR

NOON PROGRAM AREA XX

NOON MOVIES
UNION VARIETIES
NOONTIME CANTEEN

EXECUTIVE
MR. STARR

HOUSE & FINANCE
MR. STARR

MUSIC AREA XX

COFFMAN MUSICALE
MUSIC APPRECIATION
CLASSICAL
POPULAR
RECORD LENDING LIB.
SONGFESTS
MUSIC EQUIP. USAGE
BAND CONCERTS

SOCIAL SKILLS AREA XX

CHARM, INC.
TOASTMASTERS
TOASTMISTRESS
STUDENT-FACULTY REL.

FINE ARTS AREA XX

GALLERY
HUMANITIES FORUM
ARTCRAFT SHOP

PERSONNEL COMMITTEE XX

MERIT RECEPTION
LEADERSHIP TRAINING
PERSONNEL BUREAU

— STANDING COMMITTEES

PERSONNEL

HELEN HARTWICK
REPRESENTING MR. STARR

ADMINISTRATION XX

STAFF
CONFERENCES
OFFICE PROCEEDURES
BUDGET PROCEEDURES
RELATIONSHIPS
UNIV. LIAISON

UNION BOARD XX

PROGRAM COMMITTEE XX

PROGRAM DEVELOPMENT XX
PROGRAM RESEARCH

RECREATIONAL STUDY XX

TALENT DEVELOP. AREA
WMMR

PROGRAM

DON FINLAYSON
REPRESENTING MR. STARR

ADMINISTRATION

PROGRAM RESEARCH
PROGRAM CALENDAR
PROGRAM FILES SERVICE
PROGRAM EQUIPMENT
MAINTENANCE & STORAGE

DUTIES AS ASSIGNED BY
PROGRAM DIRECTOR IN
ALL AREAS.

PUBLIC RELATIONS

MARCIA KOTH REPRESENTING
MR. STARR.

University of Minnesota Union Board of Governors
Meeting of March 27, 1956

Members Present:

Rod Rude, Mr. Pfeleider, Dr. Layton, Fred Mecklenburg, Nancie Brown, Jon Wempner, Nancy Forte, Al Bromley, Neil Swanson, Mr. Starr, Don Trask, Mr. Cheese, Bob Winandy, Jim Heltzer, Dr. Erlanson, Mary Jean VanValkenburg.

Members Absent:

Mr. Richter, Jeanne Teske, Nancy Wallgren, Wayne Tempelman, Hope Bourvette.

Others Present:

Dave Seamans, Don Finlayson, Lamont Nelson, Tom Millott, Pat Jaster, Daily reporter, Virginia McHugh.

The meeting was called to order at 7:15 p.m. The minutes were approved with the following correction. In the Music Area report the references to "speaker cabinet" should read equipment cabinet.

Personnel Committee:

Jon Wempner presented to the Board the recommendation of the committee to appoint a Stardust Dance Chairman. The applicants' qualifications were given along with other pertinent remarks.

⁰⁻¹⁷⁵
Motion K-611:

It was moved to appoint Lamont Nelson as Chairman of the Stardust Dance Committee.

Seconded and carried.

Very shortly an appointment committee to select new Board members will be formed and as the Board appoints two members of this committee, the following recommendation was made:

⁰⁻¹⁷⁶
Motion K-612:

It was moved to appoint Nancy Forte and Jon Wempner as the Board representatives on the Appointment Committee.

Seconded and carried.

Tentative plans are to hold the Merit Reception on April 29, 1956 and the Training Camp on May 6, 1956. All arrangements are still tentative and, therefore, specific plans will be presented at a later meeting.

Jon Wempner asked for the Board's feeling on the awarding of Merit Keys to the Board members. Some felt that keys should be given only for outstanding service and not on the basis of length of service. It was suggested that a committee of staff members make the recommendations for these awards.

⁰⁻¹⁷⁷
Motion K-613:

It was moved that the criteria for presentation of Board Merit Keys to Board members be set up by the Personnel Committee and the final selection of individuals to receive such Merit Keys be made by the staff committee appointed by the Personnel Committee.

Seconded.

Many Board members raised questions as to what the criteria would be and also as to whether or not it would be advisable to have some students on the selection committee.

⁰⁻¹⁷⁸
Motion K-643

It was moved to table Motion K-643 until the next regular meeting pending further review by the Personnel Committee and that a report be given by that committee at the next regular meeting.

Seconded and carried.

Stardust Dance:

Lamonte Nelson presented to the Board a proposed estimated budget for the Stardust Dance in a total amount of \$5,255. He described to the Board the proposed publicity campaign which includes ads in the Daily, and plugs by many disc jockeys and WMMR. Jim Ramsburg of WMMR will be handling the publicity and it was felt that through his many contacts a very good publicity campaign could be managed.

Benny Goodman will be the attraction at the Dance with Doc Evans in the Cafeteria. The Terrace reading room, the Junior Ballroom, and the Cafeteria will be set with tables and refreshments will be available.

The proposed publicity campaign was discussed further and as tickets will go on sale March 28, 1956, it was felt that within two weeks a sampling of the attendance would be evident and that should there be a need, publicity could be stepped up for the remaining two weeks of the campaign prior to the dance.

⁰⁻¹⁷⁹
Motion K-645

It was moved to approve a budget of \$5,600 for the Stardust Dance and that the internal breakdown of this sum be at the discretion of the committee.

Seconded and carried.

It was suggested that a progress report be given at the next regular meeting of the Board.

House and Finance Committee:

Neil Swanson reported that the committee had received requests for office space from Gamma Sigma and from the Student Liberal and Gopher Progressive parties. The committee recommended possible solutions as the Gamma Sigma service sorority sharing office space with Alpha Phi Omega and the Student Liberal and Gopher Progressive parties using the space at the bottom of the circular stair wells for office space. These details will be taken care of by the committee and the action will be reported at a later time.

It was recommended that the following requests be approved:

Use of the Main Ballroom by the Student Forum from 12:30 to 1:30 on April 10, 1956, May 1, 1956, and May 15, 1956 for noon programs.

That the building be open from 8:00 a.m. to 12:00 midnight on April 7 and 8, 1956, for the Chess Tournament. (The Tournament will decide who will represent the University in Chicago.)

The Stardust Dance Committee requested an office space, namely room 227, from March 27 through May 1 and it was recommended that this request not be approved. It was suggested that they could possibly use some of the facilities in WMMR as the Manager, Jim Ramsburg, will be working on the publicity.

Neil Swanson asked for the feeling of the Board concerning the purchase of draperies for the lounges, and following a short discussion, it was the committee's recommendation that they select and purchase draperies for the various areas of the building, lounges, and several conference rooms as provided by previous Board action, keeping in mind that these rooms may possibly be used co-educationally in the future. The committee asked that Nancie Brown, Nancy Wallgren, Mary Jean VanValkenburg and Jim Heltzer work with Miss Thian, the University Color Consultant, to select suitable drapery fabrics.

It was recommended to approve the use of the Main Ballroom by the Faculty Dance Club on the following dates:

October 12, 1956	February 9, 1957	May 10, 1957
November 9, 1956	March 9, 1957	June 8, 1957
December 7, 1956	April 13, 1957	

It was recommended to approve the use of room 320 or 343, 344, and 345 on April 2, 9, 16, and 23, 1956, from 4:30 to 6:00 p.m. by the Y W C A.

The Winter Quarter Budget Summary was distributed to the board members. (A copy is on file with the permanent record of the minutes. Extra copies are available in the Director's Office.)

It was mentioned that the "Jazz as You Like It" program under the Program Development section is only a budget approval and does not mean that this has been approved by the Program Committee. It will be presented to the Program Committee at their next meeting. The budget shows that funds are available if desired.

Mr. Finlayson mentioned that the contingency fund is only \$103 and that any losses on spring programs will have to come from this fund. Money could possibly be transferred from the Revolving Fund to cover if necessary.

Question was raised on the status of WMMR, as they still show an overdrawn balance in the budget. Mr. Finlayson mentioned that their money comes in monthly and that many payments will not be made until the contracts are completed at the end of the year; therefore the situation will take care of itself.

Neil Swanson was requested to give a report on WMMR's financial status in cooperation with Jim Heltzer, Radio and Theater Arts Area Director.

0-180
Motion Re-Clerk

It was moved to approve the House and Finance Committee report.

Seconded and carried.

Program Committee:

Fred Mecklenburg reported that the Program Committee met on Thursday, March 15, 1956. At that meeting they gave the initial o.k. on the contract for Benny Goodman on April 21, 1956.

The Committee discussed some matters which had come up concerning the production of "The Moon Is Blue", one being the conflict with the Theater Department production of "King Lear" and the other Tom Millott's eligibility. Both matters were reviewed and it was decided to continue with the production. This will be Tom Millott's senior recital and is not considered extra-curricular activity by his college office.

It was suggested that some means be devised to avoid these conflicts in the future and Mr. Finlayson announced that at present a calendar is being prepared for the Program Office which will list all campus events and departmental events which would possibly cause conflicts, so that programs may be better scheduled.

In connection with a question on how to promote better relations with the Theater Department Mr. Finlayson gave the Board a brief resume of what is now taking place in the Creative area. Letters have been sent to many departments inviting department heads to help in the display of student talent in all fields. The meeting will take place in the near future and all interested parties are invited. More information will be available at a later time.

Public Relations:

Al Bromley announced that tours of the Union will be available very shortly. Anyone interested in guiding tours should contact him.

Executive Committee:

Nancy Forte announced that Nancy Walgren's excuse for March 6, 1956, was accepted.

The new Board assignments not previously decided are as follows:

- Don Trask - Outings Area, and House and Finance Committee member
- Dr. Erlandson - Personnel Committee member
- Mary Jean VanValkenburg - Program Committee and Personnel Committee member

There was a short discussion of what should be acceptable as an excuse from a Board meeting. Nancie Brown indicated that she would bring some definite proposal to the Board at the next meeting concerning this matter.

o-181

Motion K-647:

It was moved to approve the Executive Committee Report.

Seconded and carried.

Director's Report:

Mr. Starr mentioned the tragedy which occurred during vacation when two of the Rovers' members were killed and several injured in an automobile accident one of their trips. He gave some information about the present conditions of the injured.

He also mentioned to the Board for those that knew him that Mr. Clifton French, former Program Director, had suffered a heart attack recently.

Mr. Starr mentioned that the Bowling Team will participate in a tournament in April at Iowa, and that one of the team members is now in ninth position in the Bowling Congress, so that, he felt our team would have good chances. Mr. Starr also mentioned the possibility that Wayne Tempelman might be able to visit the Iowa Union at the same time to see their music area.

0-182

Motion K-610-

It was moved that funds for living expenses be provided for Wayne Tempelman to visit the Iowa Union providing transportation can be found at no additional cost.

Seconded and carried.

Mr. Starr announced that he will be leading a Seminar on a Comprehensive Program Report for all Unions at the Association of College Unions Conference April 8-11, 1956, at Purdue University.

Mr. Starr announced that at present the Building Committee on the new St. Paul Campus Union is at a standstill because of a lack of decision by the many departments involved with the matter of the bookstore. If the bookstore remains in Coffey Hall, additional space will be required and some office changes will have to be made. The committee working on this has met several times but as yet a decision has not been forthcoming.

Mr. Starr asked that Board members make themselves known to the two new staff members so that they may be of utmost help to them.

Program Director's Report:

Mr. Finlayson presented a detailed report and evaluation as he saw them, of the programs held during the winter quarter. He mentioned that the criticisms were given in an effort to be of help rather than to just criticize.

Copies of this complete report are on file as a part of the permanent record of minutes because of the length of the report.

Mr. Finlayson mentioned the new brochures in the Gallery Area and Games Area.

A weekly activity program will be released for all areas giving a short summary of the activity. The monthly calendar will also be released. The All-Campus Calendar will be on the wall in the Program Office as mentioned earlier.

Old Business:

The Ad Hoc Committee would like all student members of the Board to be present at their meeting at 6:30, March 28, 1956, in room 227 of the Union.

Al Bromley raised a question about room scheduling as Tom Millott has not been satisfied with arrangements for rehearsal during the Easter weekend for The Moon Is Blue. Tom asked that the building be open on Friday and Saturday evenings in addition to Sunday evening and Mr. Starr stated that arrangements would be made so that rehearsals could be held from 9:00 a. m. through 10:30 p.m. Friday, March 30, and Saturday, March 31, 1956, and from 4:00 p.m. through 10:00 p.m. on Sunday, April 1, 1956.

0-183

Motion K-649:

It was moved that the discussion be dropped and that the interested parties take care of the matter.

Seconded and carried.

New Business:

Jon Wempner announced that Nancie Brown will serve as Chairman for the spring Board Leadership Retreat.

Bob Winandy presented to the Board a request that a Boy Scout troop which will be visiting the University be allowed free admission to the Saturday Nite Dance on April 7, 1956. Many members felt that this might cause poor public relations with University students and that possibly the Scouts who are under University age might be uncomfortable. Bob felt that it would be good public relations for these prospective University students and that they would fit into the crowd.

0-184

Motion K-650:

It was moved that 150 free passes be allowed for the Boy Scouts on April 7, 1956, to attend the Saturday Nite Dance.

Seconded.

Rod Rude relinquished the chair to Nancy Forte to be able to express his opinion on the subject.

0-185

Motion K-651:

It was moved to call the question.

Seconded and carried.

Motion K-650 was ~~carried~~ ^{defeated}.

Rod Rude asked for a volunteer to chairman the committee to set the advising committee for the expansion of C. M. U. If no one volunteered, he said he would do so.

Rod Rude asked that all members try to complete as much of their work as possible within the short time left in office. He also mentioned that the Board members' manuals will be brought up to date by Nancy Forte in the next few weeks. She will prepare a list of the general information each member should have so that all books will be complete in this respect.

0-186

Motion K-652:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

APRIL 3, 1956

I CALL TO ORDER

II APPROVAL OF MINUTES OF PREVIOUS MEETING

III STANDING COMMITTEES

✓ HOUSE AND FINANCE

✓ PERSONNEL
PROGRAM

11:30 Wed Union Board of G

PUBLIC RELATIONS
EXECUTIVE

No Report -

IV ADHOC COMMITTEE

V. DIRECTOR REPORT

VI OLD BUSINESS

VII NEW BUSINESS

VIII ADJOURNMENT

The External Relationships of the Union

The Union Board of Governors is an integral part of a University Department. It was set up by the Board of Regents with fifteen student members, four faculty members and one alumni member. As a governing body of a University department, the Union Board of Governors has the following characteristics:

1. Union programs are subject only to the general University policies dealing with ~~student affairs~~ and are not subject to Student Activities Bureau administration of these policies because of the professional program (staff) which is responsible for the administration of the student activities centered in the Union. *program*
2. The ^{Union} program director shall be responsible to the Union Board of Governors for explanation of University policies dealing with Student Activities.
3. Eligibility of students working on Union programs shall be subject to normal University eligibility requirements.
4. The Union Board of Governors as the governing body of a University department shall determine the qualifications and eligibility of the members of the Union Board of Governors, subject only to University policy. *added into*
5. As a governing body of a University department, the Union Board of Governors has complete control over the Union's financial affairs, subject only to such regulations as are normally placed upon University departments.

By necessity of this unique role, the duties of the Union Board of Governors encompass both administrative and student activity policy making.

① *Letter of Committee to Department*

① *Department - policies + program*

②

House and Finance
Committee

Report of the Meeting of April 3, 1956

Recommendations of the Committee -

1. That the request of Phi Delta Theta for the use of platforms during the Campus Carnival be denied.
2. That the Mock Political Convention Committee be granted the use of a meeting room from 9:00 a.m. to 4:00 p.m. on Wednesday, April 4, 1956.
3. That the Stardust Dance Committee be granted permission to use the area above the planter on the main floor from April 9 through April 21, 1956.
4. That the Marine Corps be granted the use of a small meeting room to explain the Marine Corps OCS program to interested students from 9:00 a.m. to 4:00 p.m. on May 7, 8, and 9, 1956.
5. That the Department of Horticulture be granted permission to use 320 and the Mens and Womens Lounges from 10:30 a.m. to 4:30 p.m. on July 16, 17, 18, 1956 and on July 19, 1956, from 10:30 a.m. to 12:00 m; and the Main Ballroom from 9:00 a.m. to 11:00 a.m. on July 16, 17, 18, and 19, 1956.
6. That the Orientation Club Group Program meeting training sessions be permitted to use rooms 324, 326, 327, from 7:00 to 9:30 p.m. April 17, May 1, May 15, May 29, 1956.

HEH:NS:by

April 3, 1956

Union Board Merit Awards

Memo to Selections Committee

The Selections Committee for 1956 shall be:

Don Finlayson
Rod Rude
Fred Mecklenberg
Rod Nelson
Gordon Starr

The criteria for the selection of recipients of Board member merit awards shall be:

1. One outstanding feature in their area or committee during their term of office.
2. Increased or maintained previous attendance in majority of programs in their area.
3. Satisfactory participation at Union Board meetings.
4. Satisfactory participation on standing committees.
5. Satisfactory cooperation on all levels.

HH:by

By Hand

April 3, 1956

Proposed Addition to the By-Laws

G. Duties

48. The Personnel Bureau shall --
Committee

- (c) Merit awards to Board members
- (1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program staff and non-Union member appointed by the Personnel Committee.
 - (a) The final approval for recommendations of this committee shall come from the Personnel Committee.
 - (b) The non-Board member shall serve as chairman of this committee.
 - (2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.
 - (3) Every Board member upon appointment or election shall receive a service pin.
 - (4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

HH:by

April 3, 1956

To: Minnesota Union Board of Governors

From: Director of Student Unions

1. The Union at the Duluth Branch ~~is expected to be open for the first summer session.~~ The design fits the needs of the campus. It will be an excellent place to hold the coming Regional Meeting.
2. Dr. Hans Schwartlander of Germany was here to visit the Union. He was impressed by the size of the campus and by the facilities and program office in Coffman Memorial Union.
3. Our program committee should review and plan for the summer program now.
4. Preliminary study has begun on the Coffman Memorial Union budget for 1956-57, however, it will be necessary for both the program committee and House and Finance to review and recommend for next year.
April 17
5. Do we feel satisfied with the progress on the new St. Paul Campus Union which is being held up by the bookstore decision?
6. We will have two administrative fellow positions open, one in the Craft Shop and one as the Village Union Manager. We have had one applicant for the Arts Craft Shop Supervisor.
7. We need some method of identification of members who are serving on Union Committees. It is suggested that the Personnel Committee will take this under consideration.
8. We need to talk and think in a positive way to meet the challenge of good programming. The Minnesota Union Board is a continuous function with raising out and/or increasing enrollment and/program sites will help for next year. The Board members who are eligible for next year's Board are urged to run again.

9. Sign - completed

10. Color T.V. Lounge —

University of Minnesota Union Board of Governors
Meeting of April 3, 1956

Members Present:

Bob Winandy, Hope Bouvette, Mr. Cheese, Mr. Pfleider, Dr. Erlandson, Mr. Starr, Nancie Brown, Rod Rude, Al Bromley, Wayne Tempelman, Jeanne Teske, Nancy Wallgren, Don Trask, Neil Swanson, Jon Wempner, Dr. Layton, Jim Heltzer, Fred Mecklenburg.

Members Absent:

Mary VanValkenburg, Mr. Richter.

Others Present:

Mr. Finlayson, Dick Getchall, Hugh Smith, Daily Editor, Pat Jaster, Daily reporter.

The meeting was called to order at 7:00 p.m. The minutes of the previous meeting were approved with the following addition. Under Old Business the second sentence of the second paragraph should read "After some discussion Tom asked that the building be open on Friday and Saturday evenings in addition to Sunday evening and Mr. Starr stated that arrangements would be made so that rehearsals could be held from 9:00 a.m. through 10:30 p.m. Friday, March 30, and Saturday, March 31, 1956, and from 4:00 p.m. through 10:00 p.m. on Sunday, April 1, 1956.

Motion K-653

It was moved to approve the minutes of the meeting of March 27, 1956, as corrected.

Seconded and carried.

Personnel Committee:

Jon Wempner asked that his Motion K-643 of the previous meeting which had been tabled be withdrawn. The second was willing that the motion be withdrawn and Jon then presented to the Board for approval the following material.

Motion K-654

It was moved that the following be approved by the Board:

The Selections Committee for 1956 shall be: Don Finlayson, Rod Rude, Fred Mecklenburg, Rod Nelson, Gordon Starr.

The criteria for the selection of recipients of Board member merit awards shall be:

1. One outstanding feature in their area or committee during their term of office.
2. Increased or maintained previous attendance in majority of programs in their area.
3. Satisfactory participation at Union Board meetings.
4. Satisfactory participation on standing committees.
5. Satisfactory cooperation on all levels.
6. The President and Vice President of the Board will automatically receive awards.

Seconded and carried.

Jon mentioned that to receive a merit award a person should qualify on all of the criteria. There was some feeling that the criteria were not strict enough, but it was also mentioned that the interpretation of the criteria would be at the discretion of the Selection Committee.

Jon Wempner also presented to the Board the following proposed amendment to the By-Laws:

G. Duties

4. The Personnel Committee shall --

1. Merit awards to Board members

(1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program staff member and non-Union member appointed by the Personnel Committee.

(a) The final approval for recommendations of this committee shall come from the Personnel Committee.

(b) The non-Board member shall serve as chairman of this committee.

(2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.

(3) Every Board member upon appointment or election shall receive a service pin.

(4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

Question was raised as to whether or not the service awards would be made for all members who had been on the Board since last spring or whether this would take effect this spring when the new members join the Board. No definite answer was given at that time.

House and Finance Committee:

It was moved to approve the following recommendations of the House and Finance Committee:

1. That the request of Phi Delta Theta for the use of platforms during the Campus Carnival be denied.
2. That the Mock Political Convention Committee be granted the use of a meeting room from 9:00 a.m. to 4:00 p.m. on Wednesday, April 4, 1956.

3. That the Stardust Dance Committee be granted permission to use the area above the planter on the main floor from April 9 through April 21, 1956.
4. That the Marine Corps be granted the use of a small meeting room to explain the Marine Corps OCS program to interested students from 9:00 a.m. to 4:00 p.m. on May 7, 8, and 9, 1956.
5. That the Department of Horticulture be granted permission to use 320 and the Men's and Women's Lounges from 10:30 a.m. to 4:30 p.m. on July 16, 17, 18, 1956 and on July 19, 1956, from 10:30 a.m. to 12:00 m, and the Main Ballroom from 9:00 a.m. to 11:00 a.m. on July 16, 17, 18, and 19, 1956.
6. That the Orientation Club Group Program meeting training sessions be permitted to use rooms 324, 326, 327, from 7:00 to 9:30 p.m. April 17, May 1, May 15, May 29, 1956.

Seconded and carried.

Neil explained during discussion that the reason for denying the use of the platforms for Campus Carnival was that the platforms are being refinished and are not available. He also mentioned that even if they were available they are the joint property of the Food Service and the Union and are used frequently by both so that they would be needed here.

Program Committee:

Fred Mecklenburg announced that the Program Committee will hold regular meeting at 11:30 a.m. each Wednesday in the Union Board Office or Room 227.

Public Relations Committee:

Al Bromley announced that this committee had no report to make.

Executive Committee:

Rod Rude informed the Board of a decision made by members of the Executive Committee. A request was received after the Executive Committee regular meeting which needed action before the Board would meet again. The student Heart Fund drive sponsored by Alpha Phi requested permission to place a display on the main floor in front of the planter from Tuesday, April 4, 1956, through Friday, April 6, 1956. Rod Rude, Nancie Brown, Nancy Forte, and Dr. Layton of the Executive Committee were polled and all were in favor of granting permission.

0-189
Motion K-656:

It was moved to approve the report of action taken by the Executive Committee.

Seconded and carried.

Rod Rude mentioned that there had been much informal discussion on Board members receiving keys for the Union building and the Union Board office. Hugh Smith of the Daily gave some information concerning keys which the Daily staff has for their offices, Mr. Pflaider and Dr. Erlandson mentioned some of the experiences they had had with the granting of such keys. During the discussion it was brought out that permission would have to be obtained from Physical Plant to assign such keys. It was the feeling of many that the matter should be given more thought and the ramifications of such issuing of keys. Mr. Starr suggested that keys could be signed out for specific times and returned immediately following their use.

0-190

Motion K-657:

It was moved that the matter of issuing keys to Board members be referred to the Executive Committee for further study.

Seconded and carried.

Ad Hoc Committee:

Al Bromley presented to the Board a description of the external relationships of the Union which he stated the committee felt were possible relationships and were the interpretations made by the Committee. He definitely indicated that these were not final decisions but that the information was for discussion purposes so that the Committee might have more opinions and information in order to prepare the best possible final report.

The material appears at the end of these minutes as it was presented.

A correction was made, one being that the Academic Vice President appoints four members and they may be anyone of his choosing, according to the Constitution.

There were many questions and suggestions concerning the administration of policies governing students. It seemed to be the feeling of many that as a department the Unions should and do administer the policies governing student activities as the policies affect the Union activities, but that they are not subject to the interpretation of the policies as made by other University departments. The issue was somewhat confusing in that as a department the above applies but the student members as individuals are subject to the University policies governing student affairs.

The Committee made note of the many suggestions and will take them into consideration when preparing their report.

There will be a meeting of the Ad Hoc Committee together with the non-student members of the Board on Friday from 3:00 p.m. through 6:00.

It was mentioned that the meeting could be arranged at a more convenient time for the non-student members and they were asked to contact Al Bromley if they so desired.

Neil Swanson told the Board that lately there have been some small difficulties in the working relationships in the Union due to the fact that some of the Board members have had some misunderstandings which are not trying to be clarified. There are certain other problems, possibly some of our difficulty is due to lack of trust causing some lack of harmony and there are also some personality conflicts causing some difficulty which we cannot do anything about, but that relations with the Director can be helped if we express our difficulties to him personally and not take up Board time. With this in mind, Neil moved that a vote of confidence be given the Director.

0-191

Motion K-658:

It was moved that the Union Board express a vote of confidence in the Director.

Seconded.

0-192

Motion K-659:

It was moved to postpone Motion K-658 indefinitely.

Seconded.

Jon Wempner, after stating Motion K-659, said that he felt that there must definitely be a problem, but that it would be awkward, unfair, and embarrassing to discuss it at the meeting.

⁰⁻¹⁹³
Motion K-660:

It was moved to call the question.

Seconded and carried.

The vote was then taken on Motion K-659 and it was DEFEATED.

⁰⁻¹⁹⁴
Motion K-661:

It was moved that the Board move into Executive Session.

Seconded.

Amendment to Motion K-661:

It was moved that the Daily reporters be included in the Executive Session.

There was no second.

Motion K-661 was withdrawn following discussion.

Mr. Starr volunteered to leave if it would make it easier for anyone to speak freely on the matter. Some objections were raised and Mr. Starr was asked to stay.

⁰⁻¹⁹⁵
Motion K-662:

It was moved to call the question. Seconded and carried.

⁰⁻¹⁹⁶
Motion K-663:

It was moved that a written ballot be taken.

Seconded and carried.

The written ballot was taken and before the decision was given it was found that several people were not sure of what they had voted on and at that point it was decided to disregard Robert's Rules of Order and take the vote again.

Following the counting of the ballots, motion K-658 was CARRIED.

⁰⁻¹⁹⁷
Motion K-664:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

The External Relationships of the Union

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3. Eligibility of students working on Union programs shall be subject to normal University eligibility requirements.
4. The Union Board of Governors as the governing body of a University department shall determine the qualifications and eligibility of the members of the Union Board of Governors, subject only to University policy.
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By necessity of this unique role, the duties of the Union Board of Governors encompass both administrative and student activity policy making.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
AGENDA

APRIL 10, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. Standing Committee Reports
 - A. House and Finance
 - B. Personnel
 - C. Program
 - ? D. Public Relations
 - E. Executive
- IV. REPORT ON THE DAILY VIEWPOINT--HUGH SMITH
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

April 10, 1956

Proposed Addition to the By-Laws

G. Duties

4. The Personnel Committee shall--

1. Merit awards to Board members

(1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program staff/~~and a non-Union member~~ appointed by the Personnel Committee. and a student not a member of the Union Board or

Union Committees as
(a) The final approval for recommendations of this committee shall come from the Personnel Committee.

student not a member of the Union Board or Unions Committees
(b) The ~~non-Board member~~ shall serve as chairman of this committee.

(2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.

(3) Every Board member upon appointment or election shall receive a service pin.

(4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

April 10, 1956

Proposed Addition to the By-Laws

G. Duties

4. The Personnel Committee shall--

1. Merit awards to Board members

(1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program staff ^{and} ~~and~~ ~~one~~ ~~other~~ member appointed by the Personnel Committee. *A student not affiliated with union activities*

(a) The final approval for recommendations of this committee shall come from the Personnel Committee. *member of the Union Board or a Union Committee as*

(b) The ~~non-Board~~ ^{*student not a member*} member shall serve as chairman of this committee.

(2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.

(3) Every Board member upon appointment or election shall receive a service pin.

(4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

University of Minnesota Union Board of Governors
Meeting of April 10, 1956

Members Present:

Rod Rude, Fred Mecklenburg, Neil Swanson, Hope Bouvette, Nancy Walgren, Mr. Cheese, Bob Winandy, Wayne Tempelman, Don Trask, Jeanne Teske, Al Bromley, Mary Jean VanValkenburg, Jim Heltzer, Mr. Pfeleider.

Members Absent:

Nancie Brown, Nancy Forte, Jon Wempner, Mr. Richter, Dr. Layton, Dr. Erlandson.

Others Present:

Hugh Smith, Daily Editor, Pat Jaster, Daily reporter, Virginia McHugh, Mr. Hans Hopf, Lamonte Nelson, Beverly Yaunick.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following corrections and additions.

It was asked that under the Executive Committee Report it be noted that only building keys must be authorized by the Physical Plant and that duplicates may be made for rooms within the building.

It was asked that the following figures on votes taken at the previous meeting be included in the minutes.

Motion K-658: carried 10 in favor, 5 opposed
Motion K-659: defeated 8 in favor, 9 opposed
Motion K-660: carried 14 in favor, 2 opposed
Motion K-661: withdrawn
Motion K-662: carried 14 in favor, 2 opposed
Motion K-663: carried 9 in favor, 6 opposed
Motion K-664: carried 9 in favor, 6 opposed

It was suggested that Mr. Gordon Starr be listed in the minutes under Others as he is not a Board member and that Miss Yaunick also be listed under Others when she is present.

House and Finance Committee:

Neil Swanson announced that the Committee had no report to make..

Personnel Committee:

Jeanne Teske presented to the Board the following By-Law Amendment on behalf of the Committee. Following discussion and correction of some wording, action as follows was taken:

Motion K-665:

It was moved to approve the following Amendment to the By-Laws:

G. Duties

4. The Personnel Committee shall--

1. Merit awards to Board members

- (1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program

staff member and a student not a member of the Union Board or Union Committees as appointed by the Personnel Committee.

- (a) The final approval for recommendations of this committee shall come from the Personnel Committee.
 - (b) The student not a member of the Union Board or Union Committees shall serve as a chairman of this committee.
- (2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.
 - (3) Every Board member upon appointment or election shall receive a service pin.
 - (4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

Seconded and carried.

Program Committee:

Referring to the memorandum from the Program Office to all Board members and staff, Fred Mecklenburg stated that although the form was not proper, it was nevertheless to the point and justified since the "Moon Is Blue" Committee was most anxious to meet its budget.

Fred Mecklenburg presented to the Board a request to run "Moon Is Blue" production for an additional performance on Sunday, April 15, 1956. The request was made on the condition that they be almost sold out for Friday and Saturday night on Thursday morning. The extra performance would then be publicized on Friday. Additional costs were discussed and it was found that \$10.00 additional in royalties would have to be paid and that custodial help to open the building and be on hand would be needed.

Fred mentioned the two new brochures on the Fine Arts and the Games Area which have recently been printed and distributed. He urged all Area Directors to consider brochures and include the necessary amount in their budget request for the coming year.

The Program Committee has initiated a new policy in connection with Event reports. Event Reports will be due no later than one week following the event and they will be reviewed at the Program Committee Meetings.

Motion K-666:

It was moved to approve the report of the Program Committee with the exception of the additional performance of "The Moon Is Blue".

Seconded and carried.

Motion K-667:

It was moved to approve an additional performance of the "Moon Is Blue" to be held Sunday, April 15, 1956.

Seconded and carried.

It was recommended that the additional performance be publicized in the dormitories.

Public Relations Committee:

Al Bromley announced that the Committee had no report to make.

Executive Committee:

Rod Rude announced to the Board that a letter had been received concerning the Foreign Students' Brother-Sister Program and that the letter would be posted in the Board Office for their information.

He also announced that no report was ready on the keys at that time.

Nancy Wallgren asked for a volunteer to introduce Mr. Robert Lesch, the artist who painted the mural in the ballroom, at the dedication of the mural at a coffee hour on Wednesday, April 11, 1956. There were no volunteers and it was suggested that she contact the members of the Board absent from the meeting.

Stardust Dance:

Lamonte Nelson, Stardust Dance Chairman, reported that 1705 tickets had been sold for the dance. Twelve Stardust Queen candidates have entered the contest and several more are expected. The Queen will be chosen by popular vote.

Plans for the dance include a coke bar in the cafeteria which will be set cabaret style with tables.

The Men's and Women's Lounges will be set informally with piped-in music and dancing, the Terrace Reading Room will be set with tables and a coke bar. The Junior Ballroom will be set with tables around the sides and Doc Evans will play. During intermission the queen will be crowned by last year's queen and Mr. Goodman. Lamonte Nelson will act as master of ceremonies and will announce the names of those who worked on the dance.

Question was raised on the publicity to the general public on tickets. Lamonte stated that all publicity for the general public states that tickets will go on sale on April 16, 1956. It was mentioned that some disc jockeys are not announcing the ticket sales in this manner by rather that tickets are available now.

Minnesota Daily:

Hugh Smith, editor of the Daily, stated that the Daily reporter was not allowed to attend the meeting of the non-student members of the Board held on Friday, April 6, 1956. He said that the Daily many times attends a closed meeting with the understanding that no report will be made on the proceeding. He said that had the Daily been given the opportunity to make such an agreement with the Board members it would have been advantageous to all. As the Daily is trying to report fairly in all cases, much background can be gained by attending closed meeting with the agreement that they will not report and thus a fair report may be given at such time as the decisions are made known.

Opinions were expressed by many on the subject, some in favor of closed meeting and some in favor of open meetings.

It seemed to be the general consensus that the situation last Friday was unfortunate and that all efforts for cooperation with the Daily should be made; however, the Board and its Committee reserve the right to have executive sessions and closed meetings in the interests of Board business.

Director's Report:

Mr. Hopf reported for Mr. Starr. He mentioned that Dr. Schwartlander of the University of Mainz in Germany recently visited the Union. He is touring the country observing student activities and was much impressed with the Union and its facilities and organization.

Mr. Hopf mentioned the color TV set which is presently on the balcony of the Ballroom and will remain there through Friday. The set was a gift to the University from WCCO and will be next at the St. Paul Campus Union. The commuters' lunchrooms' name signs have been completed. Mr. Hopf mentioned that two graduate Administrative-Fellowships will be open for next year, one at the Village Union as manager and one in the Artcraft Workshop. We are still looking for a full-time manager for the Artcraft Workshop. We have had one applicant but no action was taken.

It was suggested that the Public Relations Committee place some posters in the building concerning the color TV so that students will be aware that the set is here. Al Bromley made note of this suggestion.

Old Business:

Neil Swanson voiced an opinion that he was disappointed that the meeting was adjourned so abruptly last week. He said he felt that we should not adjourn when there were still items on the agenda which had not been covered.

Jim Heltzer said he felt that many times little was accomplished by staying late at meetings and that he felt last week might be excused because of the extenuating circumstances involved.

New Business:

Fred Mecklenburg asked for the feeling on the Board concerning the financing of student recitals as Union Programs.

During the discussion it was the feeling of the Board that students interested in the Union Creative Society and in putting on programs should be encouraged. Whether or not these programs are senior recitals should not be of first consideration, but rather how the particular program will further the interests of the Union and the students.

Hope Bouvette asked for approval of an individual to be named by the Personnel Committee to accompany the Chess Team to Chicago so that this person could visit other Unions and get ideas for the games area here in the Union.

o-201

Motion K-668:

It was moved that a person be designated by the Personnel Committee to accompany the Chess Team to Chicago, Illinois, to study the games area in the Unions around Chicago.

Seconded and carried.

o-202

Motion K-669:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Hans E. Hopf
Acting Recording Secretary

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
AGENDA
APRIL 17, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF PREVIOUS MEETING
- III. STANDING COMMITTEE REPORTS
 - A. House and Finance--Neil Swanson
 - B. Personnel--Jon Wempner
 - C. Program--Fred Mecklenburg
 - D. Public Relations--Al Bromley
 - E. Executive--Rod Rude
- IV. STARDUST REPORT--Lamonte Nelson
- V. "THE MOON IS BLUE" REPORT--Tom Millott
- VI. AD HOC COMMITTEE--Al Bromley
- VII. DIRECTOR REPORT--Gordon Starr
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT

ANYBODY FOR BEER?

FILE COPY
DO NOT REMOVE

Keys

1. Carolyn Gilbert
2. Joan Rahlle
3. Einer Aase
4. Bob Whipple
5. Tharald Olofson
6. Nancy Fournier
7. Barbara Clark
8. Jan Swanson
9. Dorothy Lea
10. Jim Fredrickson
11. Jackie Munn
12. Judy Van Valkenberg
13. ~~Kathleen Malcolm~~ ^{no}
14. Jim Ramsberg
15. Sylvia Allen
16. Tom Millott
17. Trilby Taylor
18. Barb Joffe
19. Nancy Kanenoto
20. Wayne Shelton
21. Stan Madeja
22. George Deach
23. Elna Lindquist
24. George Meyers
25. Lee Lekarish
26. ~~Bob Prayeta~~ *nick Hyser*
27. La Mont Nelson
28. Dave Carlson
29. ~~Beets Nelson~~ ^{no}
30. Lee Lynch
31. *Burton Beatt*
32. *Dick Plosch*
33. *Jack Schmidt*

- Humanities
- Coffman Capers
 - Rovers
 - Toastmasters
 - Am. Foreign Student Relation
 - Charm
 - Saturday Night Dance
 - Art-Craft Shop
 - Coffman Musicals
 - Variety Dance
 - Square Dance
 - Record Lending Library
 - Toastmistress
 - W.M.M.R.
 - Mardi Gras-W.M.M.R.
 - "Wallet"-Noon Varieties, *Carnival*
 - Faculty-Student Relations
 - Private Dance Instruction
 - Hawaiian Dance Instruction
 - Bridge
 - Sno Week
 - Sno Week
 - Sno Week
 - Homecoming
 - 15th Anniversary
 - Photography *Toastmaster*
 - Special Events--Sno Week, *Student*
 - W.M.M.R.
 - Queens--Sno Week
 - 15th Anniversary
 - W.M.M.R.*
 - Creative Society*
 - Advanced Dance*

LEADERSHIP CAMP--MAY 6

- 8:30 Breakfast
- 9:00 "Thought For The Day"
- 9:45 Keynote--Mr. Starr Philosophy
History
Objectives
- 10:15 Keynote--Neil Swanson, Hans Hopf
Finance
Responsibilities
- 10:45 Keynote--Rod Rude, Mr. Starr
Administration
- 11:15 Coffee Break
- 11:30 Program Areas--Fred Mecklenberg, Don Finlayson
- 12:00 Public Relations--Al Bromely, Marcia Koth
- 12:30 Dinner and Recreation
- 1:30 Personnel--Jon Wempner
- 1:45 Dance Area--Bob Winandy
- 2:00 Social Skills--Nancy Wallgren
- 2:15 Games--Hope Bouvette
- 2:30 Talent Development--Jim Heltzer
- 2:45 Music--Wayne Templeman
- 3:00 Outings--Don Trask
- 3:15 Coffee Break
- 3:30 Noon Program--Nancie Brown
- 3:45 Arts and Crafts--Jeanne Teske
- 4:00 The Staff Picture--Mr. Starr
- 4:20 "The New Board"--Don Finlayson, Nancie Brown
- 4:45 Discussion Session
- 5:30 Return to Union
- 7:00 Union Board Homecoming Party

LEADERSHIP CAMP BUDGET

Blance on hand	-----	\$100.00
Camp Site Rental	-----	\$10.00
Breakfast	-----	37.50
Dinner***	-----	50.00
		<u>\$97.50</u>
Balance	-----	2.50

Bus transportation, \$25.00 will come from the staff transportation budget.

The Dinner in the Union Sunday evening will be paid from the Union Board's dinner meeting funds.

April 13, 1956

Total Income to Date.....\$1,569.78
Income Contracted to June, 1956... 1,283.80

Total Income.....\$2,863.58

*Total Expenses to Date.....\$3,213.35

Loss to Date..... 349.77

**Anticipated Expenses to June, 1956.

Western Union Services.....	75.00
Bell Telephone Co.....	90.00
Maintenance.....	150.00
Office.....	<u>25.00</u>
	\$340.00

*Includes \$100 for permanent equipment purchased. Transmitters' for St. Paul Campus' extension included in the \$700 figure.

**Does not include approximately \$150 for line charge and installation cost for St. Paul extension. Does not include any record subscription service for remainder of this quarter.

EXECUTIVE REPORT

1. Mr. Hopf indicates that no Board member has been or will be refused a key to the Union Board office if they express their need to him. It is extremely important that if such keys are handed out, that they be returned at the end of your term of office.

It has been arranged that room 227 will be open during the same hours that the building is open so no need for keys to this room or a change of locks is necessary.

It remains a possibility that keys to the building may be attained if necessary, however, need for these keys is not evident. For this reason no action has been taken in this direction. Furthermore, if a need infrequently presents itself to enter the building when closed, Mr. Starr or Mr. Hopf may be contacted and they will either come themselves or make arrangements for this purpose.

2. Due to an expression of Mr. Starr that he would appreciate being made a voting member of the Board, and the feeling of the executive committee that this should be so, the following by-law amendment is proposed in addition to Article II, section A, part 3. It would read: He is to have full authority and responsibility of a Board member, including the right to vote.

COFFMAN MEMORIAL UNION

STARDUST 1956

Tentative Pass List

LaMonte Nelson	Chairman	2 passes
James Hallquist	Divisional Chairman	2 "
Dave Johnson	Divisional Chairman	2 "
Jim Ramsburg	Publicity Chairman	2 "
Dorothy Plencner	Office Manager	2 "
Barbara Clark	Ticket Chairman	2 "
Pat McGovan	Decorations Chairman	2 "
Dave Haight	Lighting Chairman	2 "
Pat Prior	Queen Co-Chairman	2 "
Bruce Dolmseth	Queen CO-Chairman	2 "
Jean Johnson	1955 Queen (participating in coronation)	2 "
3 Queen Finalists		2 passes each
3 Marine Escorts		1 pass each

Plus the usual Board members, regents, press, and staff.

LaMonte Nelson

1956 Stardust Chairman

April 17, 1956

EXECUTIVE REPORT

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2. Due to an expression of Mr. Starr that he would appreciate being made a voting member of the Board, and the feeling of the executive committee that this should be so, the following by-law amendment is proposed in addition to Article II, section A, part 3. It would read: He is to have full authority and responsibility of a Board member, including the right to vote.

Murphy

Mr. Starr's performance as Director of Student Unions has been discussed with Vice-president Willey and Mr. Starr. In the opinion of Vice-Pres. Willey, Mr. Starr, and several members of the Union Board, the alleviation of such a problem is beyond the scope of the Union Board and should be handled by the academic administration.

Therefore, as Chairman of the Board's Ad Hoc committee studying the responsibilities and authorities of the Union Board, I move the Union Board recommend that the academic Vice-President look into Gordon Starr's performance as Director of Student Unions and take such action as he may deem necessary to remedy

any problems in this regard.

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60

CONTENTS OF BOARD MEMBERS MANUALS

Procedure

1. Constitution
2. By-Laws--revisions
3. Vaile Report and Ad Hoc final report (if possible)
4. Rovers Constitution
5. Commercialization Policy of WMR 2
 - a. Relationship to Union Board
 - b. Rate Schedule
6. Parliamentary procedure sheets
7. "Wister Chairman" booklets if available
8. Pass Policy ✓
9. House Rules
10. File Index for Board Office
11. Review of Board procedure sheets
12. Qualities and functions of Board members.
 - a. Your evaluation of your job (what should new members do?)
13. Samples of:
 - a. Union Chairman filing sheets
 - b. Union Board applications
 - c. Chairman evaluation
 - d. Filing cards
 - e. Union Events Report
14. Criteria for Program Evaluation
15. Program reorganization
16. Attendance reports--Fall, Winter and Spring ✓

Finances

Summary--Income and Expenditures
July 1, 1955----Dec 31, 1955
Winter 1956

Fall Quarter Activity Budget--1955-56
Proposed Budget Allotment 1955-56

Winter Quarter Activity Budget--1954-55
Program Budget--January 1, 1956

Sno Week

Financial Recap. of 1955

Stardust

Proposed Budget--1956

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Meeting of April 17, 1956

Members Present:

Rod Rude, Nancy Forte, Don Trask, Al Bromley, Jim Heltzer, Dr. Erlandson, Mr. Pfleider, Fred Mecklenburg, Jon Wempner, Jeanne Teske, Bob Winandy, Mr. Cheese, Nancy Wallgren, Nancie Brown, Mr. Richter, Mary Jean VanValkenburg, Hope Bouvette, Wayne Tempelman, Dr. Layton.

Members Absent:

None

Others Present:

Pat Jaster, Daily reporter, Hugh Smith, Daily editor, Virginia McHugh, Lamonte Nelson, Tom Millott, Mr. Ben Willerman, Don Finlayson, Mr. Starr, Beverly Yaumick.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

Personnel Committee:

Jon Wempner announced that the Merit Reception will be held April 29, 1956, at 5:00 p.m. in the Campus Club. Following dinner the group will go to the Main Ballroom for the presentation of awards and a short program. All Union Board members are expected to attend the reception. The guest list will be limited to 210 individuals because of the costs involved; there will be no charge to the individuals attending.

Jon Wempner presented to the Board a list of 33 individuals of which it was recommended that 20 be chosen by the Board. A brief resume of the work of the individuals was given by the Area Directors.

Following discussion action was taken.

0-203
Motion K-670:

It was moved that the following individuals be awarded keys. (By request of the Personnel Committee the names will appear in the minutes following the Merit Reception.

Seconded and carried.

Nancie Brown presented the plans for the Leadership retreat to be held on May 6 at Lyman Lodge. The group will leave by bus at approximately 7:30 a.m. Details will be given at a later time concerning transportation.

The program for the retreat includes the following: Keynote by Mr. Starr on Philosophy, History, Objectives of the Union Board; Keynote by Neil Swanson and Hans Hopf on Finance Responsibilities; Keynote by Rod Rude and Mr. Starr on Administration. The Program Areas will be covered by Fred Mecklenburg and Don Finlayson, and Public Relations will be covered by Al Bromley and Marcia Koth.

The various areas will be covered in fifteen-minute talks by the Area Directors, and Nancie Brown suggested that they include past program experiences, outstanding programs and the reasons that they were outstanding, program recommendations and finance recommendations for the new Board.

Mr. Starr will give a short talk on the "Staff Picture"; "The New Board" will be discussed from a student and staff standpoint by Dan Finlayson and Nancie Brown.

The group will return to the union for a party in the evening.

House and Finance:

The Financial Report on station WMMR was presented by Neil Swanson as follows:

FINANCIAL PRESPECTUS

WMMR--1955-56

Total Income to Date.....\$1,569.78
Income Contracted to June, 1956..... 1,283.80

Total Income.....\$2,863.58

*Total Expenses to Date.....\$3,213.35

Loss to Date..... 349.77

**Anticipated Expenses to June, 1956.....

Western Union Services..... 75.00
Bell Telephone Co..... 90.00
Maintenance..... 150.00
Office..... 25.00
\$340.00

*Includes \$100 for permanent equipment purchased.
Transmitters for St. Paul Campus' extension included in the \$700 figure.

**Does not include approximately \$150 for line charge and installation cost for St. Paul extension. Does not include any record subscription service for remainder of this quarter.

Neil mentioned that \$870 of the expenditures was used for capital improvement in purchasing transmitters.

Neil recommended that \$150 be allotted to WMMR to cover the cost for line charges and installation of transmitters which have already been purchased for the St. Paul campus.

The matter was discussed and it was pointed out that it was unfortunate that this committee had gone so far in debt before it was brought to the Board. It was mentioned that all through the year prospects had been very good that the station would have income to cover expenses. It was recommended that in the future such matters should be brought to the Board and action taken before a committee is allowed to incur such large debts.

It was also suggested that since WMMR is such a unique situation that regular reports be given to the Board on their progress in the future. It was mentioned by Mr. Finlayson that the station had done remarkably well financially in view of the large commercialization program that had been undertaken this year.

Mr. Richter pointed out that the WMMR budget included capital expenditures and were it not for this fact the budget would not show a deficit.

Jim Heltzer, the Area Director for WMMR, mentioned that he was in favor of the allotment of \$150 for the St. Paul Campus line charges and installation as the transmitters had already been purchased and because the station must increase its listening audience before it can expect to gain more sponsors.

Neil presented the following requests:

All-University Congress requested that tables be placed on the main floor in front of the planters for voting on April 18, 1956, from 8:30 a.m. to 5:00 p.m. and on April 19, 1956, from 8:30 a.m. to 2:00 p.m.

Asian-JUNESCO Group requested the use of the following facilities for Cultural Relations Discussions:

- May 1, 1956 Room 315 from 2:00 to 5:00 p.m.
- May 2, 1956 Room 315 from 9:30 a.m. to 12:30 p.m.
- May 3, 1956 Room 315 from 9:30 a.m. to 12:30 p.m.
- May 4, 1956 Room 315 from 9:30 a.m. to 12:30 p.m.
- May 5, 1956 Men's Lounge from 9:30 a.m. to 12:30 p.m. (Saturday)

The Committee recommended approval of these requests.

0-204

Motion K-671:

It was moved to approve the report of the House and Finance Committee and the recommendations made therein.

Seconded.

Amendment to Motion K-671:

It was moved that the report and recommendations be approved with the exception that the recommendation concerning WMMR be referred back to the committee and sufficient funds be found to provide for this allotment.

Seconded and carried.

Motion K-671 carried.

Program Committee:

Fred Mecklenburg recommended that \$25.00 be allotted for the promotion of the new Gun Club in the Outings Area.

The International Relations Committee of All-University Congress requested a total of six passes to attend the Stardust Dance. Five students from Iceland will be visiting the campus this weekend and will be having dinner on campus the evening of April 21, 1956. The committee found that there are no concerts being given that evening by the symphony or the Artists Course and as they have no funds and must provide entertainment, they would appreciate it if they might attend the latter part of the dance.

0-205

Motion K-672:

It was moved to approve the report of the Program Committee.

Seconded and carried.

House and Finance:

Neil Swanson announced that Budget Preparation for next year is underway. Notes will be placed in all Area Directors' boxes giving figures on allotments and expenses for the past year to help in budget requests for the coming year.

BUDGET REQUESTS MUST BE IN NEIL SWANSON'S BOX BY THURSDAY AFTERNOON, APRIL 19, 1956

Public Relations Committee:

Al Bromley recommended that \$50 be allotted from the Public Relations budget toward financing a movie of activities in the Union. Art 125 class would like to undertake this project and will do the filming under the direction of the instructor. The film will be silent but of a type which sound could be added in the future if desired. The film would become the property of the Union.

Al Bromley mentioned that Marcia Koth, Administrative Fellow, is in the process of preparing a handbook giving methods of getting more and better publicity for Union events. This will be completed for next year.

The Orientation Program for the coming summer was discussed by the Board. It was mentioned that the response to help with the program was not very good last year, but it was felt that the Union should participate in this program. The Union would provide a program two nights per week. It was recommended that \$50.00 be donated by the Union Board to help pay the Chairman and Assistant Chairman.

An individual will be chosen to represent the Board and the Panhellenic Council and Inter-Fraternity Council will choose an individual. The Orientation Commission will determine which of these two will serve as General Chairman and Program Chairman or Assistant Chairman for the evening programs. The programs will be planned jointly by the I.F.-Panhellenic Council and the Union.

It was recommended that the Union participate in this program.

o-206
Motion K-673:

It was moved to approve the Public Relations Committee report.

Seconded and carried.

Executive Committee Report:

Rod Rude presented the following report:

Mr. Hopf indicates that no Board member has been or will be refused a key to the Union Board office if they express their need to him. It is extremely important that if such keys are handed out, that they be returned at the end of your term of office.

It has been arranged that room 227 will be open during the same hours that the building is open so no need for keys to this room or a change of locks is necessary.

It remains a possibility that keys to the building may be attained if necessary; however, need for these keys is not evident. For this reason no action has been taken in this direction. Furthermore, if a need infrequently presents itself to enter the building when closed, Mr. Starr or Mr. Hopf may be contacted and they will either come themselves or make arrangements for this purpose.

0-207

Motion K-674

It was moved to approve the above report of the Executive Committee.

Seconded and carried.

The Committee also presented the following recommendation:

Due to an expression of Mr. Starr that he would appreciate being made a voting member of the Board, and the feeling of the executive committee that this should be so, the following by-law amendment is proposed in addition to Article II, section A, part 3. It would read: He is to have full authority and responsibility of a Board member, including the right to vote.

During discussion it was noted that this would be in contradiction to the Constitution and that a Constitutional Amendment would be necessary. The matter was referred back to the Committee for further review and specific wording of such an amendment. It was suggested that an amendment might be made through the Board of Regents as it is too late to be voted upon in the elections.

Stardust Dance:

Lamonte Nelson announced that 3,270 tickets have been sold and that it is expected that the tickets will be sold out on Thursday.

Lamonte presented to the Board the proposed pass list for the dance, which complies with the pass policy. Question was raised on the Marine escorts and he stated that the committee felt they would add much to the crowning of the queen as they will wear full dress uniforms.

0-208

Motion K-675

It was moved to approve the following pass list as presented by Lamonte Nelson, Stardust Dance Chairman, for the Dance.

Lamonte Nelson	Chairman	2 passes
James Hallquist	Divisional Chairman	2 "
Dave Johnson	Divisional Chairman	2 "
Jim Ramsburg	Publicity Chairman	2 "
Dorothy Plencner	Office Manager	2 "
Barbara Clark	Ticket Chairman	2 "
Pat McGovan	Decorations Chairman	2 "
Dave Haight	Lighting Chairman	2 "
Pat Prior	Queen Co-Chairman	2 "
Bruce Dolmseth	Queen Co-Chairman	2 "
Jean Johnson	1955 Queen	2 "
	(participating in coronation)	
3 Queen Finalists		2 passes each
3 Marine Escorts		1 pass each

Plus the usual Board members, regents, press and staff.

Seconded and carried.

Ad Hoc Committee Report:

Al Bromley announced that the Committees would not present at that time the report on the External and Internal relationships of the union.

Al then stated "Mr. Starr's performance as Director of Student Unions has been discussed with Vice President Malcolm M. Willey and Mr. Starr. In the opinion of Vice President Willey, Mr. Starr, and several members of the Union Board, the alleviation of such a problem is beyond the scope of the Union Board and should be handled by the Academic Administration. Therefore, as Chairman of the Board's Ad Hoc Committee studying the responsibilities and authorities of the Union Board, I move - - "

0-209
Motion K-676:

It was moved "that the Union Board of Governors recommend that the Academic Vice President look into Gordon Starr's performance as Director of Student Unions and take such action as he may deem necessary to remedy any problems in this regard."

Seconded and carried.

0-210
Motion K-677:

It was moved that the Ad Hoc Committee file a report. This report should include the motivation for forming the committee, history of the committee, history of action, methods employed and people contacted, and the results of action.

Seconded.

Don Trask, who made the above motion, was asked whether this applied to the entire committee report or to the section concerning Motion K-676. He stated that it applied to Motion K-676; Al Bromley, Chairman of the Ad Hoc Committee was agreeable that this should apply to the entire report and Don Trask was also agreeable that this be the interpretation.

It was asked whether such a report would be filed as all other event reports and committee reports are filed.

Amendment to Motion K-677:

It was moved that such a report be on file in the same manner as area reports and general committee reports are filed.

Seconded.

A discussion followed and many felt they could not decide until the contents of the report were known.

0-211
Motion K-678:

It was moved to table Motion K-678 until such time as the Ad Hoc Committee report is presented.

Seconded and carried.

The Moon Is Blue Report: -- Creative Society

Tom Millott reported that the production made \$111.28 and that counting passes and paid admissions over 700 people saw the show during its run. He said that he had heard many favorable comments concerning the show and that all indications show that there is a growing demand for such productions.

He told the Board that during the production he had encountered some discouraging problems: (1) The scripts were received late and he felt that they had been held back by someone. (2) The difficulty securing rehearsal time for Easter weekend, and (3) The Program Committee meeting concerning Tom Millott's eligibility to direct the production.

A vote of commendation was given Tom Millott and the group by the Board for the fine production of "The Moon Is Blue" in view of these great obstacles.

Director's Report:

Mr. Starr informed the Board that the Boy Scouts from Rochester did not attend the Union dance, and it was unfortunate that so much of the Board's time was taken on the matter.

Mr. Starr stated that he would give a full report on the Association of College Unions Conference at a time in the near future when the new Board would be present.

Mr. Finlayson recommended to the Board the fine production of "Fanny, the Farmer's Daughter" given by the Village Union recently. They will be giving another performance on Thursday, April 19, 1956 at the Village Union. Admission is free.

New Business:

Nancy Forte distributed a list of the items which every Board member should have in his manual. Board members were asked to check their manuals. Copies of the items may be obtained in the Board office, the Director's Office or the Program Office.

Rod Rude mentioned that Board members should keep the minutes of October 25, 1955, in the manuals as they contain the Pass Policy.

Jim Heltzer mentioned that political posters have been placed in unauthorized places in the Union and that approval for placing posters has been granted by the Student Activities Bureau.

⁰⁻²¹²
Motion K-679:

It was moved that a letter be sent to All-University Congress and the Student Activities Bureau protesting the approval of placing posters anywhere in the Union.

Seconded and carried.

Rod Rude told the Board that the letter which appeared in the Daily written by him was expressing his own personal view and was not originally signed with his title of President of the Union Board of Governors.

⁰⁻²¹³
Motion K-680:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

University of Minnesota Union Board of Governors
Meeting of April 24, 1956

Members Present:

Rod Rude, Neil Swanson, Nancy Wallgren, Nancis Brown, Nancy Forte, Jon Wempner, Mary Jean VanValkenburg, Jim Heltzer, Fred Mecklenburg, Bob Winandy, Al Bromley, Dr. Erlandson, Don Trask, Wayne Tempelman, Mr. Richter, Dr. Layton.

Members Absent:

Hope Bouvette, Jeanne Teske, Mr. Cheese, Mr. Pfleider.

Others Present:

Lamonte Nelson, Mr. Starr, Jim Shimshock, Dorothy Lea, Barbara Clark, Stan Madeja, John Bohanon, Herman Joern, Fred Katter, George L. Meyers, Ginny Rosaker, Robert B. Whitlock, Hugh Smith, Daily editor, Pat Jaster, Daily reporter, Jim Ramsburg, Virginia McHugh, Don Finlayson, Beverly Yaunick.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

Program Committee:

Fred Mecklenburg reported that a letter had been received from Dr. Frank Whiting of the Theater Department encouraging the efforts of the Creative Society.

Fred gave the financial report of the production "The Moon Is Blue," showing a profit of \$105.60.

Plans are now underway for the Creative Society to produce "The Glass Menagerie", to be directed by Bill Wendt on May 24 through 27, 1956. It was recommended that a budget be allotted this production in the amount of \$300.00

Two other productions are being considered for spring quarter: "Private Lives" and "Gramercy Ghost".

⁰⁻²¹⁴
Motion K-681:

It was moved to approve the report of the Program Committee.

Seconded and carried.

House and Finance Committee:

Neil Swanson presented to the Board the estimated budget for the fiscal year 1956-1957.

⁰⁻²¹⁵
Motion K-682:

It was moved to approve the estimated budget in the amount of \$468,614 for the fiscal year 1956-1957.

Seconded

Jim Ramsburg presented to the Board the Operating Prospectus for Station WMMR covering the period July 1, 1956, through July 1, 1958. The station requested \$3,100 for the coming fiscal year for capital improvements in the station. The prospectus included a request for \$5800 to be used over a two-year period to replace worn-out equipment and improve the station conditions.

Background was given on the financial status of the station. Jim Ramsburg stated that much of the money spent in the past year had been for capital improvements. The station asks no operating budget for the coming year as they feel that they can operate on the income from commercials.

Neil Swanson, House and Finance Committee Chairman, and Jim, Heltzer, the Area Director, were in favor of granting this request for capital improvements.

Mr. Starr gave the recommended major changes for the next fiscal year.

- (1) Recommended that the Senior Clerk-Typist in the Program Office be placed on an annual term instead of nine months due to the increased summer program.
- (2) Recommended that an Administrative Fellow on half time be added to the staff to give technical assistance with the many theater type productions.
- (3) Recommended that the Clerk-Typist at the Information desk be placed on a full-time annual term because of the increased work load at the desk.
- (4) Recommended that the merchandise for resale allowance for the Billiard Room be increased.
- (5) recommended that the custodial supply allotment be increased.
- (6) recommended that the administrative supplies and expense be increased.
- (7) recommended that the program funds be increased.

0-216
Motion K-683:

It was moved that the question be divided and that the total budget and the request of station WPMR be considered separately.

Seconded and defeated.

It was the recommendation of the House and Finance Committee that a Committee be set up to study the expense of the Village Union. Mr. Starr mentioned that the Village Union now has a committee which is studying their situation, but as they have not been pressed by the Union Board for a report, none has been made thus far.

Mr. Starr mentioned in reviewing the total budget the matter of automatic pin-setting equipment for the Bowling Alley and some of the problems connected with the purchase of such equipment.

Neil Swanson stated that as yet the committee had no recommendation to make concerning the estimated free balance.

Neil was asked if a complete statement of income and expense for the current year will be presented and he replied that such a statement would be presented the first part of fall quarter as it will be completed and the books closed at that time.

Following discussion of the total budget the Program Budget allotments were reviewed for the coming year. The previous year's allotments and expenditures were shown on the statement for the information of those present.

Questions were asked on some of the amounts and Neil gave the reasons for increasing or decreasing the allotment. There were few changes from the allotments of last year. Question was raised on the allotments for Noon Programs and it was pointed out that programs from other areas would be held during the noon hour thereby supplementing the budget allotment.

Mr. Starr mentioned that during the summer we will receive some funds from the Summer Session Office for part of the Summer Program. He also mentioned to the Board that many Union Boards do not take part in the preparation of the entire budget but only the program portion and some do not take part in the preparation of even the program portion.

The House and Finance Committee recommended that a letter be sent to Buildings and Grounds stating that anyone asking permission to put any type of display on the Union grounds be asked to consult the House and Finance Committee for approval first.

The Committee recommended that the following requests be granted:

Alpha Phi Omega be granted permission to put a string of pennants from the fourth floor down to the tent they have set up in front of the Union.

Tri-U Student Association be granted the use of the Men's Lounge on the following days:

Thursday, April 26, 1956	3:30 to 5:00 p.m.
Thursday, May 3, 1956	3:30 to 5:00 p.m.
Thursday, May 10, 1956	3:30 to 5:00 p.m.
Friday, May 18, 1956	3:30 to 5:00 p.m.

Latvian Student Club be granted the use of a practice room with a piano at the following times: Each Tuesday and Thursday until May 5, 1956, 11:30 through 1:30 p.m.

The Committee recommended that \$1,480 be allotted for draperies in the Men's Lounge, Women's Lounge, rooms 343, 344, 345, 325, 326, and 327.

Motion K-682 was carried.

⁰⁻²¹⁷
Motion K-684

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Personnel Committee:

It was announced that all new Board members are invited to attend the Merit Reception to be held April 29, 1956, at 5:00 p.m. in the Campus Club.

All new Board members and all present Board members are invited and expected to attend the Leadership Retreat to be held on May 6, 1956. Buses will leave at 7:30 a.m. in front of Comstock Hall for Lyman Lodge. A registration fee of \$1.00 will be charged.

All those who will be giving reports at the Retreat are asked to have their material written or typed and placed in the President's box by Friday, April 27, 1956, so that it may be dittoed and distributed at the Retreat.

⁰⁻²¹⁸
Motion K-685

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Executive Committee:

Rod Rude reported that two members of the Executive committee and two members of the House and Finance Committee granted Alpha Phi Omega permission to place a display in front of the planters on the Main Floor.

The Merit Award Committee will meet at 11:00 a.m. on Thursday, April 26, 1956.

Nancie Brown passed out copies of the revised Constitution and the revised By-Laws. The By-Laws will be presented for approval at the next meeting.

o-219
Motion K-686:

It was moved to approve the Executive Committee Report.

Seconded and carried.

Stardust Dance:

Lamonte Nelson presented the preliminary financial report on the dance showing a profit of \$757.39. He mentioned that the final report with recommendations will be given in the near future. He suggested that in the future when we have big name bands that possibly they could be engaged for two nights, have one big name band and one well known band, or possibly hold the dance in two places, as it was very crowded and uncomfortable in many parts of the building during the dance.

It was mentioned that it might be wise to sell tickets only to University students. Lamonte said that he felt that if the students did not purchase the tickets that sales should be opened to the public possibly two days before the dance.

o-220
Motion K-687:

It was moved that a vote of commendation be given Lamonte Nelson for his fine job as the Chairman of Stardust Dance.

Seconded and carried.

Iowa Trip - Wayne Tempelman - Music Area:

Wayne Tempelman reported on his trip to the University of Iowa, Iowa City, Iowa. He visited the Iowa Memorial Union and specifically their music area. He reported that they have a Seaburg automatic record selector which plays 45 rpm records which the students may select. They have one large room, a control room, and three small listening rooms, and they have a large collection of 78 rpm records. Their control room is equipped with hi-fi and there is an operator on duty from 11:00 a.m. to 5:00 p.m. and 7:30 p.m. to 9:00 p.m. who will play records which the students select from the collection.

He recommended that the Board seriously consider including a music room in the addition to the building, and that it include a large room, control room and three listening booths as Iowa has, except that one of the listening booths should be large enough to accommodate up to ten persons so that small groups of friends might gather to listen to records.

He also recommended that consideration be given to obtaining a Seaburg unit which would play 33 1/3 rpm records.

He felt that the hostesses employed throughout the Iowa Union were a very good idea as there was always a staff person there to greet students and help them get acquainted with the facilities and to give out information.

Wayne will prepare a complete written report which will be filed in the Program Office.

Ad Hoc Committee Report:

The Committee Report was presented to the Board for review and discussion. There were some additions to the wording of the report by various members. It was mentioned that the complete report with the additions and corrections will be placed in the Board members' manuals. The completed copy will also be on file with the permanent record of the minutes.

0-221

Motion K-688:

It was moved to approve the report of the Ad Hoc Committee.

Seconded and carried unanimously.

0-222

Motion K-689:

It was moved to give the Ad Hoc Committee a vote of commendation for their efforts.

Seconded and carried.

Program Director's Review:

Mr. Finlayson gave a lengthy review of the program with his ratings and comments on various events. The written report is on file with the permanent record of the minutes and in the Program Office.

Director's Report:

Due to the lateness of the hour, Mr. Starr deferred reporting on the Purdue Conference until the next meeting.

Mr. Starr reported that our Bowling Team placed last in the Big Ten Tournament, contrary to previous indications and hopes.

Mr. Starr announced that he would be attending a meeting of the Building Committee for the new St. Paul Campus Union on Wednesday, April 26, 1956, at 9:00 a.m.

Al Bromley asked that a progress report be given by the Committee to Study the Expansion of Coffman Memorial Union. Rod Rude announced that as yet no chairman had volunteered and that he had had no time to do anything on it as yet. Neil Swanson volunteered to chairman the Committee. It was recommended that the Vice President of the new Board act as Chairman of the Committee.

0-223

Motion K-690:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 11:25 p.m.

Respectfully submitted,

Gordon L. Starr

GLS:by

PROGRAM REVIEW

April 3 - April 24, 1956

SPECIAL EVENTS

"The Moon Is Blue" - Creative Society

Rating: Excellent

Well casted and produced. Very well received by the public and showed a neat \$ 105.60 in the black.

"Stardust" - Special Events

Rating: Excellent

A complete sell-out two days prior to the event. General arrangements were well handled, committee leadership was strong throughout, publicity and ticket sales cleverly handled and neatly paced. As usual, too many bodies crammed into too little space. Financially, came out \$ 757.39 in the black. Big vote of thanks to "Monte" Nelson as chairman and Dave Seamans and Judy DeYoung as consultants.

MUSIC AREA

Coffman Musicale

Two excellent programs since last report with over 350 in attendance. This feature has shown outstanding progress and is still rolling strongly into the rest of the quarter.

Listening Hours

A constant program more or less marking time until the hi-fi set is completed and in use.

Record Lending Library

Still doing a good job attending to the needs of those who use the service. Interest from the committee has steadily increased and should be felt in the program.

Song Fests

A complete failure. A fest was set up, arrangements made - the chairman blew it wide open and no event was held. One of our worst efforts.

SOCIAL SKILLS AREA

Charm, Inc.

Rating: Excellent

This quarter has shown tremendous progress once again. Some of the lengthy and careful planning of past quarters is paying off. The "Mr. Mort" Style Show was a highlite with 950 spectators. The Bridal Show with 1200 in attendance hit an all-time high and "Mr. Mort" holds the second-place record.

The self-improvement section of Charm has greatly improved in program and attendance.

Toastmasters

Rating: Good

Still holding strong but have plenty of room for growth. The program has been varied and well-executed.

Toastmistress

Rating: Poor

No change in the past situation. The patient is still in sad shape and needs much help.

Foreign Students

Rating: None

Progress is being made on the International program in May. Will hold comment until after this program.

DANCE AREA

Square Dance

Rating: Excellent

Three dances held - average attendance 120 with good programming. **Still holding firm.**

Square Dance Instruction

Rating: Very Poor

A complete and dismal flop. Four lonely souls in attendance. Obviously the wrong time of the year.

Saturday Nite Dance

Rating: Fair

Attendance down to 240 fighting "Spring Fever" and intense competition. Saturday Nite Dance will have an uphill fight the rest of this quarter.

Variety Dance

Rating: Good

Two dances one of 370, the other 275 - a drop but not as much as was expected. Publicity strong, putting up a good fight to beat the good weather factor.

Beginning Dance Instruction

Rating: Very Good

No longer a "stag club" since opening the door to girls to come as hostesses at no charge. Looks a bit like this might be the solution to the girl shortage.

Intermediate Dance Instruction

Rating: Very Good

The same free system for girls finally brought a good crowd of girls. 46 boys and 24 girls which is a very definite improvement.

Advanced Dance Instruction

Rating: Poor

Down from last quarter attendance-wise. The program is excellent but sure to be a financial loss.

Hula Lessons

Rating: Fair

Attendance is down, program steady, will show a financial loss.

GAMES AREA

Billiards

Rating: Poor

Plenty of planning and publicity but the one tournament held was poorly attended. The mixed-doubles tournament has been cancelled for lack of participants.

Bridge

Rating: Poor

Tournament attendance down to 14 players. Looks like the committee is up against big odds in Spring tournaments.

Chess

Rating: Good

The local tournament came off very well for a first experience with 22 trying out for the team. Our team of five tourneyed to Chicago and competed against established Masters in the Inter-collegiate tourney bringing home sixth place.

Scavenger Hunt

Rating: Very Poor

A new project attempted by the Game Room Committee which folded. Weather can take part of the blame, but a question might be raised on the activity itself although this type of programming is essential.

Bowling

Rating: Fair

Still a studentless committee, Bowling needs organizational help to make it a successful program.

TALENT DEVELOPMENT

Creative Society

Rating: None

Finally getting to the point where we may now organize a committee, a chairman has been selected and has formulated a workable organization. Much work has been done to prepare for the coming productions.

Talent Bureau

Rating: Very Poor

Now a completely defunct committee.

FINE ARTS AREA

Gallery

Rating: Very Good

Two shows have been held this quarter, both well-attended but decidedly different in handling. The modern art show still showed a lack of finesse while the music show just completed was imaginatively and carefully handled.

Artercraft Shop

Rating: Fair

A struggling but determined program; photography is beginning to move although attendance is poor. Ceramics attendance is low but a good program. The shop attendance is having its usual springtime splurge with most facilities being used.

NOON PROGRAMMING AREA

Noon Movies

Alpha Phi Omega still doing a great job for us with good movies and adequate publicity.

Union Varieties

Campus Carnival cancelled out one day prior to their presentation - not good and indicates a definite need for a contract to be used for the noon programs. Varieties still haven't picked up their leaded feet and work until we get an active committee.

SPECIAL BOUQUETS TO:

Beginning Dance -- Barbara Joffe

Intermediate Dance -- Barbara Joffe

Chess Committee and team -- Pat Short

Charm, Inc. -- Nancy Fournier

Coffman Musicales -- Dorothy Lea

Personnel Committee -- Jon Wempner

12 FORWARD TO:

Merit Recognition - April 29

Leadership Retreat - May 6

Creative Society Spring Festival - May

"Jazz You Like It" - May 1 - Augie Garcia

Coffman Musical presents The University Band and Glee Club - May 14

Macalester Bag Pipes - May 21

PROGRAM BUDGET ANALYSIS
1955-1956

COMMITTEE	ORIGINAL 55-56 BUDGET	55-56 SUBSIDY OR PROFIT	ESTIMATED PROFIT OR LOSS	ESTIMATED BUDGET USED 55-56	56-57 BUDGET
DANCE AREA					
SATURDAY NITE DANCE	NONE	1053.71	1053.71	NONE	NONE
LET'S DANCE	400.00	118.00	NONE	282.00	250.00
PRIVATE DANCE	NONE	10.05	10.05	10.05	
VARIETY DANCE	NONE	160.70	160.70	NONE	NONE
SQUARE DANCE	75.00	75.00	---	NONE	NONE
ADVANCE DANCE	NONE	15.00	15.00	30.00	50.00
HULA LESSONS	NONE	NONE	15.00	15.00	25.00
FINE ARTS AREA					
GALLERY	400.00	NONE	---	325.00	400.00
HUMANITIES FORUM	150.00	NONE	---	150.00	100.00
ARTCRAFT SHOP	125.00	23.78	---	101.22	150.00
PHOTOGRAPHY	50.00	23.78	23.78	73.78	50.00
GAMES AREA					
BILLIARDS					
INSTRUCTION	50.00	25.00	---	75.00	25.00
TOURNAMENTS	50.00	NONE	---	50.00	75.00
BOWLING					
INSTRUCTION	40.00	NONE	---	40.00	25.00
TOURNAMENTS	60.00	50.00	50.00	115.00	75.00
BIG TEN	200.00	NONE	---	200.00	300.00
BRIDGE					
INSTRUCTION	75.00	25.85	25.85	100.85	75.00
TOURNAMENTS	25.00	25.85	25.85	NONE	25.00
GAME ROOM ACTIVITIES	50.00	NONE	---	50.00	50.00
CHESS	NONE	160.00	160.00	160.00	150.00
TABLE TENNIS	NONE	NONE	---	NONE	25.00
MUSIC AREA					
COFFMAN MUSICALE	175.00	NONE	---	175.00	175.00
BAND CONCERT	80.00	NONE	---	80.00	80.00
SONG FESTS	50.00	NONE	---	50.00	50.00
LISTENING HOURS	100.00	NONE	---	100.00	50.00

COMMITTEE	ORIGINAL 55-56 BUDGET	55-56 SUBSIDY OR PROFIT	ESTIMATED PROFIT OR LOSS	ESTIMATED BUDGET USED 55-56	RECOMMEND 56-57 BUDGET
PUBLICITY					
GOPHER	300.00	31.20	31.20	331.20	400.00
PHOTO SERVICE	250.00	NONE	---	250.00	250.00
UNION RELATIONS	100.00	80.56	80.56	180.56	100.00
DATE DIGEST	150.00	.84	.84	150.84	150.00
***BROCHURES					2000.00
***P. R. PAMPHLET					1000.00
CONTINGENCY FUND	300.00	203.93	203.93	NONE	300.00
PROGRAM DEVELOPMENT					
RECREATIONAL READING	NONE	100.00	100.00	100.00	100.00
CREATIVE PROGRAMS	400.00	115.00	115.00	285.00	400.00
SPECIAL EVENTS FUND	NONE	NONE	1980.78	NONE	NONE
***15th ANNIVERSARY	4025.00	NONE	1049.94	4025.00	NONE
PROGRAM ADMINISTRATION			523.07		
SUPPLIES	360.00	NONE	---	360.00	360.00
POSTAGE	75.00	NONE	---	75.00	75.00
TELEPHONE	300.00	100.00	100.00	400.00	400.00
TRAVEL	400.00	NONE	---	400.00	500.00
RECREATION EQUIPMENT	350.00	NONE	---	350.00	450.00
SPECIAL BOARD ACTIVITIES					
XMAS DECORATING	NONE	169.52	169.52	169.52	175.00
XMAS CARDS	50.00	3.00	3.00	53.00	50.00
ALUMNI REUNION	100.00	60.00	60.00	40.00	50.00
XMAS PARTY	50.00	37.50	37.50	12.50	25.00
SUMMER OPERATION					
OFFICE MANAGEMENT					300.00
ORIENTATION	50.00	765.62	765.62	1015.62	100.00
PROGRAM	200.00				400.00
WELCOME WEEK	225.00	18.61	18.61	243.61	350.00

*TWO QUARTER PROGRAM
 ***NEW IN 1956-1957
 ***TO BE DISCONTINUED

COMMITTEE	ORIGINAL 55-56 BUDGET	55-56 SUBSIDY OR PROFIT	ESTIMATED PROFIT OR LOSS	ESTIMATED BUDGET USED 55-56	RECOMMEND 56-57 BUDGET
RECORD LENDING	400.00	NONE	---	400.00	400.00
XMAS SING	35.00	9.18	9.18	25.82	35.00
JAZZ YOU LIKE IT	NONE	200.00	200.00	200.00	300.00
OUTINGS AREA					
***CO-REC ACTIVITIES	25.00	NONE	25.00	NONE	25.00
ROVERS	483.50	240.00	---	243.50	750.00
TALENT DEVELOPMENT AREA					
WMMR	850.00	NONE	800.00	1700.00	NONE
TALENT BUREAU	50.00	75.00	75.00	125.00	50.00
CREATIVE SOCIETY	NONE	100.00	100.00	100.00	300.00
**CREATIVE WRITING	100.00	100.00	100.00	NONE	NONE
NOON VARIETY PROGRAM AREA					
NOON MOVIES	400.00	75.00	---	400.00	400.00
UNION VARIETIES	360.00	150.00	70.00	290.00	300.00
NOONTIME CANTEEN	NONE	50.00	50.00	50.00	100.00
***QUARTERBACKS	50.00	56.46	56.46	106.40	NONE
SOCIAL SKILLS AREA					
CHARM, INC	250.00	NONE	---	250.00	250.00
STUDENT-FACULTY	500.00	NONE	---	500.00	500.00
FOREIGN STUDENTS	300.00	NONE	---	300.00	300.00
TOASTMASTERS	100.00	50.00	50.00	150.00	100.00
TOASTMISTRESS	100.00	50.00	50.00	150.00	75.00
GRADUATE STUDENTS	300.00	100.00	126.52	173.48	300.00
UNION BOARD ACTIVITIES					
LEADERSHIP OUTINGS	150.00	150.00	150.00	300.00	300.00
MERIT RECOGNITION	360.00	400.00	60.00	820.00	750.00
BOARD ACTIVITIES	400.00	140.28	140.28	540.28	400.00
OPEN HOUSES	500.00	203.71	203.71	296.29	300.00
BIG TEN CONVENTION	200.00	2.76	2.76	197.24	200.00

Coffman Memorial Union

University of Minnesota

1956 STARDUST

PRELIMINARY FINANCIAL REPORT

Income:

4000 tickets @ \$1.50	\$6000.00
Over (on ticket sales)	3.00
	<hr/>
	6003.00

Expenses:

Publicity	\$218.04
Orchestras	4725.00
Telephone & graph	23.05
Office supplies	15.30
Employees (including P & S)	175.51
Queens	36.41
Decorations	18.30
Misc.	34.00
	<hr/>
	5245.61
	<hr/>
	<hr/>
Total PROFIT	\$ 757.39

LaMonte Nelson
Stardust Chairman

REPORT
OF THE
AD HOC COMMITTEE

CREATED TO

STUDY AND CLARIFY THE RESPONSIBILITIES AND AUTHORITIES

OF THE

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

APRIL 24, 1956

PART I--INTRODUCTION

On November 22, 1955 the President of the Union Board of Governors appointed an Ad Hoc ^{committee} of the Board "to study and clarify the responsibilities of the University of Minnesota Union Board of Governors." This is our report, hopefully clarifying existing relationships and including recommendations for eliminations of problems we could not solve because of the conflicts created by existing documents and conditions.

PART II- ~~UNION~~ ORGANIZATION

1. The Department of University of Minnesota Student Unions includes Coffman Memorial Union, University Village Union, and the St. Paul Union.
2. The head of this Department is the Director of Student Unions who is administratively responsible to the Academic Vice President.
3. The policy establishing body of Coffman Memorial Union is the University of Minnesota Union Board of Governors.
4. The Department of Student Unions is responsible for compliance with all University policies affecting departments and their activities.
 - a. The Coffman Memorial Union Program Director is responsible for administration and explanation of those policies affecting student activities within the Department and the student who operate these activities. Union Programs, therefore, are not subject to Student Activities Bureau administration of these policies.
 - b. The Director of Student Unions is responsible for administration of all other policies affecting University Departments.
5. It is the Director of Student Unions' responsibility to carry out the policies of the Board and, as department head, to serve as the link between the Administration and the Board.
 - a. The Director is responsible for maintaining a high level of cooperation between the staff of the Union and the Board in all matters pertaining to administration and programming.
 - b. The Director initiates the preparation of the annual budget for the department. The entire budget of Coffman Memorial Union and the University Village Union must then be carried to the Board for approval prior to transmission to the Academic Vice President.
 - c. The Director shall prepare an annual report on income and expenditures and this is to be presented to the Board for information and discussion prior to submission to the Academic Vice President.
 - d. Responsibility for initiating recommendations for the program and the assistantship to the Director rests with the Director, but his recommendations are to be cleared by the Board prior to transmission to the Academic Vice President.
 - e. In the event of a vacancy in the position of Director of Student Unions, any recommendation of the Academic Vice President for the directorship should be carried to the Board by the Academic Vice President for discussion and approval prior to submission to the President and the Board of Regents.
 - f. Fiscally the Union operates as a University department. It is a responsibility of the Board to exercise oversight of income and expenditures on the basis of current information supplied by the Director.
6. The direct responsibility for the program of Coffman Memorial Union lies with the University of Minnesota Union Board of Governors with the aid of the professional program staff.

Implementation

*Company
Director*

Route

7. The Assistant to the Director of Student Unions and the administrative staff are directly responsible to the Director of Student Unions.
8. The program staff shall be responsible to the Director of Student Unions and shall be concerned with the programs sponsored by the Union and under the direction of the Union Board. It is their responsibility to give professional advice and aid to the Board and its committees in the administration of the program.
9. The space within Coffman Memorial Union is under the jurisdiction of various University Departments, the Campus Club, and the Union Board. Any basic changes in that space under the jurisdiction of the Union Board shall be approved by the Board.
10. The University Village Union is directly responsible to the University of Minnesota Union Board of Governors. As the University Village Union is a part of the Department of Student Unions, the Director of Student Unions shall be responsible for its administration.
11. Any conflicts between the Director and the Board regarding administration of Union policy shall be taken to the Academic Vice President for arbitration.

PART III--RECOMMENDATIONS

We strongly recommend that the new Board President perhaps together with the Presidents of the St. Paul Union Board and the Village Union Board, appoint a special committee to rewrite the three constitutions, taking into consideration these existing problems:

1. The Constitutions cannot be followed literally under existing philosophies and conditions.
2. The Coffman Memorial Union Board's constitution completely omits mention of the Director of Student Unions and his relationship to the Department and the Board.
3. Many problems in the St. Paul Union and Coffman Memorial Union are now and will be increasingly similar and therefore perhaps the organization of the Department should be changed to include only one "Policy Board" and three separate "Program Boards." We have included one possible such organization in this report in order to form a basis for discussion. One problem that has been continually evident this year has been the differing interests of those members specializing in the basic policy of the Union and those talented in organizing the program. Perhaps an organizational division of these functions would make it unnecessary for part of the Board to make decisions on matters about which they are neither informed nor interested.
4. Neither the St. Paul nor the Minneapolis Unions Constitutions takes into consideration the existence of the other.

Approval of this report does not mean that any of the above suggestions must be followed exactly but only that they be considered by the "Constitutional Committee."

In order to accomplish these far-reaching changes in the fundamental organization of the Department of Student Unions, we suggest that this "Constitutional Committee", members of the three Union Boards be appointed soon and meet frequently. In addition, we recommend that this committee make thorough use of those persons informed and experienced in Union and student activities at this University and elsewhere. Particularly, we stress the importance of periodically meeting with the Academic Vice President because we are sure that such meetings will be mutually rewarding.

After the revised constitutions have been written and approved by the Union Board, we recommend that they be submitted directly through the Academic Vice President's office to the Board of Regents. To present a complete reorganization plan to the student body for vote, before going to the Board of Regents for final action, would undoubtedly prove an extremely difficult task of

education about the existing problems and the proposed solutions since both include many fine details of operation. 95 (2) 00 2 4 1 4 0 2 0 0

6 (2)

PART IV--APPROVAL OF THIS REPORT

When the University of Minnesota Union Board of Governors approves this report, it will mean that they approve of all of the details of the report with the exception of the Possible Four-Board Plan which is included only to form a basis for discussion. This report describes ~~policy~~ ^{policy} which all segments of the Union are obligated to accept until further action negates this policy, and

3 9. 7 6

Respectively submitted,

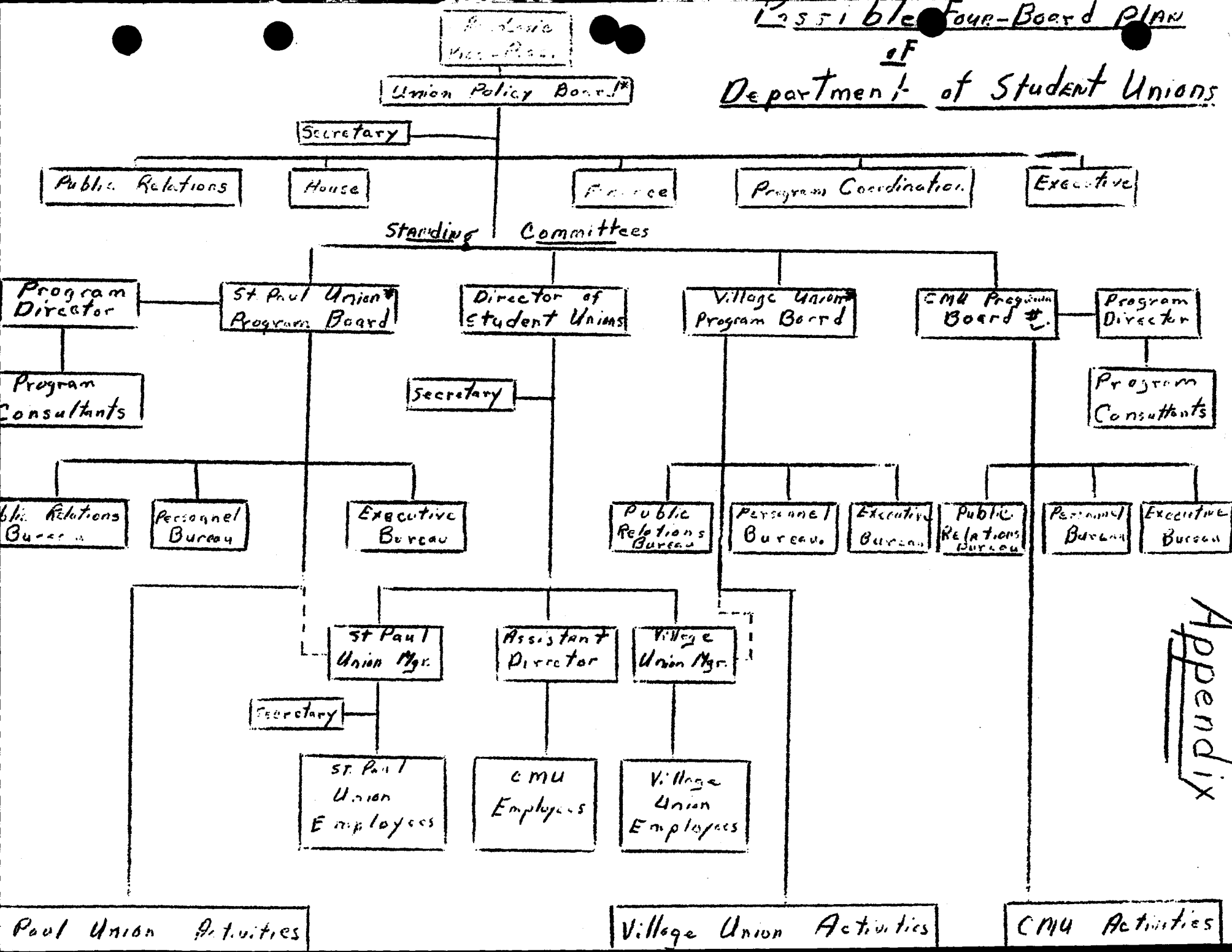
Alan Bromley

Alan Bromley, Chairman
Ad Hoc Committee

Membership of this committee consisted of student members of the Executive committee and the Public Relations Committee of the Union Board.

a / v

Possible Four-Board Plan
of
Department of Student Unions



Appendix

Make-up of Boards

#Program Boards (15 students and 2 non-studentz)

3 officers	6 elected
9 area chairmen	9 appointed
3 standing committee chairmen	

Program Director of that Union
 Manager of that Union

In the event there is no separate manager of Coffman Memorial Union, the Assistant-Director shall be on the Coffman Memorial Union Program Board instead of a manager.

*Policy Board (10 students and 5 nonstudents)

Three officers of each Program Board Representative of All-University Congress(perhaps the President)

Director of Student Unions

Representatives (1 each) from Office of the Dean of Students, Faculty Alumni Association, and Business office.

The three officers of the Policy Board must represent the three Program Boards.

If any one Program Board is disestablished, three elected representatives of the student body will replace them on the Policy Board.

Another variation of this organization would be with the Director of Student Unions as presiding officer (without vote) of the Union Policy Board. As head of the Department, the Director would have absolute veto power over the Board but such vetoed decisions could be appealed to the Academic Vice President for final solution.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

APRIL 24, 1956

- I. Call to order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committees
 - A. House and Finance - Neil Swanson ✓
 - B. Personnel - Jon Wempner
 - C. Program - Fred Mecklenburg ✓
 - D. Public Relations - Al Bromley
 - E. Executive - Rod Rude
- IV. Stardust Report - LaMonte Nelson
- V. Iowa Trip - Wayne Templeman
- VI. Ad Hoc Report - Al Bromley
- VII. Program Director Report - Don Finlayson
- VIII. Director Report - Gordon Starr
- IX. Old Business
- X. New Business
- XI. Adjournment

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Minnesota Student Unions

Coffman Memorial Union

Estimate of
Income and Expenditures
1956-1957

<u>Income</u>		<u>Expense</u>	
Fees	\$322,014	Administration	
		Salaries	\$40,616
		Supplies & Expense	15,000
		Maintenance	
		Salaries	64,116
		Supplies & Expense	44,750
Bowling Alley		Bowling Alley	
Fees	27,000	Salaries	21,380
Merchandise	4,000	Expenses - Supplies	4,200
		Merchandise	4,000
Billiard Room		Billiard Room	
Fees	14,500	Salaries	13,298
Merchandise	52,000	Expenses - Supplies	3,000
		Merchandise	35,000
Artercraft Workshop	3,500	Artercraft Workshop	
		Salaries	7,072
		Supplies & Expense	2,037
		Merchandise	835
Program		Program	
Admissions & Other	30,000	Salaries	27,801
		Supplies & Expense	16,500
Village Union		Village Union	
Program	1,100		24,308
Merchandise	14,500		<u>\$323,913</u>
	<u>\$468,614</u>		

Total Income	\$468,614
Total Expenses	<u>323,913</u>
	\$144,701
Renovation Allowance	
Coffman Union	61,289
	<u>83,412</u>
Debt Service -	32,306
Expansion	<u>51,106</u>
Capital Improvement	
for WMR	3,100
	<u>\$ 48,006</u>

W M H R

Operating Prospectus

July 1, 1956
through
July 1, 1958

April, 1956

W M M R

Operating Prospectus, 1956-1958

Throughout the eight years of its existence, WMMR has spent enormous sums to sustain its operation. The 1955-56 school year was the climax of expenditures to date with, when all is tabulated in June, it is expected that expenses will run in excess of \$3,000.

Up to and including this year, WMMR has always run as a deficit. (However, it might be wise to note that this year's deficit is not expected to exceed \$250.00, when advertising profits are balanced against expenditures.) Nevertheless, WMMR is again running a deficit.

Here, then, the administration of WMMR is faced with a two-fold problem: "How can WMMR cut expenses and show more profit?"

Looking over the past years, one will find that over 65% of WMMR's operating expenses have come from maintaining equipment. This figure is exceedingly high. Something must be done to trim this cost. But what?

The problem of profit stems from one fact: WMMR is not reaching its full potential listenership - a potential it cannot grasp until St. Paul campus, the fraternities, sororities, and rooming houses are within its listening range. At the present time WMMR reaches only dormitory students, a total of 3,300. The addition of the proposed above would increase listener-potential to an estimated 9,100 students next year. (A check of any guide to broadcasting stations and their markets will show that 9,100 listeners is more than 25% of America's stations can boast!)

It would seem, then, that to solve our two-fold problems we need a double-barreled solution. First, WMMR must have equipment that will trim the maintenance costs to a fraction of what they are now. Secondly, St. Paul Campus, fraternities, sororities, and rooming houses must be added to WMMR's listening range to increase listenership, which increases sales, and finally increases profits.

But, here again, another question stems. "How can the Union Board make these advantages available to WMMR without serious financial risk?"

To answer this, the largest problem, a careful study was made by WMMR and its Union advisor, Mr. Finlayson. The result of this study was a revolutionary new plan which absolutely eliminates risk! We might warn ahead of time that this plan completely turns back tradition. But this tradition has cost the Union Board thousands in the past eight years. Therefore we feel it is certainly time for a change. Here, in essence, is WMMR's Two-Year plan for operation proposed to run from July 1, 1956, to July 1, 1958.

1. The Union Board of Governors shall purchase, over this two year period, materials, equipment and services amounting to a cash outlay of \$6,300. This money will be given thusly: \$3,600 on July 1, 1956, \$2,700 on July 1, 1957. The list of said materials is attached.

2. WMMR shall receive no operating budget for the 1956-57, 1957-58 school years. The station shall instead run a deficit account for all operational expenses with advertising profits making up the deficit encountered.
3. At the end of each year, any profits remaining in the WMMR account shall be submitted to the Union Board for disposal.
4. The Union Board reserves the right to cancel this arrangement if it is found unsatisfactory at the end of the 1956-57 school year.

Before we proceed further, it might be wise to go into more detail about the materials, services, and equipment desired over this two year period. We will concern ourselves only with said expenditures of over \$100.00 apiece.

I. 1956-1957

TWO TRANSMITTERS FOR FRATERNITIES, SORORITIES.....\$ 300.00

These transmitters, built by WMMR, along with another already built, will give WMMR full transmitting power over fraternity, sorority, and ROOMING HOUSE living areas. Coupled with the transmitter already built for St. Paul campus, and which is ready for installation, these two transmitters will complete the job of giving WMMR its full potential of listenership, 9,100 resident students. This number is also higher than any other carrier-current station can boast!

FIVE LANGVIN LINE AMPLIFIERS.....\$ 600.00

With new transmitters, the problem of boosting WMMR's signal becomes even more complex. As its r.f. (radio frequency) signal travels along the conductor without line amplification, WMMR would be barely audible. With it, it comes in loud and clear. Langvin line amplifiers are the best available. These line amplifiers are guaranteed for constant use over long lengths of time. We are convinced that this is the best quality obtainable for WMMR transmission.

ONE LIMITER AMPLIFIER.....\$ 125.00

A limiter amplifier, placed in the studio's control room, does a two fold job. It first cuts distortion that may be stemming from speech and music input equipment. It secondly eliminates entirely annoying blasting that is so common in radio. This is achieved by the limiter amplifier's ability to double check all audio signals sent from the studio console and balance, or equalize, them in perfect tonal and volume quality.

THREE GATES TURNTABLES & BASES.....\$1500.00

A station must not only pride itself in its speech input equipment, but also in its equipment designed to mechanically reproduce music and sounds. At the present time, WMMR is working with faulty turntables which have cost as

much in upkeep as they did originally several years ago. Gates tables and bases are admittedly high. But a great majority of professional stations in this country use them for two reasons. They are the highest quality of their kind available. Secondly, they require a minimum of maintenance while lasting for extremely long periods. As an example, before the recent shift to 45 rpm records, many stations had the same Gates tables for 15 years!

ONE RCA POLY-DIRECTIONAL MICROPHONE.....\$ 135.00

This is the ultimate in studio microphones. But again the cost is high. It is compensated in this fact, however. Several years ago, WMMR purchased two microphones for the same amount as one RCA Poly-directional microphone costs. These two microphones are today almost worthless to WMMR except for intra-studio and point-to-point communication. This RCA microphone is ideal for studio conditions, and is so ideal in its versatility that only one is needed for varied uses.

ONE GATES "DYNA-MOTE" PORTABLE CONSOLE.....\$ 325.00

A portable console, or "mixer", is a necessity for any broadcast originating outside the studio. It transforms microphone impulses to those acceptable to telephone transmission to the studio or point of transmission for broadcast. It contains amplifiers, equalizers, and all materials needed for a quality remote broadcast. WMMR spent close to \$50 for mixer rentals this year alone. This item, then, pays for itself in just a few short years.

II. 1957-1958

ONE MAIN STUDIO CONSOLE..... \$ 800.00

The main console, just as the portable console, is the key to good transmission origination. Any console is out of date the day it is built because of new strides being made in the audio industry. But by 1957, the WMMR console will be completely outmoded. Original poor foresight and construction has forced this console upon WMMR. It has about one year of respectable life remaining. However, with the advance in transistors and other new audio inventions, the new WMMR main console should easily last ten to twenty years.

ONE MAGNACORDER TAPE-RECORDER..... \$ 750.00

By next year at this time, WMMR's tape recorder will have eaten away an estimated \$100 in maintenance. But that can be expected since today's tape-recorders are in constant use. However, their life under constant pressure cannot be long. Therefore a new tape-recorder will be needed next year at the latest.

INSTALLATION OF ANNOUNCE BOOTH..... \$ 725.00

To make as versatile as possible the space allotted to WMMR, an announce booth is needed as soon as possible. An announce booth is a necessity to convenience and good programming. There are only a handful of stations in the United States right now without an announce booth. It is, truly, a matter of necessity.

FOUR SOUND-DOORS.....\$ 200.00

At present there are six doors in the WMMR studios. Five are hampering rather than helping sound-proof the studio. These double-doors rattle and transmit noise quite easily. With the announce booth and subdivision of the studio into two separate units, sound doors and the sound walls will insure almost perfect quality of silence. And this silence is vital.

PURCHASE & INSTALLATION OF SOUND (RUBBER) TILING.....\$ 150.00

To achieve maximum ideal broadcasting conditions in a studio, the floors must be of a rubber nature. This fact has been proved many times over and is attested by the constant use of rubber tiling. With it, WMMR would have as good sound insulation as any radio station in this area.

TOTAL COSTS OF ENTIRE PROJECT.....\$5800.00

It is granted that \$5,800 is quite a sum whether spent in one, two, or twenty years. But something important to remember in this plan is that every cent is going into Capital Improvements.

For a moment, let us imagine the worst to happen. Suppose WMMR was to go so deeply in debt that the Union Board decided to dissolve the committee. Nevertheless, most of the \$5,800 outlay would be preserved! Much of the equipment to be purchased has very high re-sale value. And the studio facilities would be ideal for a dramatic or musical group. Coffman Union could even open its own recording studio! But, luckily, this is only the worst that could happen. Below is what WMMR and Mr. Finlayson expect to happen next year and in years to come with only slight variation:

1. Maintenance costs will drop as low as 35% with new turntables, transmitters, amplifiers and eventually console and tape-recorder.
2. Profits will increase because of greater listenership. (It must be remembered that WMMR would have shown a profit this year had it not been for high maintenance costs.)
3. As a direct result of these two factors, the Union Board will finally realize a profit from WMMR as well as serving more students with good college programming.

It is sincerely hoped by those who formulated this plan that it will be accepted by the Union Board. For with it, we are confident of realizing the finest college station in the world.

It is possible!

W M M R

Capital Improvements

I. 1956-1957

2	Transmitters for Fraternities, Sororities.	\$ 300.00
5	<u>Langvin</u> Line Amplifiers.	\$ 600.00
1	Limiting Amplifier.	\$ 125.00
	Installation of Above Materials	\$ 50.00
1	1000 Foot Reel of Coaxial Cable.	\$ 40.00
3	<u>Gates</u> Turntables & Bases, (M 5242).	\$1300.00
1	<u>RCA</u> Poly-Directional Microphone.	\$ 135.00
2	WMMR Microphone Plates.	\$ 20.00
1	Microphone Stand.	\$ 10.00
1	<u>Gates</u> "Dyna-Mote" Portable Console.	\$ 325.00
	Patch Bay Cords, Wiring.	\$ 55.00
	Surplus.	\$ 40.00
		<hr/>
		\$3100.00

II. 1957-1958

1	Main Studio Console.	\$ 800.00
1	<u>Magnacorder</u> Tape Recorder.	\$ 750.00
	Installation of Announce Booth.	\$ 725.00
4	Sound-Doors.	\$ 200.00
	Purchase & Installation of Sound-Tile for 321.	\$ 150.00
	Surplus	\$ 75.00
		<hr/>
		\$2700.00
		<hr/>
		\$5800.00

W M M R

Estimated Operating Expenses

1956-1957

MUSIC:

Popular records subscription services from: <u>Capitol Records, Inc.</u> ; <u>RCA-Victor, Inc.</u> ; <u>Columbia Records, Inc.</u> ; <u>Coral Records, Inc.</u> ; <u>Decca Records, Inc.</u> ; <u>London Records Ltd.</u>	\$ 396.00
Popular records not covered by subscriptions.	\$ 50.00
Classical Subscription services from: <u>RCA-Victor, Inc.</u>	\$ 60.00
General Long-Play Subscription services from: <u>Decca Records, Inc.</u>	\$ 50.00

OFFICE EQUIPMENT:

Stationery, Postage, Record Shucks, Paper, etc.	\$ 150.00
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PROMOTION:

Advertisements, giveaways, etc.	\$ 500.00
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CUSTODIAL SERVICES:

For Sunday, Holiday operations	\$ 50.00
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WIRE SERVICE, LINE FEES:

For Western Union clocks, Bell Telephone rental.	\$ 200.00
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EQUIPMENT MAINTENANCE:

Tubes, Fuses, Wires, etc.	\$ 150.00
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\$1,636.00

1. Record Subscription services are furnished without charge from Mercury Records, Inc.; Wing Records, Inc.; Dot Records, Inc.; MM Records Division, Loews, Inc.; and Epic Records, Inc.

W M M R

Listenership Potential

1955-1956:

Minneapolis campus dormitories. 3,300 students

1956-1957:

Minneapolis campus dormitories. 3,650

St. Paul Campus dormitories. 350

Fraternities, Sororities. 1,100

Rooming Houses. 5,000

9,100 Students

BY-LAWS

OF

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

1. MEETINGS

A. Annual Meetings

The annual meeting of the Board shall be held not later than three weeks following spring elections each year.

B. Regular Meetings

1. There shall be a minimum of five meetings each quarter of the academic year, September 16 to June 15 inclusive.
2. Regular meetings shall be those meetings scheduled by the Board on a quarterly basis. At the last regular meeting of the Board in each quarter the executive committee shall present to the Board for approval a schedule of regular meetings for the next quarter.
3. There shall be a minimum of two meetings summer quarter, June 16 to September 15 inclusive

C. Special Meetings

Special meetings of the Board may be called by the president of the Board or by any eleven members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

D. Place of Meetings

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

E. Quorum

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer quarter, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than five.

F. Notification and Attendance

1. Every member must be duly notified of the annual, regular, and special meetings of the Board.
2. In the case of special meetings notification may be made by mail, by telephone, or by personal contact.
3. Any Board member absent from a duly called meeting must present an excuse to the executive committee prior to the next regular meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

- a. Any Board member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege.
- b. A Board member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any Board member missing more than the first 15 minutes of a standing committee meeting will be considered absent. A Board member missing more than the first 15 minutes of a regularly scheduled Board meeting will be considered absent until the matter can be reviewed by the Executive Committee.
- c. An attendance report will be submitted to the Executive Committee by each chairman of a standing committee each quarter.

G. Business Before the Board

Matters for consideration by the Board shall be submitted in writing to the Executive Committee prior to the meeting of the Board at which action is expected. The Executive Committee may refer these matters to the proper committee in order that the committee may report thereon to the Board.

H. Order of Business

The order of business unless otherwise ordered shall be as follows:

1. Approval of minutes
2. Reports
3. Old business
4. New business

I. Rules of Procedure

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. Meetings of the Board shall be open except upon approval by the Board when the Board may wish to enter an executive session.

J. Minutes of Proceedings

Minutes of the proceedings of the Board shall be kept by the recording secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the Board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

II. OFFICERS OF THE BOARD

A. Enumeration of

1. The officers of the Board shall be president, vice president, corresponding secretary, and such others as the Board may designate.
2. The officers shall be chosen by the Board from its student membership provided that the board may make an exception in the case of the recording secretary.
3. The Director of Student Unions shall be Recording Secretary of the Board.

B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

C. Vacancies

Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected.

D. Duties of

1. President of the Board

The President of the Board shall perform such duties as are usual to the office. He shall preside at all meetings of the Board but the vice-president or a member may act as chairman of the Board at his request. When the office of president is vacant or the president absent, the vice-president shall act as president pro tem.

2. Vice-President

- a. The vice-president shall in the absence of the president perform all the duties of the president.
- b. The vice-president shall be an ex-officio member of all standing and special committees.

3. Corresponding Secretary

The Corresponding Secretary shall be a member of the Executive Committee, Public Relations Committee and Chairman of the Office Committee. It shall be the duty of the Corresponding Secretary to perform such duties as the Board may from time to time direct.

4. Recording Secretary

It shall be the duty of the Recording Secretary to record all the proceedings of the Board and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

III. COMMITTEES OF THE BOARD

A. Standing Committees

There shall be the following Standing Committees:

1. Executive
2. House and Finance
3. Public Relations
4. Personnel
5. Program

and such other committees as the Board may from time to time determine.

B. Manner of Appointment

Except as otherwise provided herein and subject to approval of the Board, the Executive Committee shall select all standing committee chairmen and members at the first regular meeting following the annual meeting and fill any vacancies arising from any cause whatsoever. The president of the Board shall be a member ex-officio with power to vote on all of the committees.

C. Special Committees

Representatives of the Board in appropriate number and qualification shall be appointed at the will of the Board to serve on special committees such as Liaison, Convocation and Orientation and other special committees deemed necessary.

D. Program Committees

The Board is authorized to create whatever committees are needed to carry out desirable activities in the program areas such as Artcraft Workshop, Dance, Fine Arts, Games, Music, Outings, Radio and Theater Arts, Social Skills and Special Events, and others as deemed necessary.

E. Membership of Standing Committees

1. Executive Committee

The Executive Committee shall be composed of the President, Vice-President, Corresponding Secretary, one student member and one non-student member elected by the Board. The Director of Student Unions or his representative shall meet with the Executive Committee. The student member-at-large on the Executive Committee shall also serve as an area director and shall not be a member of any other standing committee.

2. House and Finance Committee

The House and Finance Committee shall be composed of a student chairman, two student members, and one non-student member. A staff member designated by the Director of Student Unions shall meet with the Finance Committee.

3. Public Relations Committee

The Public Relations Committee shall be composed of a student chairman, the Corresponding Secretary, one non-student member and one student member. A staff member designated by the Director of Student Unions shall meet with the Public Relations Committee.

4. Personnel Committee

The Personnel Committee shall be composed of a student chairman, two student members and one non-student member. A staff member designated by the Director of Student Unions shall meet with the Personnel Committee.

5. Program Committee

The Program Committee shall be composed of a student chairman, the chairman of the House and Finance Committee or his representative, three student members and one non-student member. A staff member designated by the Director of Student Unions shall meet with the Program Committee.

F. Meetings

Meetings of the standing committees of the Board may be called by the chairman, or shall be called by the chairman upon the request of two members of the committee, or upon request of the President of the Board.

G. Duties

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to the approval of the Board except as otherwise directed by the Board.

1. The Executive Committee shall
select all the standing committee chairmen and members, and the Board Area Directors subject to the approval of the Board; it shall report and act for the Board during intervals between meetings.
2. The House and Finance Committee shall
 - a. prepare and present to the Board an annual budget for its consideration and approval.
 - b. examine and report on quarterly financial operations and results.
 - c. recommend from time to time changes in financial policy.
 - d. prepare and promulgate rules for the use of the Union facilities and conduct in the building.
 - e. consider all matters concerning the general use of Union facilities.
 - f. consider and report on all problems relating to identification for use of Union facilities and admittance to Union functions.
 - g. conduct surveys on usage of facilities in the Union.
 - h. undertake such other duties as the Board may from time to time direct.
3. The Public Relations Committee shall
 - a. endeavor to promote a feeling of good will and cooperation in the student body.
 - b. consider and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
 - c. be the coordinator of the Union Board publicity.
 - d. assume a major role in handling relations with other University unions.
 - e. establish a Public Relations Bureau of non-Board members whose activities will be directed by the chairman of the Public Relations Committee.
 - f. undertake such other duties as the Board may from time to time direct.

4. The Personnel Committee shall
 - a. Study with a view to developing and improving the personnel policies of the Board.
 - b. Consider and recommend to the Board changes in and improvements of the personnel system.
 - c. Work cooperatively with Area Directors and chairmen of standing committees to accomplish an effective functioning of the merit system.
 - d. Establish a Personnel Bureau of non-Board members whose activities will be directed by the Chairman of the Personnel Committee.
 - e. Recommend to the Board candidates whom the committee deems competent and desirable for filling Union Board vacancies.
 - f. In recognition of services of Chairmen and Committee members of Union Committees and with the approval of the Union Board, given an annual award within a period of five weeks prior to the termination of the Board's term of service:
 - (1) These awards shall be made at a special recognition meeting arranged for by the Personnel Committee. In attendance at this meeting shall be Union chairmen, committeemen, and guests as invited by the Personnel Committee, and all Board members.
 - (2) The award shall be in the form of a service key, pin, insignia, or certificate.
 - (3) Awards to chairmen shall be granted on the basis of those who have:
 - (a) served satisfactorily as chairman of a special event or at least two quarters as chairman of a regular event.
 - (b) kept rating sheets and reports of committee activities satisfactorily.
 1. Merit Rating Sheet
 2. Event Reports
 3. Summary Report of Committee events
 - (4) A certificate award shall be granted to committee members who have given two quarters of satisfactory service in regular events or served satisfactorily on one special event committee.
 - g. The Personnel Committee in cooperation with Personnel Bureau shall
 - (1) Present merit recognition list to the Board previous to the recognition meeting for the Board's approval.
 - h. Undertake such other duties as the Board may from time to time direct.
 - i. Merit awards to Board members
 - (1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program staff member, and a student not a member of the Union Board or Union Committees as appointed by the Personnel Committee.

- (a) The final approval for recommendations of this committee shall come from the Personnel Committee.
- (b) The student not a member of the Union Board or Union Committees shall serve as a chairman of this committee.

(2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.

(3) Every Board member upon appointment or election shall receive a service pin.

(4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

5. The Program Committee shall

- a. Study with a view to coordination and improvement, the program activities of the Board.
- b. Consider and recommend changes in and improvements of the program.
- c. Be responsible for scheduling Union Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
- d. Endeavor to coordinate Union program activities with those of other campus organizations.
- e. Undertake such other duties as the Board may from time to time direct.
- f. Be responsible for all Special Events.

6. The Public Relations Bureau shall

- a. Work under the general directions of the standing committee on Public Relations.
- b. Work cooperatively with all Union committees on public relations matters.
- c. Act as hosts for tours of Union and campus.
- d. Display Union committee activities at open houses.
- e. Prepare and distribute a monthly Union activity bulletin.
- f. Assist in making arrangements for Union Committees' contacts with non-campus publicity mediums such as the press, radio, and television. This would include the arranging of photos for papers and anything else that would relate to these outside agencies.
- g. Serve as an advisory group to the individual Union Committees, making suggestions and aiding them in their campus publicity.

7. The Personnel Bureau shall

- a. Work under the general direction of the standing committee on personnel.
- b. Work cooperatively with Area Directors and program committee chairmen in all matters pertaining to an effectively functioning personnel system.

- c. Be jointly responsible with Area Directors and Program Committee chairmen for the recruitment, selection, training and merit ratings of Union personnel.
- d. Keep the personnel records of the Board.
- e. 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.
- f. Recommend all Union chairmen to the Area Director and approve all committee members.
- g. Recommend to the Personnel Committee candidates whom the Bureau feels are competent and desirable for filling Union Board appointed membership when needed.

The System

- a. To obtain a Union Committee position:
 - (1) All individuals would register in the Union Board of Governors' office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.
 - (2) The chairman of each activity would have the power to appoint committee members from these applications with the approval of the Personnel Bureau.
 - (3) The Personnel Committee would recommend chairmen to the Union Board from three or more recommendations given them by the Personnel Bureau.
 - (a) When a vacancy occurs in a chairmanship, the Personnel Bureau will announce general filing for the position.
 - (b) The Personnel Committee would interview the recommended people with the Area Director and give the Area Director any information desired.
 - (c) The Area Director has the right to appeal directly to the Board in case he feels the Personnel Committee is not justified in their recommendation.
- b. The Merit Records:
 - (1) 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 Personnel Bureau. The Personnel Bureau will be given a chance to question chairmen at any time about their reports.
 - (2) Merit Sheets recording the essential details of the activity work of committee chairmen will be filled out by the Area Director.

IV. AREA DIRECTORS

- A. One Area Director for each program area shall be appointed from the Board.
- B. Responsibilities of Area Directors to the Board shall be
 - 1. To serve as a link between the Committee and Board of Governors.

2. To be responsible to the Board for the activity of the Committee.
3. To obtain thorough knowledge of the Committee's activities
 - a. By attending Committee meetings.
 - b. By attending Committee functions.
 - c. By reading the reports of past Area Directors.
 - d. By close personal relationship with the chairman.
4. To keep in touch with Program Consultants at all times as to Committee's activities.
5. To give guidance, encouragement, and suggestions to the Chairmen.
6. To be on the alert for new Union committee people.
7. To be on the alert to suggestion improvements in functions, as well as to develop new events.
8. To make an annual report of Committee's activities.
9. To make monthly informal reports of the Committee's activities to the Board.
10. To see that all merit reports and event reports of the Chairmen are in promptly.

C. Responsibilities of Area Directors to Chairmen of Committees shall be

1. Not to assume the direction of the activities of the Committee except
 - a. When there is no chairman.
 - b. When the chairman fails to fulfill his responsibilities.
2. To make every effort to become personally acquainted with the chairman.
3. To consult with the chairman frequently.
4. To encourage and assist the chairman to file proper reports of the Committee and its activities.

V. PROCEDURE FOR THE UNION BOARD APPOINTING COMMITTEE

- A. The Appointing Committee, as designated by Article III, Section 3 of the Constitution, shall meet one week prior to the closing of filing for spring Elections as specified by the All-University Congress.
- B. The male member appointed by the Union Board shall call the first meeting, at which time the Committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by those By-Laws shall be decided by a majority vote of the Committee.
- C. The members of the Appointing Committee shall inform themselves as completely as is practical as to the duties and qualifications of Union Board membership.
- D. Candidates shall be required to fill out a questionnaire devised by the Union Board of Governors. This questionnaire shall include such information as the candidate's activities, record in high school and college, scholarship ratings, college enrollment, etc. These questionnaires shall be filed with the Union Director's office in advance of the Appointing interview.
- E. The Appointing Committee shall interview the candidates.

- F. The Appointing Committee shall utilize the Union activity and merit records of those candidates who have participated in Union activities, and also any data from any rating systems or records of other campus-wide organizations.
- G. In passing upon candidates, the Appointing Committee shall consider the qualifications of the candidate as based upon the following factors:
 - 1. They shall consider both the volume and quality of the scholastic record of the student.
 - a. High School
 - b. College
 - 2. They shall consider the volume and quality of the extra-curricular activities of the candidate.
 - a. High school activities
 - b. Union activities
 - c. Campus-wide organizations
 - d. Other offices or recreational organizations
 - e. Athletic and sports activities
 - 3. They shall also consider such personal qualities as:
 - a. Ability to organize projects and assign responsibilities, and delegate authority.
 - b. Ability to cooperate effectively with other students and members of the Union staff.
 - c. Ability to carry out assignments and to furnish reports.
 - d. Ability to work effectively with other campus organizations and to extend the Union services to the entire student body.
 - 4. They shall consider the amount of part-time employment in which the candidate is engaged.
 - 5. They shall ascertain the amount of time the candidate will have available for Union activities in relation to his other activities, studies, and part-time employment.
- H. Within the scope of these By-Laws, the Appointing Committee shall be an independent body, and the individual members of the Committee shall act in accordance with his own judgment and should not be considered as representing the organization which named him to the Committee.
- I. In the case of Freshman candidates, only those who, in the minds of the Committee, have demonstrated exceptional maturity and ability should be appointed.

VI. GENERAL RULES AND REGULATIONS

- A. No member of the Board shall be employed and paid from any budget under the control of the Board.
- B. The University of Minnesota Union Board of Governors Pass Policy shall determine who is to receive passes to union events.
- C. Any individual expenses incurred by any Board member or student committee or sub-committee chairman who has a pass shall not be paid from Board funds.

VII. TO PROVIDE FOR THE SELF-GOVERNING ORGANIZATION OF THE UNIVERSITY VILLAGE UNION

PURPOSE:

In an effort to provide for adequate community, social, recreational, and cultural opportunities for the residents of the University Village, and to encourage the general use of the facilities of the Village Union building, there shall be established a Village Union Board of Directors.

MEMBERSHIP:

Membership of the Board shall consist of a maximum of twelve members to include nine members who may be either a student of the University paying Union fees or the spouse of such a student, the University Director of Student Unions, and such administrative staff member as may be ultimately provided at the Village Union, and one non-student appointed by the Vice President of Academic Administration. The Union staff members shall be without vote. At no time shall the number of non-student Village members on the Board exceed fifty per cent of the total membership. Of the resident village representatives, six shall be elected by popular vote of the villagers and three appointed, one appointed by the University of Minnesota Union Board of Governors, one by the Village Council, and one by the Grove East Association. Term of office shall be for one year. Members shall be eligible for serving a maximum of four terms.

POWERS AND DUTIES OF THE VILLAGE BOARD:

Policies pertaining to operation, administration, rules and regulations, activities, and programming shall be the responsibility of the Village Board, except for the approval of the University of Minnesota Union Board of the annual financial budget as prepared by the Village Board. The program area of the Board shall not normally include athletic recreation.

OFFICERS:

The officers of the Board shall be a President, Vice-President, and Secretary. The duties of these officers shall be those normally associated with these positions. The President shall be elected from among the resident student members.

COMMITTEES:

There shall be three committees of the Board: The Executive Committee, the House and Finance Committee, and the Program Committee.

The Executive Committee shall serve as a steering committee in considering major policy problems and nominating for officers of the Board and chairman of standing committees. The committee shall be composed of the officers and the Director of Student Unions or his delegated representative, the latter without vote.

The House and Finance Committee shall consider all major financial commitments and operating policies, and prepare an annual budget. Membership shall consist of three members, and the Director of Student Unions without vote.

The Program Committee shall consider and recommend to the Board all major program plans for social, recreational, cultural, and family welfare activities. This committee shall consist of four Board members.

ELECTIONS:

Elections normally shall be arranged and conducted by the Village Council. Elections shall be scheduled during the third week of spring quarter.

The Board shall have the power to appoint new members to elected members' vacancies which occur between elections. Appointees shall serve only for the balance of the term of office. The members appointed by the three specified governing bodies shall be appointed in the fall immediately following the Village fall elections in order to provide for continuity of membership on the Board.

CHANGES TO CHARTER:

Changes to this charter shall be made upon recommendation of a majority vote of the Village Union Board and a two-thirds vote of the University of Minnesota Union Board of Governors.

SPECIAL PROVISION:

To facilitate the initiate stages of the Board's function, the Village Council shall appoint all members normally elected. These members shall serve only until a special Fall election which will be held two weeks following the Fall election of the Village Council.

VIII. APPROVAL AND AMENDMENT OF BY-LAWS

These By-Laws shall become effective after approval by two-thirds of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting, provided, however, that notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

MAY 1, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF PREVIOUS MEETING
- III. UNION COORDINATION WITH HOMECOMING--Jim Poole
- IV. STANDING COMMITTEE REPORTS
 - A. HOUSE AND FINANCE--Neil Swanson
 - B. PERSONNEL--Jon Wagoner
 - C. PROGRAM--Fred Macklenburg
 - D. PUBLIC RELATIONS--Al Brooley
 - E. EXECUTIVE--Hencie Brown
- V. CHICAGO GAMES AREA TRIP--Barb Clark
- VI. HI-FI REPORT--Wayne Templeman
- VII. DIRECTOR REPORT--Gordon Starr
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT

**FILE COPY
DO NOT REMOVE**

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Fisher model 80 A Z basic amplifier (30 watts)

Fisher 80 C Master Audio Control

Altec Lansing 826 A Iconic Speaker System

Pickering Fluxvalve cartridge

Gray 108 C Tone Arm

Garrard Model 301 Professional Turntable

COFFMAN MEMORIAL UNION
University of Minnesota
Minneapolis 14

BIOGRAPHICAL DATA:

1. Name:
2. Date and place of birth:
3. College:
4. Class and major subject:
5. Names of parents:
6. Permanent home address:
7. Campus address:
8. Names of hometown newspapers:
9. Date appointed or elected to Union Board:
10. Area directorship on Union Board:
11. Other extracurricular activities:

12. Other special recognitions or awards:

13. Part-time jobs held now or previously:

BY-LAWS

OF

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

1. MEETINGS

A. Annual Meetings

The annual meeting of the Board shall be held not later than three weeks following spring elections each year.

B. Regular Meetings

1. There shall be a minimum of five meetings each quarter of the academic year, September 16 to June 15 inclusive.
2. Regular meetings shall be those meetings scheduled by the Board on a quarterly basis.
At the last regular meeting of the Board in each quarter the executive committee shall present to the Board for approval a schedule of regular meetings for the next quarter.
3. There shall be a minimum of two meetings summer quarter, June 16 to September 15 inclusive.

C. Special Meetings

Special meetings of the Board may be called by the president of the Board or by any eleven members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

D. Place of Meetings

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

E. Quorum

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer quarter, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than 5.

F. Notification and Attendance

1. Every member must be duly notified of the annual, regular, and special meetings of the Board.
2. In the case of special meetings notification may be made by mail, by telephone, or by personal contact.
3. Any Board member absent from a duly called meeting must present a written excuse to the executive committee prior to the next regular meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

- a. Any Board member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege.
- b. A Board member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any Board member missing more than the first 15 minutes of a standing committee meeting will be considered absent. A Board member missing more than the first 15 minutes of a regularly scheduled Board meeting will be considered absent until the matter can be reviewed by the Executive Committee.
- c. An attendance report will be submitted to the Executive Committee by each chairman of a standing committee each quarter.
- d. ~~Written excuses for absences will be considered by the Executive Committee.~~

G. Business Before the Board

Matters for consideration by the Board shall be submitted in writing to the Executive Committee prior to the meeting of the Board at which action is expected. The Executive Committee may refer these matters to the proper committee in order that the committee may report thereon to the Board.

H. Order of Business

The order of business unless otherwise ordered shall be as follows:

1. Approval of minutes
2. Reports
3. Old business
4. New business
- I. Rules of Procedure

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. ~~Each member of the Board who is present shall vote on every question unless excused from voting by the Board.~~ Meetings of the Board shall be open except upon approval by the Board when the Board may wish to enter an executive session.

J. Minutes of Proceedings.

Minutes of the proceedings of the Board shall be kept by the recording secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the Board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

II. OFFICERS OF THE BOARD

A. Enumeration of

1. The officers of the Board shall be president, vice-president, corresponding secretary, and such others as the Board may designate.
2. The officers shall be chosen by the Board from its student membership provided that the board may make an exception in the case of the recording secretary.
3. The Director of Student Unions shall be Recording Secretary of the Board.

B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

C. Vacancies

Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected.

D. Duties of

1. President of the Board

The president of the Board shall perform such duties as are usual to the office. He shall preside at all meetings of the Board but the vice-president or a member may act as chairman of the Board at his request. When the office of president is vacant or the president absent, the vice-president shall act as president pro tem.

2. Vice-president

- a. The vice-president shall in the absence of the president perform all the duties of the president.
- b. The vice-president shall be an ex-officio member of all Standing and Special Committees.

3. Corresponding Secretary

The Corresponding Secretary shall be a member of the Executive Committee, Public Relations Committee and Chairman of the Office Committee. It shall be the duty of the corresponding secretary to perform such duties as the Board may from time to time direct.

4. Recording Secretary

It shall be the duty of the Recording Secretary to record all the proceedings of the Board and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

III. COMMITTEES OF THE BOARD

A. Standing Committees

There shall be the following Standing Committees:

1. Executive
2. House and Finance
3. Public Relations
4. Personnel
5. Program

and such other committees as the Board may from time to time determine.

B. Manner of Appointment

Except as otherwise provided herein and subject to approval of the Board, the executive committee shall select all standing committee chairmen and members at the first regular meeting following the annual meeting and fill any vacancies arising from any cause whatsoever. The president of the Board shall be a member ex-officio with power to vote on all of the committees.

C. Special Committees

Representatives of the Board in appropriate number and qualification shall be appointed at the will of the Board to serve on special committees such as Liaison, Convocation and Orientation and other special committees deemed necessary.

D. Program Committees

The Board is authorized to create whatever committees are needed to carry out desirable activities in the program areas such as Artcraft Workshop, Dance, Fine Arts, Games, Music, Outings, Radio and Theater Arts, Social Skills and Special Events, and others as deemed necessary.

E. Membership of Standing Committees

1. Executive Committee

The executive Committee shall be composed of the Pres., Vice-Pres., Corresponding Sec'y, one student member and one non-student member elected by the Board. The Director of Student Unions shall meet with the Executive Committee. The member-at-large on the Executive Committee shall also serve as an area director and shall not be a member of any other standing committee.

2. House & Finance Committee

The House and Finance Committee shall be composed of a student chairman, two student members, and one non-student member. A staff member designated by the Executive Committee shall meet with the Finance Committee.

Director of S.U.

3. Public Relations Committee

The Public Relations Committee shall be composed of a student chairman, the Corresponding Sec'y, one non-student member and one student member. A staff member designated by the Executive Committee shall meet with the Public Relations Committee.

D of SA

4. Personnel Committee

The Personnel Committee shall be composed of a student chairman, two student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Personnel Committee.

D of S-U

5. Program Committee

The Program Committee shall be composed of a student chairman, the chairman of the House and Finance Committee, three student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

D of S-U

F. Meetings

Meetings of the standing committees of the Board may be called by the chairman and shall be called by the chairman upon the request of two members of the committee or upon request of the president of the Board.

G. Duties

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to approval of the Board except as otherwise directed by the Board.

1. The Executive Committee shall select all the standing committee chairmen and members, and the Board Area Directors subject to the approval of the Board; it shall report and act for the Board during intervals between meetings.
2. The House and Finance Committee shall
 - a. prepare and present to the Board an annual budget for its consideration and approval.
 - b. examine and report on quarterly financial operations and results.
 - c. recommend from time to time changes in financial policy.
 - d. prepare and promulgate rules for the use of the Union facilities and conduct in the building.
 - e. consider all matters concerning the general use of Union facilities.
 - f. consider and report on all problems relating to identification for use of Union facilities and admittance to Union functions.
 - g. conduct surveys on usage of facilities in the Union.
 - h. undertake such other duties as the Board may from time to time direct.
3. The Public Relations Committee shall
 - a. endeavor to promote a feeling of good will and cooperation in the student body.
 - b. consider and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
 - c. be the coordinator of the Union Board publicity.
 - d. assume a major role in handling relations with other University unions.
 - e. establish a Public Relations Bureau of non-board members whose activities will be directed by the chairman of the Public Relations Committee.
 - f. undertake such other duties as the Board may from time to time direct.

- 4. The Personnel Committee shall
 - a. Study with a view to developing and improving the personnel policies of the Board.
 - b. Consider and recommend to the Board changes in and improvements of the personnel system.
 - c. Work cooperatively with Area Directors and chairmen of standing committees to accomplish an effective functioning of the merit system.
 - d. Establish a Personnel Bureau of non-board members whose activities will be directed by the chairman of the Personnel Committee.
 - e. Recommend to the Board, candidates whom the committee deems competent and desirable for filling Union Board vacancies.
 - f. In recognition of services of Chairmen and Committee members of Union Committees and with the approval of the Union Board, give an annual award within a period of five weeks prior to the termination of the Board's term of service:
 - (1) These awards shall be made at a special recognition meeting arranged for by the Personnel committee. In attendance at this meeting shall be ~~all~~ Union chairmen, committeemen, Board members, and specially invited guests, *as invited by the Personnel Committee and all Board members*
 - (2) The award shall be in the form of a service key, pin, insignia, or certificate.
 - (3) Awards to chairmen shall be granted on the basis of those who have:
 - (a) served satisfactorily as chairman of a special event or at least 2 quarters as chairmen of a regular event.
 - (b) kept rating sheets and reports of committee activities satisfactorily
 - 1. Merit Rating Sheet
 - 2. Event Reports
 - 3. Summary Report of Committee events
 - (4) A certificate award shall be granted to committee members who have given two quarters of satisfactory service in regular events or served satisfactorily on one special event committee.
 - g. The Personnel Committee in cooperation with Personnel Bureau shall
 - (1) Present merit recognition list to the Board previous to the recognition meeting for the Board's approval.
 - h. Undertake such other duties as the Board may from time to time direct.
 - i. Merit awards to Board members
 - (1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program staff member and a student not a member of the Union Board or Union Committees as appointed by the Personnel Committee.

- (a) The final approval for recommendations of this committee shall come from the Personnel Committee.
 - (b) The student not a member of the Union Board or Union Committees shall serve as a chairman of this committee.
 - (2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.
 - (3) Every Board member upon appointment or election shall receive a service pin.
 - (4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.
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- a. Study with a view to coordination and improvement, the program activities of the Board.
 - b. Consider and recommend changes in and improvements of the program.
 - c. Be responsible for scheduling Union Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
 - d. Endeavor to coordinate Union program activities with those of other campus organizations.
 - e. Undertake such other duties as the Board may from time to time direct.
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- a. Work under the general directions of the standing committee on Public Relations.
 - b. Work cooperatively with all Union committees on public relations matters.
 - c. Act as hosts for tours of Union and Campus.
 - d. Display Union committee activities at open houses.
 - e. Prepare and distribute a monthly Union activity bulletin.
 - f. Assist in making arrangements for Union Committees' contacts with non-campus publicity mediums such as the press, radio, and television. This would include the arranging of photos for papers and anything else that would relate to these outside agencies.
 - g. Serve as an advisory group to the individual Union Committees, making suggestions and aiding them in their campus publicity.
7. The Personnel Bureau shall
- a. Work under the general direction of the standing committee on personnel.
 - b. Work cooperatively with Area Directors and program committee chairmen in all matters pertaining to an effectively functioning personnel system.
 - c. Be jointly responsible with Area Directors and program committee chairmen for the recruitment, selection, training and merit ratings of Union personnel.

- d. Keep the personnel records of the Board.
- e. 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.
- f. Recommend all Union chairmen to the Area Director and approve all committee members.
- g. Recommend to the Personnel Committee, candidates whom the Bureau feels are competent and desirable for filling Union Board appointed membership when needed.

The System

- a. To obtain a Union committee position:
 - (1) All individuals would register in the Union Board of Governors' office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.
 - (2) The chairman of each activity would have the power to appoint committee members from these applications with the approval of the Personnel Bureau.
 - (3) The Personnel Committee would recommend chairmen to the Union Board from three or more recommendations given them by the Personnel Bureau.
 - (a) When a vacancy occurs in a chairmanship, the Personnel Bureau will announce general filing for the position.
 - (b) The Personnel Committee would interview the recommended people with the Area Director and give the Area Director any information desired.
 - (c) The Area Director has the right to appeal directly to the Board in case he feels the Personnel Committee is not justified in their recommendation.
- b. The Merit Records:
 - (1) 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 Personnel Bureau. The Personnel Bureau will be given a chance to question chairmen at any time about their reports.
 - (2) Merit Sheets recording the essential details of the activity work of committee chairmen will be filled out by the Area Director.

IV. AREA DIRECTORS

- A. One Area Director for each program area shall be appointed from the Board.
- B. Responsibilities of Area Directors to the Board shall be
 1. To serve as a link between the Committee and Board of Governors.

2. To be responsible to the Board for the activity of the Committee.
 3. To obtain thorough knowledge of the Committee's activities
 - a. By attending Committee meetings.
 - b. By attending Committee functions.
 - c. By reading the reports of past Area Directors.
 - d. By close personal relationship with the chairman.
 4. To keep in touch with Program Consultants at all times as to Committee's activities.
 5. To give guidance, encouragement, and suggestions to the Chairmen.
 6. To be on the alert for new Union committee people.
 7. To be on the alert to suggestion improvements in functions, as well as to develop new events.
 8. To make an annual report of Committee's activities.
 9. To make monthly informal reports of the Committee's activities to the Board.
 10. To see that all merit reports and event reports of the Chairmen are in promptly.
- C. Responsibilities of Area Directors to Chairmen of Committees shall be
1. Not to assume the direction of the activities of the Committee except
 - a. When there is no chairman.
 - b. When the chairman fails to fulfill his responsibilities.
 2. To make every effort to become personally acquainted with the chairman.
 3. To consult with the chairman frequently.
 4. To encourage and assist the chairman to file proper reports of the Committee and its activities.

JSM V. PROCEDURE FOR THE UNION BOARD APPOINTING COMMITTEE
E. V. ...

- A. The Appointing Committee shall meet one week prior to the closing of filing for Spring Elections as specified by the All-University Congress.
- B. The male member appointed by the Union Board shall call the first meeting, at which time the Committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by those By-Laws shall be decided by a majority vote of the Committee.
- C. The members of the Appointing Committee shall inform themselves as completely as is practical as to the duties and qualifications of Union Board membership.
- D. Candidates shall be required to fill out a questionnaire devised by the Union Board of Governors. This questionnaire shall include such information as the candidate's activities, record in high school and college, scholarship ratings, college enrollment, etc. These questionnaires shall be filed with the Union Director's office in advance of the Appointing interview.
- E. The Appointing Committee shall interview the candidates.

- F. The Appointing Committee shall utilize the Union activity and merit records of those candidates who have participated in Union activities, and also any data from any rating systems or records of other campus-wide organizations.
- G. In passing upon candidates, the Appointing Committee shall consider the qualifications of the candidate as based upon the following factors:
1. They shall consider both the volume and quality of the scholastic record of the student.
 - a. High School
 - b. College
 2. They shall consider the volume and quality of the extra-curricular activities of the candidate.
 - a. High school activities
 - b. Union activities
 - c. Campus-wide organizations
 - d. Other offices or recreational organizations
 - e. Athletic and sports activities
 3. They shall also consider such personal qualities as:
 - a. Ability to organize projects and assign responsibilities, and delegate authority.
 - b. Ability to cooperate effectively with other students and members of the Union staff.
 - c. Ability to carry out assignments and to furnish reports.
 - d. Ability to work effectively with other campus organizations and to extend the Union services to the entire student body.
 4. They shall consider the amount of part-time employment in which the candidate is engaged.
 5. They shall ascertain the amount of time the candidate will have available for Union activities in relation to his other activities, studies, and part-time employment.
- H. Within the scope of these By-Laws, the Appointing Committee shall be an independent body, and the individual members of the Committee shall act in accordance with his own judgment and should not be considered as representing the organization which named him to the Committee.
- I. In the case of Freshman candidates, only those who, in the minds of the Committee, have demonstrated exceptional maturity and ability should be appointed.

VI. GENERAL RULES AND REGULATIONS

- A. No member of the Board shall be employed and paid from any budget under the control of the Board.
- B. The ^{Prize of Merit} Goffman Memorial Union Board of Governors Pass Policy shall determine who is to receive passes to union events.
- C. Any individual expenses incurred by any Board member or student committee or sub-committee chairman who has a pass shall not be paid from Board funds.

VIII. APPROVAL AND AMENDMENT OF BY-LAWS

These By-Laws shall become effective after approval by two-thirds of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting, provided, however, that notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change.

ARTICLE TO THE BY-LAWS

VII

To provide for the self-governing organization of the University Village Union.

PURPOSE

In an effort to provide for adequate community, social, recreational, and cultural opportunities for the residents of the University Village, and to encourage the general use of the facilities of the Village Union building, there shall be established a Village Union Board of Directors.

MEMBERSHIP

Membership of the Board shall consist of a maximum of twelve members to include nine members who may be either a student of the University paying Union fees or the spouse of such a student, the University Director of Student Unions, and such administrative staff member as may be ultimately provided at the Village Union, and one non-student appointed by the Vice President of Academic Administration. The Union staff members shall be without vote. At no time shall the number of non-student Village members on the Board exceed 50% of the total membership. Of the resident village representatives, six shall be elected by popular vote of the villagers and three appointed, one appointed by the Union Board, one by the Village Council, and one by the Grove Park Association. Term of office shall be for one year. Members shall be eligible for serving a maximum of four terms.

POWERS AND DUTIES OF THE VILLAGE BOARD

Policies pertaining to operation, administration, rules and regulations, activities, and programming shall be the responsibility of the Village Board, except for the approval of the University of Minnesota Union Board of the annual financial budget as prepared by the Village Board. The program area of the Board shall not normally include athletic recreation.

OFFICERS

The officers of the Board shall be a President, Vice-President, and Secretary. The duties of these officers shall be those normally associated with these positions. The President shall be elected from among the resident student members.

COMMITTEES

There shall be three committees of the Board: The Executive Committee, the House and Finance Committee, and the Program committee.

The Executive Committee shall serve as a steering committee in considering major policy problems and nominating for officers of the Board and chairman of standing committees. The committee shall be composed of the officers and the Director of Student Unions or his delegated representative, the latter without vote.

The House and Finance Committee shall consider all major financial commitments and operating policies, and prepare an annual budget.

Membership shall consist of three members, and the Director of Student Unions without vote.

The Program Committee shall consider and recommend to the Board all major program plans for social, recreational, cultural, and family welfare activities. This committee shall consist of four Board members.

ELECTIONS

Elections normally shall be arranged and conducted by the Village Council. Elections shall be scheduled during the third week of spring quarter.

The Board shall have the power to appoint new members to elected members' vacancies which occur between elections. Appointees shall serve only for the balance of the term of office. The members appointed by the three specific governing bodies shall be appointed in the fall immediately following the Village fall elections in order to provide for continuity of membership on the Board.

CHANGES TO CHARTER

Changes to this charter shall be made upon recommendation of a majority vote of the Village Union Board and a two-thirds vote of the Main Union Board.

**** **** **** **** **** ****

SPECIAL PROVISION

To facilitate the initiate stages of the Board's function, the Village Council shall appoint all members normally elected. These members shall serve only until a special Fall election which will be held 2 weeks following the Fall election of the Village Council.

UNION
BOARD OF
GOVERNORS

PROGRAM CALENDAR

MAY 1956

CLAS. LIST. 12:30 TRR
SELF IMP. 3:30-3:50
ROVERS - 7:00
HULA LES. 6:30-344
INT. DAN. 6:30 GR.
REG. DAN. 8:00 GR.
CERAMIC CL. 7:00
CRAFT S.

ALL 12:00 TRR
ADV. MOD. 3:30-3:50
T'M'TERS 6:30-353
PHOTO CL. 7:00 CRAFT
ADV. DAN. 6:30 WL
BOOK TALK - 3:30 TRR

GALLERY
ALL 12:30 TRR
ADV. MOD. 3:30-3:50
T'M'TERS 6:30-353
PHOTO CL. 7:00 CRAFT
ADV. DAN. 6:30 WL

GALLERY
POP. LIST. 12:30 TRR
NOON MOVIES 11:30 MBR
CO-ED NITE - 7:30
COOKE HALL
ST. FAC. COFFEE -
3:30 ML
PUB. H. DEPT.

MIX. DOWNS
SAT. NITE DAN. 9:00
NITE CLUB STYLE
ML

GALLERY
ALL 12:30 TRR
WOMEN'S TAB. TEN.
PRELIMS B.R. FOYER
11:30-12:30
NOON VAR. 11:30 ML & C
TERR.
ST. FAC. COFFEE
3:30 ML
JOURNALISM DEPT.

GALLERY
CLAS. LIST. 12:30 TRR
SELF IMP. CL. 3:30-3:50
NOON CANT. 11:30 MBR
ROVERS - 7:00
WOMEN'S TAB. TEN. PRELIMS
HULA LES. 6:30 344,5
INT. DAN. 6:30 GR
REG. DAN. 8:00 GR
CERAMIC CL. 7:00 CRAFT
3:30-3:50 LINE 2T
11:30-11:50 MBR

GALLERY
ALL 12:00 TRR
BAIDAL BUR. 3:30-3:50
NOON VAR. 11:30 MBR
WOMEN'S TAB. TEN. PRELIMS
VAR. DAN. 8:00 MBR
DEMONST. - CRAFT S. 3:30
PHOTO CLASS 3:00
CRAFT S.

GALLERY
ALL 12:30 TRR
ADV. MODEL 3:30-3:50
T'M'TERS 6:30 353
PHOTO CL. 7:00 CRAFT
ADV. DANCE 6:30 WL
WOMEN'S INT-DORM
TAB. TEN FINALS
11:30 MBR

GALLERY
POP. LIST. 12:30 TRR
SQ. DAN. 8:00 JBR

GALLERY
ALL 12:30 TRR
COFFMAN MUS.
12:30 MBR

GALLERY
CLAS. LIST. 12:30 TRR
SELF IMP. 3:30-3:50
ROVER MT. - 7:00
HULA LES. 6:30-344
INT. MED. DAN. 6:30 GR
REG. DAN. 8:00 GR
CERAMIC CL. 7:00
CRAFT

GALLERY
ALL 12:00 TRR
CHARM 3:30-3:50
NOON VAR. 11:30
MBR
VAR. DANCE 8:00
MBR

GALLERY
ALL 12:30 TRR
ADV. MOD. 3:30
3:50
T'M'TERS 6:30
3:50
ADV. DAN. 6:30
WL

GALLERY
POPULAR LIST.
12:30 - TRR

INTERNALT.
NITE -
FOREIGN ST.
MBR

GALLERY
ALL 12:30 TRR
COFF. MUSICALE
12:30 - MBR

GALLERY
CLAS. LIST. 12:30 TRR
SELF IMP. 3:30-3:50
NOON CANT. 11:30 MBR
ROVER - 7:00
HULA LES. 6:30-344
INT. DAN. 6:30 GR
REG. DAN. 8:00 GR
CERAMIC CL. 7:00
CRAFT - 11:30-11:50 MBR

GALLERY
ALL 12:00 TRR
BRIDE. BUR. 3:30-3:50
NOON VAR. 11:30 MBR
CRAFT S. HOBBY SHOW
6:00 MBR

GALLERY
ALL 12:30 TRR
ADV. MOD. 3:30-3:50
T'M'TERS 6:30-353
DEMONST. - CRAFT
SHOP - 3:30
ADV. DAN. 6:30 WL

GALLERY
POP. LIST. 12:30
TRR
SQ. DAN. 8:00 JBR
NOON VAR. 11:30

SAT. NITE DAN.
MBR or TERR.

NOON CANT.
11:30 MBR
HULA LES. 6:30
344,5

HOLIDAY

University of Minnesota Union Board of Governors
Meeting of May 1, 1956

Members Present:

Rod Rude, Wayne Tempelman, Nancie Brown, Fred Mecklenberg, Jim Heltzer, Mary Jean VanValkenburg, Al Bromley, Jon Wempner, Neil Swanson, Don Trask, Hope Bouvette, Mr. Cheese, Mr. Pflaider, Nancy Forte, Bob Winandy, Mr. Richter,

Members Absent:

Jeanne Teske, Nancy Wallgren, Dr. Layton, Dr. Erlandson.

Others Present:

Jim Shimshock, George Meyers, Hermon Joern, Barbara Clark, Pat Jaster, Daily reporter, Dorothy Lea, Fred Katter, John Bohanon, Mr. Starr, Stan Madeja, LaMonte Nelson, Mr. Finlayson, Kathy Bezat, Jim Poole, Bob Whitlock, Beverly Yaunick.

The meeting was called to order at 7:25 p.m. The Minutes of the last meeting were approved.

The individuals listed in Motion K-670, meeting of April 17, 1956, are now recorded as follows.

Motion K-670: The

It was moved that the following individuals be awarded keys.

Carolyn Bilbert	Dorothy Lea	Barbara Joffe	Nick Hyser
Joan Raihle	Jim Fredrickson	Nancy Kanemoto	LaMonte Nelson
Einar Asse	Jackie Nunn	Wayne Shelton	Dave Carlson
Bob Whipple	Judy VanValkenberg	Stan Madeja	Lee Lynch
Tharald Olofson	Jim Ramsberg	George Deaca	Scott Burton
Nancy Fournier	Sylvia Allen	Elna Lindquist	Dick Ptacek
Barbara Clark	Tom Millott	George Meyers	John Schmidt
Jan Swanson	Trilby Taylor	Lea Likarish	

Seconded and carried.

Homecoming Committee:

Jim Poole, the 1956 Homecoming Chairman, came before the Union Board and outlined some of the plans for the Homecoming celebration. Many activities are being planned for next year which will include the alumni and Jim asked the Board if they would consider sponsoring a coffee hour on the day of the game for the alumni. He also suggested that since most of the activities will be taking place in and around the Union this year that the Union Board plan some kind of program which can be integrated with the Homecoming Committee. He stated that any Union Chairman would be considered a Committee Chairman under the Homecoming Committee and that the Union Board would have authority over all of that committee's expenses. It was suggested that a list of the planned activities be given to the Board so that a program which would fit in with those already planned might be initiated.

House and Finance Committee:

Neil Swanson announced that the Committee had not met but presented the following recommendation. It was recommended that the Flying Club share office space with Alpha Phi Omega and that the service sorority Gamma Sigma share office space with A. W. S. It was his feeling that the two women's organizations and the two men's organizations would work out the best sharing office space rather than splitting them up.

Neil stated that it was the feeling of the committee and others that room reservations and requests for displays should not be brought to the Board with the exception of blanket reservations which cover at least a quarter of school and main ballroom reservations. He also mentioned that he felt requests for office space should come before the Board.

Rod Rude mentioned for the benefit of the new Board members that the Board can decide how much authority to act they wish to give their standing committees.

0-224
Motion K-691:

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Personal Committee:

The Leadership Camp will be held on May 6, 1956. Buses will leave from the West side of Coffman Memorial Union at 7:30 a.m. No cars will be permitted; you must be on time to catch the bus. Everyone is requested to pay their registration fee by Thursday noon in the Program Office. The fee is \$1.00.

All Area Directors and others giving talks at the Retreat are requested to have their material in written form and turned in at the Program Office by Thursday noon as the material will be duplicated and distributed at the Leadership Retreat.

Breakfast will be served at the retreat at 8:30 a.m. The program includes the following: Keynote by Mr. Starr on Philosophy, History, Objectives of the Union Board, Keynote by Neil Swanson and Hans Hopf on Finance Responsibilities, Keynote by Rod Rude and Mr. Starr on Administration. The Program Areas will be covered by Fred Mecklenburg and Don Finlayson, and Public Relations will be covered by Al Bromley and Marcia Koth. Fifteen minute talks will be given by the various Area Directors.

All present and new Board members are expected to attend the Leadership Retreat.

Jon Wegner stated that all committee chairmanships are open and that Area Directors should encourage present chairmen to file again and encourage friends to file for positions.

0-225
Motion K-692:

It was moved to approve the appointment of Jackie Numm as Chairman of the summer Orientation Program.

Seconded and carried.

The new service pins for the Union Board members were distributed to the new Board members by Jon Wempner.

0-226

Motion K-693:

It was moved to approve the Personnel Committee Report.

Seconded and carried.

Program Committee:

Fred Mecklenburg reported that at the last Program Committee meeting it was recommended that three plays "Gramercy Ghosts", "Private Lives", and "The Glass Managerie" be given as a Creative Society spring festival. It was also recommended that a combined budget be allotted of \$550 for the three plays. An amount of \$300 was allotted last week for "The Glass Managerie" and this amount would be included in the \$550. Tickets for all three would be sold at \$1.50 or \$1.00 for the Glass Managerie and \$.50 each for the other two. Customers would have the privilege of choosing the nights they wanted for each of the plays. The Program Committee requested that pass holders use them on the first night of the performance.

The festival would be considered a Special Event.

Question was raised on whether or not there would be any conflict with the Theatre Department and Fred replied that there would not. Question was asked whether or not passes would be refused by the ticket takers at performances other than the first. Fred replied that they would be accepted but again requested that they be used for first nights because of limited seating capacity.

0-227

Motion K-694:

It was moved to approve the report of the Program Committee.

Seconded and carried.

Public Relations Committee:

Al Bromley reported that the brochure on publicity which Marcia Koth is preparing will be available in the very near future.

Question was asked on the progress of the movie and Al replied that they are working quite independently but that their script had been approved previously. LaMonte Nelson mentioned that they were not able to take pictures or tape recordings at the Stardust Dance when Benny Goodman was playing because of contract rights.

Executive Committee:

The revised By-Laws were presented to the Board for approval. The material was reviewed by the Board and some corrections and additions were made.

0-228

Motion K-695:

It was moved to approve the By-Laws as revised including the additions and corrections agreed upon by the Board.

Seconded and carried.

The By-Laws as revised will appear in the permanent record of the minutes and copies will be distributed to Board members.

Games Area - Report on Trip to University of Chicago:

Barbara Clark reported on her trip accompanying the Chess Team to the University of Chicago. She reported that in visiting the activities director there that the school is lacking staff advisors and organization of activities. She did not obtain any new ideas which could be used in Coffman Memorial Union. She had planned to visit the Union at Northwestern University but found that the building was closed on Sunday.

Barbara said she felt that Coffman Union could be of a great deal of service to other schools in getting out information about organizing activities. She suggested very strongly that a brochure telling of our organization and activities should be made up and sent to other schools.

Music Area - Hi-Fi Progress Report:

Wayne Tempelman reported that the following list of components had now been purchased for the Hi-Fi set and that only \$502 of the \$600 had been used:

Fisher model 80 A Z basic amplifier (30 watts)
Fisher 80 C Master Audio Control
Altec Lansing 826 A Iconic Speakers System
Pickering Fluxvalve cartridge
Gray 108 C Tone Arm
Garrard Model 301 Professional Turntable

They are considering the possibility of adding a tape recorder to the set and are exploring this and the design and construction of the cabinet for the components.

Director's Report:

Mr. Starr reported that he had received a post card from Dale Epland, former Union Board President, who is now in California doing some freelance writing. Tod Doustead who did the cartoons for "The Bear Facts" is in California also and associated with U. P. A. Mr. Starr mentioned that we have now a fourth WMMR member who has a position with a radio station. Bill Bevier, past Board president, is now flying jets and recently stopped by to see how C. M. U. is progressing.

Mr. Starr reported that the Association of College Unions Convention was held at Purdue this year with over 300 delegates attending. Purdue is building an annex to their Union for \$8,500,000, which indicates that they are faced with the problem of increasing enrollments.

While at the Conference Mr. Starr talked with Mr. Jay du Von who is working with the Federal Government financing college loans. He told Mr. Starr that the interest rate obtained for the St. Paul Campus loan was, as far as he knew, the lowest in the country.

Mr. Starr mentioned that he has a considerable amount of printed material from the workshops at the Conference which will be valuable for reference. Board members are invited to review the material at any time.

Mr. Starr attended a workshop on the "Problems of Expansion in Union" and found some very excellent material.

Nancie Brown, who also attended the conference, reported that she stayed in a dormitory at Purdue and found that the students were very pleased with the

facilities of their Union and the program organization, but that many conventions are held there and the students sometimes feel they are overrun with visitors.

Mr. Finlayson reported to the Board that anyone interested in employment in the Union field would have good opportunities as there are many openings and few people to fill them. Men are especially needed and volunteer experience such as that gained in working on Union committees and Union Board is very desirable.

More information concerning the Conference will be given at the Leadership Retreat.

Mr. Starr passed out the life passes to those leaving the Board who qualified for them.

Old Business:

Don Trask presented to the Board the following motion.

0-229

Motion K-696:

It was moved that the University of Minnesota Union Board of Governors adopt the following policy with respect to Special Events dances except for the Homecoming Dance.

1. That dance attendance be limited to 3,000 except in the following cases.
 - a. The number of University students wishing to attend exceeds 3,000.
 - b. Expenditures of the dance cannot be met by sale of 3,000 tickets and funds are not available from other sources to underwrite the dance.
2. If case 1. a. or 1. b. arises then the following alternatives should be considered before allowing dance attendance to exceed 3,000.
 - a. For a big name band have a dance on both Friday and Saturday nights.
 - b. Have two special dances one week apart and do not allow a student to purchase a ticket for both of the dances until it has been ascertained that all students who wish to attend have been afforded the opportunity to purchase a ticket.
 - c. Let the demand be met with a supply by holding dances with big name bands at suitable frequent intervals.
3. In all cases students who have paid their current fee statement be given ample opportunity to purchase dance tickets before others are allowed to purchase tickets.
4. Where possible dance tickets be sold at different price levels and that students who have paid their current fee statement be eligible to purchase dance tickets at the lower price rate.

Seconded.

0-230

Motion K-697:

It was moved to table Motion K-696:

Seconded and carried.

It was suggested that Don Trask talk with individuals who had worked with some of the larger dances during the year and Mr. Finlayson suggested he consult with the program staff on the matter to obtain information.

0-231

Motion K-698:

It was moved that the Ad Hoc Committee report as accepted by the Director of Student Unions and the Academic Vice President be included in the Board members' manuals.

Seconded and carried.

New Business:

Question was raised by Nancie Brown on the rental of the Junior Ballroom at a cost of \$15 per time. She asked if something might be worked out to reduce this cost as it is desired to use the room frequently for non programs the next year.

0-232

Motion K-699:

It was moved that the rental cost of the Junior Ballroom be referred to the House and Finance Committee.

Seconded and carried.

Question was raised as to whether or not the present and new members of the Board would care to hold a regular meeting following the Leadership Retreat and have the election of officers at that time. It was the feeling of the Board that the election should be held on Tuesday, May 8, 1966, at the regular meeting.

It was suggested that the area preferences of the new Board members be considered very carefully when making the Area Assignments so that the best possible job can be done by the entire Board.

Jon Wempner announced that new evaluation sheets are now being made and will be coming out soon.

Mr. Starr mentioned that he is holding Thursday and Friday open for new Board members to meet with him.

0-233

Motion K-700:

It was moved to adjourn.

Seconded and defeated.

It was thought that there was some further business to come before the Board but nothing further was said.

0-234

Motion K-701:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Gordon L. Starr, Recording Secretary

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

May 8, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF PREVIOUS MEETING
- III. STANDING COMMITTEE REPORTS
 - A. HOUSE AND FINANCE--Neil Swanson
 - B. PERSONNEL--Jon Wempner
 - C. PUBLIC RELATIONS--Al Bromley
 - D. PROGRAM--Fred Mecklenburg
 - E. EXECUTIVE--Rod Rude
- IV. DIRECTOR REPORT
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ELECTION OF OFFICERS
 - President
 - Vice-President
 - Corresponding Secretary
 - Member at large of Executive Committee
- VIII. INSTALLATION OF OFFICERS
- IX. ADJOURNMENT

ITS ALL YOURS! GOOD LUCK!

COFFMAN MEMORIAL UNION
University of Minnesota

May 8, 1956

To: Union Board of Governors
From: House and Finance Committee

Report

1. All- University Congress has been granted permission to use the Game Room or comparable facilities for their Wednesday evening meetings for the rest of this school year ^{the} 1956-57. *school year.*
2. The Committee is having an estimate made on enlarging the display case across from the Information Desk.
3. E-Day has been allowed to put up a display in front of the planter on the main floor.
4. It has been decided that wood panels or wood strips would be the best material for the main lounge wall covering. Mr. Roy Lund of the Physical Plant is having an architect draw the plans for the job.
Wood panels or strips are more expensive than Flexwood; therefore, about \$5,000 more will have to be set aside for this sometime in the future.
5. The Minnesota Alumni Association has been granted the use of room 315 May 28, 1956 through June 9, 1956, for the distribution of Commencement material to seniors.
6. The Main Ballroom has been reserved for the University High School Commencement Program and rehearsals from 9:00 a.m. to 12:00 noon Monday, June 4, 1956, and Tuesday, June 5, 1956, and from 9:00 a.m. to closing on June 7, 1956.
7. The Main Ballroom has been reserved for final examinations from 10:30 to 3:30 on Saturday, June 2, 1956, and Wednesday, June 6, 1956.

Recommendations

1. That the noon programs be allowed to use the main lounge, on an emergency basis, if the weather doesn't permit a program originally planned for the Terrace to be held there.
2. Any money over \$3,000 in the revolving fund at the end of the fiscal year be closed into the general budget.

3. The free balance at the end of June 1957 and every year thereafter, be transferred into a building fund for Coffman Memorial Union and the money be invested.

At the time the final amount of the loan for the St. Paul Campus Union comes due, we should consider either paying the balance from the Coffman Memorial Union building fund or refinancing the balance.

4. That \$25,000 be set aside for ^{Refinancing} new furniture for the main lounge. This \$25,000 will not completely refurnish the room, but will enable us to start on the project and refurnish a major part of the lounge.
5. The House and Finance Committee is unable to act on the use of the Junior Ballroom by the Union Board; therefore, we suggest that the Liaison Committee study the problem and at the same time the Committee make a complete study and report of food service, the quality of the food and the prices of the food.
6. That Coffman Memorial Union remain open on Saturday, June 9, 1956.

COFFMAN MEMORIAL UNION
 Summary of Income & Expenditures
 July 1, 1955 thru March 31, 1956
 Schedule I

<u>Income</u>	<u>1956</u>	<u>1955</u>
Student Fees	\$171,136.51	\$149,273.72
Rental Service	8,877.60	4,494.69
Program Admissions	26,062.73	18,788.24
Artcraft Shop	3,179.14	1,732.96
Billiard Room		
Billiards	10,724.74	9,190.89
Merchandise	37,712.38	29,406.25
Bowling Alleys		
Bowling Fees	22,363.01	20,567.67
Merchandise	3,440.17	2,636.68
Village Union		
Program	910.28	730.80
Fountain	<u>11,017.55</u>	<u>11,150.45</u>
Total Income	<u>\$295,424.11</u>	<u>\$247,972.35</u>
 <u>Expenses</u>		
Administration		
Salaries	\$ 25,346.83	\$ 22,844.42
Supplies & Expenses	4,624.07	5,569.77
Program		
Salaries	15,823.63	15,516.83
Supplies & Expenses	33,216.21	21,976.72
Maintenance		
Salaries	44,042.61	41,284.56
Supplies & Expenses	33,195.75	31,018.56
Artcraft Shop		
Salaries	3,511.28	1,554.03
Supplies & Expenses	5,495.03	2,437.29
Billiards		
Salaries	8,362.14	8,262.53
Supplies & Expenses	29,594.35	24,209.51
Bowling Alleys		
Salaries	14,260.12	11,757.78
Supplies & Expenses	10,130.01	4,172.01
Village Union (Admin., Maint, & Program)		
Salaries	3,903.88	3,962.70
Supplies & Expenses	3,753.29	3,167.33
Village Union (Fountain)		
Salaries	2,326.85	2,437.04
Supplies & Expenses	<u>9,082.79</u>	<u>9,316.23</u>
Total Expenses	<u>\$246,668.84</u>	<u>\$209,487.31</u>
 Net Balance	 \$ 48,755.27	 \$ 38,485.04

0-235
Motion #696.

It was moved that the University of Minnesota Union Board of Governors adopt the following policy with respect to Special Events dances, except for the Homecoming Dance.

1. That dance attendance be limited to 3,000 except in the following cases.
 - a. The number of University students wishing to attend exceeds 3,000.
 - b. Expenditures of the dance cannot be met by sale of 3,000 tickets and funds are not available from other sources to underwrite the dance.
2. If case 1a. or 1b. arises, then the following alternatives should be considered before allowing dance attendance to exceed 3,000.
 - a. For a big name band have a dance on both Friday and Saturday nights.
 - b. Have two special dances one week apart and do not allow a student to purchase a ticket for both of the dances until it has been ascertained that all students who wish to attend have been afforded the opportunity to purchase a ticket.
 - c. Let the demand be met with a supply by holding dances with big name bands at suitable frequent intervals.
3. In all cases students who have paid their current fee statement be given ample opportunity to purchase dance tickets before others are allowed to purchase tickets.
4. Where possible dance tickets be sold at different price levels and that students who have paid their current fee statement be eligible to purchase dance tickets at the lower price rate.

Seconded.

I move that the University of Minnesota Union Board of Governors adopt the following procedure with respect to Special Events dances except for the Homecoming Dance.

- *1. That dance attendance be limit to 3,000 except in the following cases.
 - a. The number of University students wishing to attend exceeds 3,000.
 - b. Expenditures of the dance cannot be met by sale of 3,000 tickets and funds are not available from other sources to underwrite the dance.
2. In all cases students who have paid their current fee statement be given ample opportunity to purchase dance tickets before others are allowed to purchase tickets.
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*If case 1. a. or 1. b. arises then the following alternatives could be considered before allowing dance attendance to exceed 3,000.

- a. For a big name band have a dance on both Friday and Saturday nights.
- b. Have two sessions of a big name band. A concert session for those who wish to listen and not dance to a big name band, and a regular dance session. Sessions may or may not be on the same day.
- c. Have two special dances one week apart and do not allow a student to purchase tickets for both of the dances until it has been ascertained that all students who wish to attend have been afforded the opportunity to purchase tickets for one of the dances.
- d. Let the demand be met with a supply by holding dances with big name bands at suitable frequent intervals.

University of Minnesota Union Board of Governors
Meeting of May 8, 1956

Members Present:

Rod Rude, Nancie Brown, Nancy Forte, Fred Mecklenburg, Al Bromley, Bob Winandy, Jim Heltzer, Nancy Wallgren, Jeanne Teske, Wayne Tempelman, Jon Wempner, Mr. Cheese, Dr. Erlandson, Mary Jean VanValkenburg, Hope Bouvette, Mr. Pfleider, Mr. Richter, Don Trask.

Members Absent:

Dr. Layton.

Others Present:

Mr. Starr, Mr. Finlayson, Pat Jaster, Daily Reporter, Lamonte Nelson, Barbara Clark, Stan Madeja, John Bohanon, Jim Shimshock, Bob Whitlock, Dorothy Lea, Virginia Rosaker, Herman Joern, George Meyers, Fred Katter.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

House and Finance Committee:

Nancy Wallgren reported for the Committee. The following action has been taken by the Committee:

All-University Congress has been granted permission to use the Game Room or comparable facilities for their Wednesday evening meetings for the rest of this school year and the 1956-57 school year.

The Committee is having an estimate made on enlarging the display case across from the Information Desk.

E-Day has been allowed to put up a display in front of the planter on the main floor.

It has been decided that wood panels or wood strips would be the best material for the main lounge wall covering. Mr. Roy Lund of the Physical Plant is having an architect draw the plans for the job.

Wood panels or strips are more expensive than Flexwood; therefore about \$5,000 more will have to be set aside for this sometime in the future.

The Minnesota Alumni Association has been granted the use of room 315 May 28, 1956 through June 9, 1956, for the distribution of Commencement material to seniors.

The Main Ballroom has been reserved for the University High School Commencement Program and rehearsals from 9:00 a.m. to 12:00 noon Monday, June 4, 1956, and Tuesday, June 5, 1956, and from 9:00 a.m. to closing on June 7, 1956.

The Main Ballroom has been reserved for final examinations from 10:30 to 3:30 on Saturday, June 2, 1956, and Wednesday, June 6, 1956.

Recommendations made by the Committee:

1. That the noon programs be allowed to use the main lounge, on an emergency basis, if the weather doesn't permit a program originally planned for the Terrace to be held there.

2. Any money over \$3,000 in the revolving fund at the end of the fiscal year be closed into the general budget.
3. The free balance at the end of June, 1957 and every year thereafter, be transferred into a building fund for Coffman Memorial Union and the money be invested.

At the time the final amount of the loan for the St. Paul Campus Union comes due, we should consider either paying the balance from the Coffman Memorial Union building fund or refinancing the balance.

4. That \$25,000 be set aside for refurnishing the main lounge. This \$25,000 will not completely refurnish the room, but will enable us to start on the project and refurnish a major part of the lounge.
5. The House and Finance Committee is unable to act on the use of the Junior Ballroom by the Union Board; therefore, we suggest that the Liaison Committee study the problem and at the same time the Committee make a complete study and report of food service, the quality of the food and the prices of the food.
6. That Coffman Memorial Union remain open on Saturday, June 9, 1956.

⁰⁻²³⁶
Motion K-702:

It was moved to approve the report and recommendations of the committee with the exception of Recommendation 1, which is to be referred to the committee for further consideration.

Seconded and carried.

It was mentioned that Recommendation 1 would conflict with the House Rules and it was suggested that the ballroom be considered before the main lounge for any noon program.

Personnel Committee:

Jon Wemmer stated that all Chairmanships are now open and that it has been up to the new Board in the past to select the Chairmen. He asked that an exception be made at this time and that the Chairman for the Creative Society be appointed.

⁰⁻²³⁷
Motion K-703:

It was moved to approve the appointment of Bob Ahlstrom as Chairman of the Creative Society.

Seconded and carried.

Jon encouraged Board members to refer their friends to the Board office to apply for Committee Chairmanships.

New Board members were asked to designate their area preferences following the Board meeting and turn in this information to the new President so that the assignments may be made with this information on hand.

Program Committee:

The Program Committee made a list of recommendations for the new Board's Program Committee at their last meeting. Fred Mecklenburg suggested that the new Board select its Program Committee as soon as possible as there are some matters which need immediate attention.

The Recommendations will be available for the new Program Committee.

Executive Committee:

The Executive Committee approved a luncheon for new Board members to be held Wednesday, May 9, 1956, funds to be provided from the Administrative budget. It was learned at the meeting that the luncheon had been postponed as the Board members could not all be there.

Nancie Brown said she had planned to report on the Leadership Retreat, but as most of the members, present and new, were there, she did not feel it was necessary. She thanked all those who had participated in the preparation of the Leadership Booklet.

Director's Report:

Mr. Starr mentioned that a luncheon meeting for the new Board members will be held sometime in the near future and at that time the staff members they may not know will be introduced to them.

Mr. Starr recommended that Helen Hartwick be promoted from Junior Program Consultant to Program Consultant.

0-238

Motion K-704:

It was moved to approve the promotion of Miss Helen Hartwick from Junior Program Consultant to Program Consultant.

Seconded and carried.

Old Business:

0-239

Motion K-705:

It was moved to give a vote of thank to Nancie Brown for her fine work on the Leadership Retreat.

Seconded and carried.

Fred Mecklenburg told the Board that the Pass Policy had been reviewed and that it was common opinion that it was very serviceable as it now stands.

Mr. Starr mentioned the summary of finances distributed to the Board giving the comparison of income and expenses for this year as against last.

Don Trask withdrew his motion of the previous meeting number K-696 and presented to the Board the following motion:

0-240

Motion K-706:

I move that the University of Minnesota Union Board of Governors adopt the following procedure with respect to Special Events dances, except for the Homecoming Dance.

- *1. That dance attendance be limited to 3,000 except in the following cases.
 - a. The number of University students wishing to attend exceeds 3,000.
 - b. Expenditures of the dance cannot be met by sale of 3,000 tickets and funds are not available from other sources to underwrite the dance.

2. In all cases students who have paid their current fee statement be given ample opportunity to purchase dance tickets before others are allowed to purchase tickets.
3. Where possible, dance tickets be sold at different price levels and that students who have paid their current fee statements be eligible to purchase dance tickets at the lower price rate.

*If case 1. a. or 1. b. arises then the following alternatives could be considered before allowing dance attendance to exceed 3,000.

- a. For a big name band have a dance on both Friday and Saturday nights.
- b. Have two sessions of a big name band. A concert session for those who wish to listen and not dance to a big name band, and a regular dance session. Sessions may or may not be on the same day.
- c. Have two special dances one week apart and do not allow a student to purchase tickets for both of the dances until it has been ascertained that all students who wish to attend have been afforded the opportunity to purchase tickets for one of the dances.
- d. Let the demand be met with a supply by holding dances with big name bands at suitable frequent intervals.

Discussion followed and it was mentioned that possibly we should not limit ticket sales as people do not seem to be too dissatisfied and are willing to crowd into the ballroom to listen to a big name band when dancing space is available. Question was asked whether we want to encourage high school students to attend the dances. It was also pointed out that big name band dances could be closed to the public and only University students admitted. It was also pointed out that with the arbitrary 3,000 limit it would not in most cases be financially feasible to contract a name band without sustaining considerable loss.

0-241

Motion K-707:

It was moved to refer Motion K-706 to the Program Committee for review and recommendation.

Seconded and carried.

New Business:

It was that name cards be prepared for the Board members for the next few meetings so that it would be easier to get to know each other.

Nominations for Officers were opened by Rod Rude.

Nominations for President were: George Meyers, Stan Madeja, and Jim Heltzer. Nominations were then closed.

Following speeches on behalf of the candidates and a short talk by each of the candidates on their objectives for the Union Board, ballots were distributed. Following the vote it was announced that Jim Heltzer was elected President.

Nominations for Vice President were opened. Stan Madeja, George Meyers, and Wayne Tempelman were nominated and then nominations were closed.

Short speeches were given by those making the nominations on behalf of the candidates and Wayne Tempelman was then asked to give a brief summary of his objectives for the Union Board as the others had done previously. Following the distribution of ballots and voting, it was announced that George Meyers was elected Vice President.

Nominations were opened for Corresponding Secretary and Wayne Tempelman, Hope Bouvette, and Mary Jean Van Valkenburg were nominated. Following the distribution of ballots and voting, it was announced that Mary Jean VanValkenburg was elected Corresponding Secretary.

Nominations were opened for the Member-at-Large on the Executive Committee. Stan Madeja was nominated and it was the concensus of the Board that nominations then be closed. Stan Madeja was elected Member-at-Large on the Executive Committee by unanimous vote.

Rod Rude performed the installation of officer ceremony.

Mr. Pfleider gave his comments to the 1955-56 Union Board commending them for much of the fine work which had been done and mentioning some of the high and low points of the past year's operation.

0-242
Motion K-710:

It was moved to adjourn.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

Members Present:

Jim Heltzer, George Meyers, Mary Jean VanValkenburg, Jim Shimschock, Bob Whitlock, Hope Bouvette, John Bohanon, Barbara Clark, Hermon Joern, Fred Katter, Dorothy Lea, Stan Madeja, Lamonte Nelson, Virginia Rosaker, Dr. Layton.

Members Absent:

Wayne Tempelman, Mr. Alfred Cheese, Jr., Dr. Forrest Erlandson, Mr. Eugene Pfleider, Mr. John Richter.

Others Present:

Don Finlayson

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

Executive Committee Report:

The following appointments as Area Directors and the following standing Committee memberships were announced.

Public Relations Committee

Hope Bouvette, Chairman
Bob Whitlock
Hermon Joern
Mr. John Richter

Personnel Committee

Bob Whitlock, Chairman
Barbara Clark
Dorothy Lea
Mary Jean Van Valkenburg
Dr. Wilbur Layton

House and Finance Committee

Lamonte Nelson, Chairman
Jim Shimschock
Virginia Rosaker
Mr. Alfred Cheese, Jr.

Program Committee

Stan Madeja, Chairman
Virginia Rosaker
John Bohanon
Lamonte Nelson
Dr. Forrest Erlandson

Expansion Committee

George Meyers, Chairman
Jim Heltzer
Wayne Tempelman
Fred Katter

Executive Committee

Jim Heltzer, President
George Meyers, Vice President
Mary Jean VanValkenburg, Corresponding Secretary
Stan Madeja, Member-at-Large
Mr. Eugene Pfleider

Area Directors

Hermon Joern, Games Area
Dorothy Lea, Music Area
Virginia Rosaker, Fine Arts Area
Wayne Tempelman, Noon Program Area

Barbara Clark, Dance Area
Jim Shimschock, Social Skills Area
John Bohanon, Outings Area
Fred Katter, Talent Development Area

0-243
Motion K-711:

It was moved to approve the Committee memberships and Area Director appointments as announced.

Seconded and carried.

George Meyers volunteered to act as representative on the University Camp Committee and Jim Shimschock volunteered to act as representative on the Convocation Committee.

0-244

Motion K-712:

It was moved to approve the appointment of George Meyers as representative on the University Camp Committee and Jim Shimschock as representative on the Convocation Committee.

Seconded and carried.

0-245

Motion K-713:

It was moved to approve the following Special Events Dates.

Homecoming Dance	November 3, 1956
Dividend Night	November 17, 1956
Christmas Sing	December 5-7, 1956
Christmas Semi-Formal	December 8, 1956
Snow Week	January 19 - 26, 1957
Mardi Gras	March 2, 1957
Stardust	April 27, 1957

Seconded and carried.

It was announced that a pow-wow for the present Board members and last year's Board members would be held following the regular Board Meeting, Tuesday, May 22, 1956, at Hidden Falls.

Director's Report:

In the absence of Mr. Starr Mr. Finlayson gave the Director's report which is attached to these minutes.

Mr. Finlayson also gave a resume of next summer's program plans.

New Business:

Bob Whitlock, Personnel Committee Chairman, advised Board members that many Committee Chairmanships are open and that many Committee members will be needed. He asked that they notify their friends who might be qualified and interested to file for these positions.

0-246

Motion K-714:

It was moved that no organization holding a meeting in the Union be allowed to expel a member unless the individual disrupted a meeting, with the stipulation that a group holding a meeting in a rented room be allowed to do as they wished about the matter.

Seconded.

0-247

Motion K-715:

It was moved to table Motion K-714:

Seconded and carried.

0-248

Motion K-716:

It was moved to refer Motion K-714 to the House and Finance Committee.

Seconded and carried.

⁰⁻²⁴⁹
Motion K-717:

It was moved to adjourn.

Seconded and carried.

Respectfully Submitted,
Mary Jane VanValkenburg
Corresponding Secretary

MJVV:BY

Director's Report

Meeting of May 15, 1956

With the beginning of a new Board there are many problems to solve and improvements to be made. Some of these problems are immediate and some are long range. Both must be studied in order to be solved so that the Union Board of Governors' Program will be strong and the Union can be of greatest service to the students, faculty, and guests of the University.

Immediate -

1. The Union Program is only as strong as the various committees. The number one problem that faces the Board now is how can the committees be filled with the best qualified personnel.
 - a. To insure good leadership in chairman positions requires the attention of every Board member. What major chairmanships are open? Homecoming Dance? Rovers? Sno Week? Stardust? Coffman Capers? ? ?
 - b. The identification of committee members at all levels is a real problem. Should a pre-committee membership requirement of service be set up? ? The University of Illinois and the University of Iowa have students waiting to be placed on committees. Why don't we? ? ? We can!!
2. Both the Summer Program and the Summer Orientation Program need review.
 - a. Is it wise to turn over the Summer Program to staff? ?
 - b. Should the Union Board take full responsibility for Coffman Capers or should it be delegated to a committee? ?
3. A plan for Sunday Operation should be considered before the opening of the fall quarter.
 - a. What can be done in the way of Sunday programs?
 - b. How much will it cost to be open on Sundays?
4. Plans should be made for the next fall regional meeting of the Association of College Unions to be held at Duluth Branch, University of Minnesota, and the Big Ten Conference.
 - a. Who are to be the delegates to both conferences?
 - b. How can both receive and contribute information at the Regional and Big Ten Conferences?
 - c. Should a Regional Library of Union printed material be established at Minnesota?

Long Range -

5. A review should be made of the preparatory information given to Neil Swanson in regard to the advisory committee on the extension of Coffman Memorial Union.
 - a. What are the problems to be encountered by the expansion committee?

b. Who should be on the committee?

6. In March, 1947, the Minnesota Union Board of Governors outlined a fifteen year building program which was approved by the Board of Regents. This included an Outing Center Camp. What steps can be taken to move toward the realization of this project?

Gordon L. Starr
Director of Student Unions
and Assistant Professor

GLS:by

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS AGENDA

MAY 15, 1956

- I. EXECUTIVE COMMITTEE REPORT
- II. DIRECTOR'S REPORT
- III. PROGRAM REPORT
- IV. SUMMER ORIENTATION REPORT
- V. DISCUSSION OF AREAS AND AREA CHAIRMAN RESPONSIBILITIES

DR. ZEIBARTH - SUMMER PROGRAM

MONDAY SQUARE DANCE

\$1000 / SUMMER

TUESDAY

BAU ROOM INSTRUCTION

W

AFT LAWN PARTIES

TH

1:30 - 3:00 (SQUARE DANCE)

FR

FRU NITE DANCE

ART CRAFT SHOP - 1-8:PM

Report of Trip to the University of Iowa

For: Study of Music Area

From: Wayne Temmelman

The Union Board of Governors appointed me to make a study of the music area at the University of Iowa during the weekend of April 20-22. This trip was beneficial to the Union because of the gathering of ideas which can be used in the planning of our new addition.

The music area in their new addition consisted of one large room off which were the control room and three small listening rooms. The large room had a lounge atmosphere and contained a Seeburg Selectamatic player containing 100 extended play records. This player was operated by the students when there was no operator in the control room. The other items in the room were the speaker, a large collection of records on open shelves, files for the records, a few high class magazines, and an extremely thick carpet.

The control room was nicely laid out with a window opening into the main room. During the open hours of 11:00 to 5:00 and 7:00 and 9:30, the students instruct the operator as to what records they would like to hear. They had excellent equipment, in fact they had the best. While the tape recorder had had only a small amount of use in the past, they eventually hope to have all their music on tapes because of its superior qualities.

The small listening rooms were suitable for just one person each, and they had generally speaking ordinary phonographs. The students played either the records found in the room or those which they brought from home. The equipment in these rooms took a beating and was sometimes left operating after students left. The music area was one of the outstanding attractions of the union. The students could always come to this room and find classical music being played, and if they so wished they could select the music being played. The Seeburg in the writer's opinion was unsatisfactory because of the limited time that it takes to play one side of the 45 extended play records. There appeared to be nothing available like jazz, folk sing, etc. outside of that which was found on the open shelves. It seems like there could have been special hours devoted occasionally to the playing of different types of music. The listening rooms could have been provided with automatic shut-offs, like the light in the telephone booths. Also, so one person doesn't spend too much time in the room, a clock on the outside showing the amount of elapsed time could have been provided. Many times groups would like to play special records so a larger room would have been desirable.

From the survey of the music area at Iowa the writer has gained many ideas about what the music area should be like in the new addition, plus many suggestions for the current program.

May 15, 1956

Exec. comm. report

*nights meeting
at Hidden Falls*

Area directorships were announced & approved. George Meyers volunteered to be rep. for the University Camp Comm. & Jim Shimschock volunteered to be the rep for the Convocation Advisory Comm. The various dates for the special events for the forthcoming year were discussed & then approved. The pow-wow of the old & new bd. members was to be held after next Tues - Director's report plus Program Director

In absence of Mr. Starr, Don Finlayson, Program Director, gave Mr. Starr's report, & then gave his own report, which included a resume of next summer's programming.

New Business

Bob Whitlock, as Personnel Chrmn., advised Union bd. members to tell their friends of the many comm. chrmn. & memberships that are open. Bob also made a motion that no organization holding a meeting in the Union be allowed to expel a member unless the expellee disrupted the meeting. The one stipulation was that the group holding their meeting in a rented room be allowed to do as they wished about the matter. It was agreed to table the motion.

The meeting was then adjourned

Respectfully submitted
M. J. Van v.--corres

Executive Committee Report.

Appointments:

Public Relations Committee

Chm. Hope Bourette ✓
Bob Whitlock ✓
Herbie Joern ✓
John Richter ✓

Personnel Committee

Chm. Bob Whitlock ✓
Barb Clark ✓
Dorothy Lea ✓
Mary Jean Van Valkenburg ✓
Dr. Layton ✓

House and Finance Committee

Chm. Samonte Nelson ✓
Jim Shinslock ✓
Virginia Rosaker ✓
M.C. Cheese ✓

Program Committee

Chm. Stan Madeja ✓
Virginia Rosaker ✓
John Bohannon ✓
Samonte Nelson ✓
Dr. Erlanson ✓

Expension Committee

Chm. George Meyers ✓
Jim Helter ✓
Wayne Templeman ✓
Fred Katter ✓

Executive Committee Report

Executive Committee:

- ✓ Jim Ketter
- ✓ George Meyers
- ✓ Mary Jean Van Valkenburg
- Stas Madeja
- Mr. Pflieger

University Camp Committee

George Meyers

Convocation Advisory Committee

?

Area Chairmen Appointments:

- | | | |
|--------------------|---|--------------------|
| Games | - | Herbie Joern ✓ |
| Dance | - | Barb Clark ✓ |
| Music | - | Dorothy Lea ✓ |
| Social Skills | - | Jim Shinslock ✓ |
| Fine Arts | - | Virginia Rosader ✓ |
| Outings | - | John Bohannon ✓ |
| Noon Program | - | Wayne Templeman ✓ |
| Talent Development | - | Fred Katter |

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two stall.

COFFMAN MEMORIAL UNION
University of Minnesota
Minneapolis 14

May 21, 1956

TO: University of Minnesota Union Board

FROM: Lamonte Nelson, Chairman, House and Finance Committee
Virginia Rosacker, Jim Shimschock, Mr. Cheese, and
Mr. Starr

House and Finance Committee Responsibilities

1. All special requests for reservations and similar matters referred to the House and Finance Committee shall be acted upon by said committee, with a report of such action given to the Minnesota Union Board at the monthly business meeting.
2. Budget expenditures which have been approved shall be handled by the House and Finance Committee.
3. Requests for expenditures which have not been previously approved shall be proposed to the Minnesota Union Board at the monthly business meeting, unless emergencies warrant taking it to the Union Board beforehand.
4. Matters pertaining to infractions of House Rules shall be taken care of by the House and Finance Committee with a report of such action given at the monthly business meeting.

5. P. L. — 54 — 6-

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
AGENDA
MAY 22, 1956

I. STANDING COMMITTEE REPORTS

- A. Executive Committee Reports
- B. Director's Report
- C. All-University Camp Committee Report
- D. House and Finance Committee Report
- E. Public Relations Committee Report
- F. Program Committee Report
- G. Personnel Committee Report

II. OLD BUSINESS

III. NEW BUSINESS

IV. ADJOURNMENT

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University of Minnesota Union Board

Executive Committee

REPORT

May 22, 1956

The executive committee appointed Jim Heltzer as representative speaker for the Activities Convocation of Welcome Week. It was decided that the dinner meeting with the staff was to be next Tuesday at 6:00 p.m. in Room 353, and tentative plans were made to have a Board dinner meeting with Mr. Willey next fall. Jim Heltzer suggested that Stan Madeja, Program Chairman, hold a regular progress meeting for all area directors. The following are suggested as representatives to the Big Ten Conference: Jim Heltzer, Hope Bouvette, George Meyers, and Bob Whitlock. For the Regional Conference: Stan Madeja, Mary Jean VanValkenburg, LaMonte Nelson, and a fourth person to be nominated from the floor.

A PROGRAM REPORT

1. Have you had a conference with your Program Consultant and former Area Director? If so, what constructive plans have you made?
2. What do you consider to be the most immediate project to be faced in your area?
3. What pet projects are you planning for next fall?

University of Minnesota Union Board

House and Finance Committee
Meeting of May 18, 1956

REPORT

Members Present: LaMonte Nelson, Chairman, Ginny Rosacker, Jim Shimchock,
Gordon Starr

Members Absent: Mr. Alfred Cheese, Jr.

1. Authorization is underway for permanent installation of lights on the Terrace which can be used for paper lanterns and other decorations for parties and receptions. The approximate cost will be \$625.00.
 2. Nine pieces of sectional furniture in the Main Lounge will be reupholstered at an approximate cost of \$674.00. The furniture can be used in other parts of the building after the new lounge furniture is purchased.
 3. Estimates for painting conference rooms, offices, and corridors during the summer are being obtained.
 4. The committee feels there is a need to study better office space for the program consultant in the Outings Area and will look into the matter in the near future.
 5. A study is being made and estimates will be obtained on a bookcase and renovating of the furniture for the Director's Office.
 6. Permission was granted to Campus Chest to use room 346 from 1:30 to 3:30 p.m. each Tuesday and Thursday for the remainder of spring quarter.
 7. Permission was granted to the Personnel Committee to use the right hand third of the bulletin board opposite the Information Desk for a permanent display listing open committee memberships and committee chairmanships, with the reservation that if the Personnel Committee is not using the space it may be used for other posters.
- The House and Finance Committee also approved the request of the Personnel Committee to place mail boxes for committee chairmen in the Union Board Office subject to the space requirement and the approval of the Program Director as to the need.
8. Approved the request of the All-University Congress for blanket approval to run their regular meetings each Wednesday evening and their Executive Committee meetings in the Congress Office on Tuesday evening until 11:00 p.m. should the need arise.
 9. Approved the request of the Alumni Association to use room 344 May 21 through May 28 for the distribution of Graduation material.
 10. Motion K-714 which was referred to the House and Finance Committee was discussed and it is recommended that the Motion be defeated as it was felt that groups have the responsibility of determining the membership of a meeting as well as the conduct of individuals attending their meeting.

Respectfully submitted,
LaMonte Nelson, Chairman

Please answer and return to:

Barb Clark
Union Board Office
231 Coffman Memorial Union
University of Minnesota
Minneapolis, Minnesota

on or before September 1st.

1. Generally, what does each of your committees do? (Name each committee and general program)

2. You will be expected to lead a discussion session. Be thinking of specific problems in your area which you can discuss --- such as:
 1. NEW IDEAS

 2. BUDGET

 3. PUBLICITY

 4. PROGRAMMING FOR THE YEAR

University of Minnesota Union Board of Governors

House and Finance Committee
Meeting of May 25, 1956

Report

Members present:

LaMonte Nelson, Chairman, Mr. Alfred Cheese, Jr., Virginia Rosacker,
Mr. Gordon Starr.

Members absent:

Jim Shimschock.

1. The Committee approved the requests of Campus ^{chest} Carnival as follows:
 - a. Use of the Main Ballroom on Thursday, October 11, 1956, from 9:00 p.m. to 1:00 a.m.
 - b. Use of the Union ticket booth from October 1 through October 11, 1956, for the advance sale of tickets for the dance.
 - c. Use of the Main Ballroom from 11:00 a.m. to 2:00 p.m. Wednesday, October 10, 1956, for the Campus Chest Auction.

It was agreed to waive the usual service charge as a contribution toward Campus Chest with the provision that the Campus Chest Committee cover the cost of personnel for the check rooms and for the public address system.

2. The request of Alpha Phi Omega for the use of the Main Ballroom for a dance on February 23, 1957, was tabled until the third week of fall quarter. This dance would include Explorer Scouts and it was felt that more opportunity should be given to scheduling events for University students before a commitment was made.
3. The House and Finance Committee will make a study of all office and room assignments during the summer and early fall. A report will be given at a later date.
4. The request of the Personnel Committee for a bulletin board and for a sign to be placed in front of the Union Board office was tabled for further study of the project. It was felt that the idea of an organizational chart showing committee chairmen and committee members was desirable, but the problem of space and the present use of the bulletin board should be considered.
5. A matter of infraction of rules in the Billiard Room was reviewed by the Committee. One student and one University employee are being sent letters informing them that they have lost the privilege of using the Billiard and Game Rooms, and Bowling Alleys through fall quarter.

Respectfully submitted,

LaMonte Nelson, Chairman

LN:by

University of Minnesota Union Board of Governors
Meeting of May 22, 1956

Members Present:

Jim Heltzer, Stan Madeja, George Meyers, Bob Whitlock, Virginia Rosacker, Jim Shimschock, Fred Katter, Mr. Pflieger, Dr. Erlandson, Wayne Tempelman, Dorothy Lea, LaMonte Nelson, Hope Bouvette, Herman Joern, John Bohanon, Barbara Clark, Mary Jane VanValkenburg.

Members Absent:

Dr. Layton, Mr. Richter, Mr. Cheese.

Others Present:

Marcia Koth, David Seamans, Roberta Voss, Judy DeYoung, Pat Jaster, Daily reporter.

The meeting was called to order at 7:20 p.m. following the showing of slides taken at the Spring Leadership Retreat. The minutes of the previous meeting were approved.

Executive Committee Report:

The Executive Committee appointed Jim Heltzer as representative speaker for the Activities Convocation of Welcome Week.

It was decided that the dinner meeting with the staff was to be next Tuesday at 6:00 p.m. in Room 353, and tentative plans were made to have a Board dinner meeting with Mr. Willey next fall.

Jim Heltzer suggested that Stan Madeja, Program Chairman, hold a regular progress meeting for all area directors.

The following are suggested as representatives to the Big Ten Conference: Jim Heltzer, Hope Bouvette, George Meyers, and Bob Whitlock. For the Regional Conference: Stan Madeja, Mary Jane VanValkenburg, LaMonte Nelson, and a fourth person to be nominated from the floor.

Nominations were opened for the member of the Liaison Committee and Barbara Clark was nominated. There being no other nominations --

⁰⁻²⁵⁰
Motion K-718:

It was moved to approve the appointment of Barbara Clark as a member of the Liaison Committee.

Seconded and carried.

There was some discussion about the dinner meeting for next Tuesday as there are several other programs taking place that night which members would like to attend. It was the concensus of the Board that the Board meeting be held at 5:00 p.m. Tuesday, May 29, 1956, in rooms 326 and 327 and that dinner be served at 6:30 p.m. in room 353.

Nominations were opened for a fourth student to attend the Regional Conference this coming fall. Bob Whitlock and Fred Katter were nominated. Bob Whitlock declined as he had already been named to attend the Big Ten Conference.

⁰⁻²⁵¹
Motion K-719:

It was moved to approve Fred Katter as a delegate to the 1956 Regional Conference of the Association of College Unions.

Seconded and carried.

0-252

Motion K-720:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Director's Report:

Mr. Starr circulated some material about activities at other unions and their activities. He also circulated a picture which appeared in the Minneapolis Star of the mural in the Ballroom.

The Village Union held their annual Kiddie Karnival on Sunday, May 20, 1956, and they had over 1,000 in attendance. It was one of their most successful events. The Village Board has made a study of their Union's operation and although the information is available, it has not as yet been compiled in one report. Mr. Starr suggested that this be an item for one of the summer Board meetings.

He mentioned that he would be available to guide a tour of the building for any Board members interested next Tuesday at 4:30 p.m. prior to the Board meeting.

The Regional Conference planning meeting to be held in Duluth May 23, 1956, and Mr. Starr will report on the meeting next week. October 27, 1956, has been suggested as a possible date for the Regional Meeting and Mr. Starr asked for the feeling of the Board on this date. The Meeting has previously been held in late November. The Board was agreeable to the October date.

Mr. Starr announced that Mr. David Seamans will be leaving the Union this spring to take a position as Assistant Director at the Union at the University of Rhode Island, Kingston, Rhode Island.

Mr. Starr commended the Board for the keen interest shown in the program thus far. He mentioned the Foreign Students' program held Sunday, which was very successful and so well attended that people had to be turned away because there was no more food for the dinner.

Preliminary sketches for the wood paneling to be used in the Main Lounge were presented to the Board. Questions were raised on the use of other materials. Mr. Starr replied that many products had been reviewed and it was the feeling of the professional people consulted that wood paneling would be the best for the area. He also mentioned that the drawings were very preliminary and that the corridors, pillars, stair wells, furniture and furniture arrangement will all be considered carefully before definite action can be taken.

Program Committee Report:

Stan Madeja presented a dittoed sheet with three questions asking if Area Directors had consulted with the program consultants and former Area Directors, what plans had been made, what the immediate area projects are, and what pet projects are planned for next fall. Each Area Director replied on the status of his area. Most had contacted the program consultants and former Area Directors and were in the process of getting personnel and organizing plans for fall.

Stan suggested that the Area Directors prepare a standard type of check list for their Chairman so that details will be taken care of and not missed because of lack of experience on the part of the Chairman.

Obvious things to be done should be included, such as reserving space, contracting talent, ordering food, etc.

The Program Committee recommends that a big name band be contracted for the Welcome Week Whirl and that the Union help the Welcome Week Committee financially with this item. It was also suggested that the Coffman Capers be a vaudeville show as this will be more easily arranged than a production during the summer. It was recommended that the Board provide an act for the show.

The Program Committee recommended that the Convocation Committee be contacted on the matter of holding some of the Convocations in the Union next year. The Committee felt that this would be desirable for all concerned as some of the programs would be suited to the Ballroom. They felt it would be better to fill the ballroom than to fill only a quarter of Northrop.

o-253

Motion K-721-

It was moved to approve the report of the Program Committee.

Seconded and carried.

House and Finance Committee:

LaMonte Nelson presented the following report to the Board:

Authorization is underway for permanent installation of lights on the Terrace which can be used for paper lanterns and other decorations for parties and receptions. The approximate cost will be \$625.00.

Nine pieces of sectional furniture in the Main Lounge will be reupholstered at an approximate cost of \$674.00. The furniture can be used in other parts of the building after the new lounge furniture is purchased.

Estimates for painting conference rooms, offices, and corridors during the summer are being obtained.

The committee feels there is a need to study better office space for the program consultant in the Outings Area and will look into the matter in the near future.

A study is being made and estimates will be obtained on a bookcase and renovating of the furniture for the Director's Office.

Permission was granted to Campus Chest to use room 346 from 1:30 to 3:30 p.m. each Tuesday and Thursday for the remainder of spring quarter.

Permission was granted to the Personnel Committee to use the right hand third of the bulletin board opposite the Information Desk for a permanent display listing open committee memberships and committee chairmanships, with the reservation that if the Personnel Committee is not using the space it may be used for other posters.

The House and Finance Committee also approved the request of the Personnel Committee to place mail boxes for committee chairmen in the Union Board Office subject to the space requirement and the approval of the Program Director as to the need.

Approved the request of the All-University Congress for blanket approval to run their regular meetings each Wednesday evening and their Executive Committee meetings in the Congress Office on Tuesday evening until 11:00 p.m. should the need arise.

Approved the request of the Alumni Association to use room 344 May 21 through May 28 for the distribution of Graduation material.

Motion K-714, which was referred to the House and Finance Committee was discussed and it is recommended that the Motion be defeated as it was felt that groups have the responsibility of determining the membership of a meeting as well as the conduct of individuals attending their meeting.

There was a question on Motion K-714 and the committee's recommendations from Bob Whitlock, and following a short discussion he said he would bring it up later.

0-254

Motion K-722:

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

All-University Camp Committee:

George Meyers reported that he had attended a meeting of the Camp Committee as an unofficial member representing the Union Board. He stated that there was only one other student at the meeting and felt that it was unfortunate that students were not interested in the project. Appointments to the committee for the coming year will soon be made and possibly this will help.

He stated that there was a possibility of the University obtaining money for the camp from a large foundation and that studies were now being made so that appropriate information can be given in application for the grant.

0-255

Motion K-723:

It was moved to approve the report on the All-University Camp Committee.

Seconded and carried.

Public Relations:

Hope Bouvette explained briefly the public relations organization plan for the Union and stated that a copy of the plan would be distributed to all members in the near future.

The Committee hopes to have representatives in the campus living groups who will help in publicizing all events and getting people living on campus interested in activities in the Union.

Other projects include displays, inter-college exchange of ideas, posters, etc. The pictures of the Board members taken at the meeting will be used in publicizing the Board and Union activities during the Summer Orientation programs and Welcome Week.

Several pamphlets are being made by Marcia Koth--How to be a Chairman, How to Get Publicity, Tickets and Program, and Decorations.

The Committee plans revision of the material the Union distributes in the Orientation folders. They hope to include a brochure with coupons giving admission to typical Union events hoping to interest Freshmen to return to the Union following Welcome Week.

0-256

Motion K-724:

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

Personnel Committee:

Bob Whitlock announced that filing for Committee Chairmanships will close on Friday, May 25, 1956. Interviews will begin on Monday and they hope to be through by Tuesday so that appointments may be made at the next meeting. He urged all members to contact friends about filing for Board Chairmanships.

⁰⁻²⁵⁷
Motion K-725:

It was moved to approve the appointment of Barbara Clark as Chairman of the Summer Orientation Program.

Seconded and carried.

⁰⁻²⁵⁸
Motion K-726:

It was moved to approve the appointment of Barbara Clark as Chairman for the Fall Committee Chairman Leadership Retreat.

Seconded and carried.

Barbara presented to the Board a letter asking each Area Director to give the duties of each committee and general program. Each Board member will be expected to lead a discussion session and items which should be included are: new ideas, budget, publicity, programming for the year. Board members were asked to return information on their areas to Barbara by September 1.

Bob Whitlock mentioned that the suggestion to hold a Committee Chairmanship meeting jointly with the three Unions was rejected by the Personnel Committee as they felt it would not help to unify the Committee Chairmen with the Board. He suggested that a social joint meeting of the three Boards be held sometime in the fall.

⁰⁻²⁵⁹
Motion K-727:

It was moved to approve the Personnel Committee report.

Seconded and carried.

New Business:

⁰⁻²⁶⁰
Motion K-728:

It was moved that the Expansion Committee study the possibility of the Department of Student Unions taking a more active interest in the planning of the University Camp.

Seconded and carried.

⁰⁻²⁶¹
Motion K-729:

It was moved that Motion K-714 be brought before the Board for discussion.

Seconded and carried.

⁰⁻²⁶²
Motion K-730:

It was moved to call the question on Motion K-714:

Seconded and carried.

Motion K-714:

It was moved that no organization holding a meeting in the Union be allowed to expel a member unless the individual disrupted a meeting, with the stipulation that a group holding a meeting in a rented room be allowed to do as they wished about the matter.

The motion was made at the meeting of May 15, 1956, and seconded. At this time the Motion was voted upon and defeated.

Old Business:

⁰⁻²⁶³
Motion K-731

It was moved to approve the Director's report given at the meeting of May 15, 1956.

Seconded and carried.

Barbara Clark urged all Board members to attend the play "The Glass Menagerie" as it is very well done and deserving of the support of the Board.

Jim Heltzer commended the Board members on the wonderful start made on the programs for the coming year and the preparation for the Board meeting which he felt was one of the best he had attended.

⁰⁻²⁶⁴
Motion K-732

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

CHAIRMEN

RECOMMENDED

1. WFR: MANAGER--Jim Ramsburg
SLA; jr.
2. CREATIVE SOCIETY: CHRMN.-- Bob Ahlstrom
GC; frosh
7308 Blaisdell Ave. So.
Richfield, Minn.
RO 9-8667
3. ~~MOON RIVERS: CHRMN~~ *Library room Chicago* Leonard Weston
SLA; sr.
411 Walnut St. SE
Minneapolis, Minn.
FR 1-3440
4. JAZZ YOU LIKE IT--Thomas D'Andrea
SLA; jr.
Box 37
Keewauqua, Minn.
FR1-7471
5. BOWLING--Richard Stieger
Business; jr.
1757 Engelwood Ave
St. Paul, Minn.
MI 4-24 13
6. CHESS--Milton Otteson
SLA; jr.
1710 Engelwood Ave.
St. Paul, Minn.
MI 4-9843
7. ROVERS--Roger Anderson
SLA; soph.
Centennial
Room 2319
8. CHARM --Nodiva Lange
Home Ec. jr.
1701 Juliet
St. Paul, Minn.
MI 9-4856
9. FOREIGN STUDENT RELATIONS --KAY JOSWICK
SLA; frosh
1000 5th St. SE
Minneapolis, Minn.
FR 6-4374

10. STUDENT-FACULTY RELATIONS--Sheila Arkin
SL; jr.
411 E. Comstock
Mpls., Minn.
11. TOASTMASTERS--Don Mayer
12. VARIETY DANCE--Hugh Lovewell
Gr; frosh
5700 Dupont Ave So
Minneapolis
LO 2846
12. SATURDAY NIGHT DANCE--JEAN HINIKER
Education Soph.
2769 Wellesley Ave.
St. Paul, Minn.
MI 9-2938
13. DANCE INSTRUCTION--BARBARA JOFFE
Education-Soph.
Comstock Hall-209 E
Minneapolis
14. SQUARE DANCE--THOMAS SWEDIEN
SLA; soph.
1116 SE 5th St.
Mpls., Minn.
FR 1-1385
15. CHRISTMAS SING--RAY OSTLUND
IT; jr.
715 E. Rice St.
Weyzata
GR 36691
16. REP. TO HC--SCOTT NICHOLAS
SLA; jr. soph.
4924 Emerson S.
Mpls. Minn
PL 0722
17. PUBLIC RELATIONS BUREAU--Mary Leaf
SLA; frosh
329 Sanford
Mpls., Minn
18. PERSONNEL BUREAU--MARY ELLEN WALLERINS
SLA; f rosh
311-10th Ave. SE
FR 3-7285

19. TOASTMISTRESS --NANCY FOURNIER
SNO-WEEK 3005 SW. 2nd - 42nd.
SIA; soph.
WA 6-3580
20. DANCE AREA PUBLICITY CO-ORDINATOR--RAE SHORE
1780 N. Del wood
St. Paul, Minn.
MI 5-5387
21. BC DANCE--SCOTT BURTON
SIA; soph.
421 23rd Ave. NE
ST 1-7046

University of Minnesota Union Board of Governors
Executive Committee Meeting
May 28, 1956

Report

Members Present:

Jim Heltzer, George Meyers, Mary Jane VanValkenburg, Mr. Starr.

Members Absent:

Mr. Pfeider, Stan Madeja.

Jim Heltzer met with Mr. Malcolm M. Willey, Academic Vice President, and a meeting of the Board at Mr. Willey's home has been set for October 9, 1956.

Mr. Willey assured Jim that the Union Board of Governors would be consulted before a site for the University Camp and administration responsibility for the camp were set.

It was the feeling of the Executive Committee that the non-student faculty and staff members of the Board should not be expected to attend all Board meetings. Since they are Board members and not advisers, they should be expected to attend standing committee meetings as often as they are able to do so.

With reference to the Bowling Alley situation, the Director is co-operating to the fullest extent with the proper authorities.

Respectfully submitted,

Mary Jane VanValkenburg

MJVV:sby

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
AGENDA
MAY 29, 1956

- I. APPROVAL OF MINUTES
- II. STANDING COMMITTEE REPORTS:
 - A. Director's Report
 - B. Executive Committee report
 - C. Public Relations Committee
 - D. Personnel Committee
 - E. House and Finance Committee
 - F. Program Committee
 - G. Extension and Development Committee
- III. OLD BUSINESS
- IV. NEW BUSINESS
- V. ADJOURNMENT



University of Minnesota Union Board of Governors

Meeting of May 29, 1956

Members Present:

Jim Heltzer, Lamonte Nelson, Herb Joern, Virginia Rosacker, Mr. Cheese, Wayne Tempelman, Dr. Brlandson, Jim Shimschock, Fred Katter, Mary Jane Van Valkenburg, Barbara Clark, Dorothy Lea, Dr. Layton, Mr. Richter, George Meyers, Bob Whitlock.

Members Absent:

Hope Bouvette, Stanley Madeja, John Bohanon, Mr. Pfleider.

Others Present:

Mr. Starr, Don Finlayson, Dave Seamans, Roberta Voss, Judy De Young, Daily Reporter Howard Sear, Mr. Christine, Estelle Lamberton, Virginia Lind, Helon Hartwick, Beverly Yaunick.

The meeting was called to order at 5:10 p.m. The minutes of the previous meeting were approved.

Director's Report:

Mr. Starr reported that the activities for the quarter are ending and plans are underway for the summer session activities.

A new person will be added to the staff, Ron Barrett. Mr. Finlayson gave some background on Mr. Barrett. Roberta Voss will be leaving on June 15. She has several offers in the hospital recreation field.

The Union will be closed on Wednesday, May 30, 1956, Memorial Day.

Mr. Starr mentioned that he will be taking part in Boy's State on the St. Paul Campus beginning June 11, 1956.

Mr. Christine, Billiard Room Supervisor, Estelle Lamberton, Game Room Supervisor, and Virginia Lind, Cashier, were introduced to the Board.

Executive Committee Report:

Jim Heltzer met with Mr. Malcolm M. Willey, Academic Vice President, and a meeting of the Board at Mr. Willey's home has been set for October 9, 1956.

Mr. Willey assured Jim that the Union Board of Governors would be consulted before a site for the University Camp and administration responsibility for the camp were set.

It was the feeling of the Executive Committee that the non-student faculty and staff members of the Board should not be expected to attend all Board meetings. Since they are Board members and not advisors, they should be expected to attend standing committee meetings as often as they are able to do so.

With reference to the Bowling Alley situation, the Director is cooperating to the fullest extent with the proper authorities.

0-265
Motion 4-733:

It was moved to approve the Executive Committee report.

Seconded and carried.

Personnel Committee Report

The recommendations of the Committee for Chairmanships were presented to the Board for review and approval.

⁰⁻²⁶⁶
Motion K-734

It was moved to approve the following individuals for Committee Chairmanships as listed.

WMR: Manager - Jim Ramsburg
 Creative Society - Bob Ahlstrom
 Friday Noon Program - Leonard Weston
 Jazz You Like It - Thomas D'Andrea
 Bowling - Richard Stieger
 Chess - Milton Otteson
 Rovers - Roger Anderson
 Charm - Modiva Lange
 Foreign Student Relations - Kay Joswick
 Student-Faculty Relations - Sheila Arkin
 Toastmasters - Don Mayer
 Variety Dance - High Lovewell
 Saturday Night Dance - Jean Hiniker
 Dance Instruction - Barbara Joffe
 Square Dance - Thomas Swedien
 Christmas Sing - Ray Ostlund
 Representative to Homecoming - Scott Nicholas
 Public Relations Bureau - Mary Leaf
 Personnel Bureau - Mary Ellen Wallerius
 Toastmistress - Nancy Fournier
 Dance Area Publicity Coordinator - Rae Shore
 Homecoming Dance - Scott Burton

Seconded and carried.

House and Finance Committee:

The Committee approved the requests of Campus Chest as follows:

- a. Use of the Main Ballroom on Thursday, October 11, 1956, from 9:00 p.m. to 1:00 a.m.
- b. Use of the Union ticket booth from October 1 through October 11, 1956, for the advance sale of tickets for the dance.
- c. Use of the Main Ballroom from 11:00 a.m. to 2:00 p.m. Wednesday, October 10, 1956, for the Campus Chest Auction.

It was agreed to waive the usual service charge as a contribution toward Campus Chest with the provision that the Campus Chest Committee cover the cost of personnel for the check rooms and for the public address system.

The request of Alpha Phi Omega for the use of the Main Ballroom for a dance on February 23, 1957, was tabled until the third week of fall quarter. This dance would include Explorer Scouts and it was felt that more opportunity should be given to scheduling events for University students before a commitment was made.

The House and Finance Committee will make a study of all office and room assignments during the summer and early fall. A report will be given at a later date.

The request of the Personnel Committee for a bulletin board and for a sign to be placed in front of the Union Board office was tabled for further study of the project. It was felt that the idea of an organizational chart showing committee chairman and committee members was desirable, but the problem of space and the present use of the bulletin board should be considered.

A matter of infraction of rules in the Billiard Room was reviewed by the Committee. One student and one University employee are being sent letters informing them that they have lost the privilege of using the Billiard and Game Rooms, and Bowling Alleys through fall quarter.

The Committee also asked that the Board approve the following responsibilities for the House and Finance Committee.

1. All special requests for reservations and similar matters referred to the House and Finance Committee shall be acted upon by said committee, with a report of such action given to the Minnesota Union Board at the monthly business meeting.
2. Budget expenditures which have been approved shall be handled by the House and Finance Committee.
3. Requests for expenditures which have not been previously approved shall be proposed to the Minnesota Union Board at the monthly business meeting, unless emergencies warrant taking it to the Union Board beforehand.
4. Matters pertaining to infractions of House Rules shall be taken care of by the House and Finance Committee with a report of such action given at the monthly business meeting.

There was some discussion concerning the monthly business meeting referred to in the responsibilities and it was the consensus of the Board that a number five be added to the list providing for a monthly business meeting.

5. The Committee shall prepare reports and material appropriate for the monthly business meeting of the Board.

It was the consensus of the Board that there be three meetings a month devoted primarily to program at which standing committee reports will be given and three area directors will report. The business meeting will include standing committee reports but will be primarily devoted to the House and Finance Committee. Any matter which needs immediate attention may be brought up at any meeting.

LaMonte Nelson presented for approval the following request from the Games Area which was not included on the printed committee report.

Use of the Game Room on the following dates:

October 9, 1956	2:00 - 5:00 p.m.	Card Tournament
October 30, 1956	11:30 - 2:30 p.m.	Chess Exhibition
November 20, 1956	2:00 - 5:00 p.m.	Mixed Doubles - Bridge
January 15, 1957	2:00 - 5:00 p.m.	Mixed Doubles - Bridge
February 19, 1957	2:00 - 5:00 p.m.	Card Tournament

0-267
Motion K-735

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Development and Expansion Committee:

Fred Katter reported that the Committee had had a preliminary meeting and had formulated a plan of action and that they would be meeting again soon.

0-268
Motion K-736

It was moved to approve the report of the Development and Expansion Committee.

Seconded and carried.

Program Committee:

Dave Seamans reported that he had recently attended a meeting at which representatives from the Student Activities Bureau, Engineer's Day, All-University Congress, Minnesota Royal and Campus Carnival were present. Due to the day on which Easter falls and the end of the winter quarter, there will be a number of events scheduled the same week. The schedule at present is as follows:

Campus Elections	April 24, 25, 1957
Black Book Dance	April 26, 1957
Stardust Dance	April 27, 1957
E Day	May 3, 4, 1957
Minnesota Royal	May 4, 5, 1957
Campus Carnival May	May 10, 11, 1957

The schedule is tentative at present depending on when the auditorium and other facilities are available.

0-269
Motion K-737

It was moved to accept the report.

Seconded and carried.

New Business:

Bob Whitlock asked for permission to stay in the building after closing at 8:00 p.m. during the summer. Mr. Starr said that he would take care of arrangements for Bob.

A question was asked on the responsibilities of the House and Finance Committee and it was clarified to the effect that the Board does want the committee to assume responsibility, but that full report of their actions will be made to the Board.

0-270
Motion K-738

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 6:30 for dinner in Room 353 of the Union.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by

agenda

August 4, 1956
University of Minnesota
Union Board of Governors Meeting
August 4, 1956

Agenda

- I. Approval of minutes
- II. Standing Committee Reports
 - a. President's Report
 1. Letter from Stan Madeja
 - b. Director's Report
 - c. House and Finance Committee - Jim Shimschock
 - d. Public Relations - Hope Bouvette
 1. Welcome Week
 - e. Personnel Committee - Hope Bouvette
 - f. Program - Judy De Young and Ron Barrett
 1. Summer Program
 - g. Expansion and Development Committee - George Meyers
- III. Old Business
 - Homecoming - Jim Poole and Kathy Bezat
- IV. New Business
 - a. Dr. Erlandson
 - b. Movie of Coffman Memorial Union - Ginny Rosacker
 - c. Other
- V. Adjournment

House and Finance Committee
Report
August 4, 1956

To: Union Board of Governors

From: House and Finance Committee -- LaMonte Nelson, Chairman, Jim Shimschock, Virginia Rosacker, Mr. Cheese, Mr. Starr

INFORMATION ON PROGRESS -

1. Details of placing plywood on main lounge walls have been worked out with Physical Plant. It is recommended that oak be used. Bids are being solicited for the work. The best time to have the work done will be during the Christmas vacation period.
2. More information is needed on the new furniture.
3. The circular stairwells, men's checkroom, main checkroom, women's washrooms, bowling alley, and miscellaneous corridors have been or are now being painted.
4. Some 41 tables and 21 pieces of furniture have been sent to the upholstery shop for repair.
5. In order to improve conditions in the bowling alley operation a "cup" vending machine for soft drinks will replace the bottle cooler. The cost for the vending machine is \$932.00 to be taken from the current budget.
6. Masking Units will be installed to cover the pin machines. The cost for the units is \$2,526.39 and the cost of the "curtain" wall is \$2,225.00; to be taken out of renovation.
7. We were able to purchase risers which normally cost over \$300.00 for \$225.00. These can be used on the stage for shows, creative society, etc.
8. Sorry to report that no recommendations have been made by Mr. Hopkins for the North Star and Ski-U-Mah rooms.

RECOMMENDATIONS:

1. That a partition be placed in the Program Director's Office to divide the space for more efficient use. The estimate made by Physical Plant is \$1,480 to be taken from renovation. The estimate also includes construction of a bookshelf in the Director's Office.
2. That an area at the entrance of the Bowling Alley and Craft Shop be partitioned off for an office for program staff. Estimate not to exceed \$5,000, to be taken from renovation.
3. That \$1,096 be allotted from renovation to paint 5 rooms and miscellaneous areas at the Village Union. The Village Union has not been painted for five years.
4. That the net balance of \$41,009.19 be set aside in the following manner.
 - \$ 1,000.00 for the Outing Center Camp
 - 15,000.00 for automatic pin setting equipment
 - 25,009.19 for renovation budget
 - 10,000.00 for special budget to be set aside for development and expansion of Coffman Memorial Union.

\$41,009.19

5. The following requests for the use of the Main Ballroom have been received and it is recommended that they be approved.
 - a. Medical School Dinner, Tuesday evening, October 23, 1956
 - b. St. Paul Y. W. C. A. and University Y. W. C. A., Thursday, October 25, 1956
 - c. Schoolmen's Week - College of Education
 - Monday, April 15 -- 1 to 4:30 p.m. -- Rooms 320, 343, 345, 346, 325, 326, and 327.
 - Tuesday and Wednesday, April 16 & 17 -- MBR - 8:30 to 12:00 noon. 1 to 4:30 -- Rooms 315, 320, 325, 326, 327, 343, 344, 345, and 346.
 - d. Alpha Phi Omega, Friday, February 22, 1956
 - e. University Band Winter Formal, Saturday February 23, 1956

Book

University of Minnesota Union Board of Governors

Meeting of August 4, 1956

Members Present:

Jim Heltzer, Virginia Rosacker, Dr. Erlandson, Jim Shimschock, Fred Katter, Dr. Layton, Mr. Richter, George Meyers, Hope Bouvette, John Bohanon.

Members Absent:

Stanley Madeja, Mr. Pfleider, LaMonte Nelson, Herb Joern, Mr. Cheese, Wayne Tempelman, Mary Jan Van Valkenburg, Barbara Clark, Dorothy Lea, Bob Whitlock

Others Present:

Mr. Starr, Ron Barrett, Judy DeYoung, Kathy Bezat, Jim Poole, Marilyn Fenske, Bob Coyne, Beverly Yaunick. Hans Hopf

The meeting was called to order at 8:00 p.m. in the Town Hall at Cokato, Minnesota. Prior to the meeting steak sandwiches, corn, watermelon and other refreshments were served by Mr. and Mrs. Starr at the Legion Park just outside Cokato.

Motion K-⁰⁻²⁷¹739*

It was moved to approve the minutes of the meeting of May 29, 1956.

Seconded and carried.

President's Report:

Jim Heltzer read a letter of resignation received from Stan Madeja. The letter stated that Stan would be teaching school and doing part time graduate work this coming fall because of the unexpected illness of his father, and therefore, would not be able to serve on the Board.

Director's Reports:

Mr. Starr read to the Board a letter received objecting to the spelling of the word night as "nite" in the Summer Session brochure.

During the recent heavy rains there has been water leakage into the Art Craft Workshop and storage area. By coincidence many perishable goods had recently been moved away from the wall and; therefore, were not damaged by the water. Some wood in the Craft Shop is wet, but most of it can be salvaged. If no mildew results there will be no damage to the costumes stored in the Craft Shop. At the same time, there is a water shortage on the 3rd, 4th, and 5th floors. This can be serious because of the need of water for fire fighting as well as to supply drinking fountains, toilets, and the Campus Club needs. The Physical Plant has been authorized to make a study and make recommendations for increased water in the areas mentioned.

Director's Report, cont.

Mr. Starr announced that Dave Harris will be joining the staff as Manager of the Village Union, and Lisa Fruend will be joining the program staff at Coffman Union. We still have two Administrative Fellowship positions open but there are many applicants and it is expected that these will be filled shortly.

Don Finlayson, Program Director, will be leaving soon on his two week Navy tour of duty.

House and Finance Committee:

The following report was presented to the Board.

Details of placing plywood on main lounge walls have been worked out with Physical Plant. It is recommended that oak be used. Bids are being solicited for the work. The best time to have the work done will be during the Christmas vacation period.

More information is needed on the new furniture.

The circular stairwells, men's checkroom, main checkroom, women's washrooms, bowling alley, and miscellaneous corridors have been or are now being painted.

Some 41 tables and 21 pieces of furniture have been sent to the upholstery shop for repair.

In order to improve conditions in the bowling alley operation a "cup" vending machine for soft drinks will replace the bottle cooler. The cost for the vending machine is \$932.00 to be taken from the current budget.

Masking Units will be installed to cover the pin machines. The cost for the units is \$2,526.39 and the cost of the "curtain" wall is \$2,225.00; to be taken out of renovation.

We were able to purchase risers which normally cost over \$300.00 for \$225.00. These can be used on the stage for shows, creative society, etc.

Sorry to report that no recommendations have been made by Mr. Hopkins for the North Star and Ski-U-Mah rooms.

The following recommendations of the committee were presented for approval.

That a partition be placed in the Program Director's Office to divide the space for more efficient use. The estimate made by Physical Plant is \$1,480 to be taken from renovation. The estimate also includes construction of a bookshelf in the Director's Office.

House and Finance Committee, Cont.

That an area at the entrance of the Bowling Alley and Craft Shop be partitioned off for an office for program staff. Estimate not to exceed \$5,000, to be taken from renovation.

That \$1,096 be allotted from renovation to paint 5 rooms and miscellaneous areas at the Village Union. The Village Union has not been painted for five years.

That the net balance of \$41,009.19 be set aside in the following manner.

\$ 1,000.00 for the Outing Center Camp
15,000.00 for automatic pin setting
25,009.19 for renovation budget
10,000.00 for special budget to be set aside for development and expansion of Coffman Memorial Union.

\$41,009.19

The following requests for the use of the Main Ballroom have been received and it is recommended that they be approved.

Medical School Dinner, Tuesday evening, October 23, 1956

St. Paul Y. W. C. A. and University Y. W. C. A., Thursday,
October 25, 1956

Schoolmen's Week - College of Education
Monday, April 15 -- 1 to 4:30 p.m. -- Rooms 320, 343, 345,
346, 325, 326, and 327

Tuesday and Wednesday, April 16 & 17 -- MBR - 8:30 to 12:00 noon
1 to 4:30 -- Rooms 315, 320, 325, 326,
327, 343, 344, 345,
and 346.

Alpha Phi Omega, Friday, February 22, 1956

University Band Winter Formal, Saturday February 23, 1956

It was suggested that a letter be written by the Board to Mr. Hopkins indicating the Board's displeasure with the lack of decorating suggestions for the North Star Room and Ski-U-Mah Room.

Question was raised concerning the \$25,000 amount for renovation and it was mentioned that last year a balance of approximately \$49,000 was divided evenly between the St. Paul Campus Union fund and the renovation budget.

Jim Shinschock mentioned that an estimate of \$599.50 for the construction of a speaker cabinet for the hi-fi set had been obtained from the Physical Plant. It was recommended that other estimates be obtained and presented to the Board.

House and Finance Committee, Cont.

Question was raised on the cost of automatic bowling equipment. Mr. Starr answered that should Brunswick equipment be used the cost would be approximately \$8,000 per alley.

0-272

Motion K-740

It was moved to approve the report of the House and Finance Committee.

Seconded and carried.

Public Relations Committee:

Hope Bouvette presented the following report to the Board.

This year's Welcome Week promises to be the best ever! The hundreds of freshmen eagerly awaiting this week of introduction to the University are guaranteed a rousing welcome to our campus -- one they will long remember. We, as Union Board members, want to welcome them not only to the University but, more especially, to the Union. We want to give them the kind of welcome that will make them remember the Union -- our Union and theirs -- the kind of warm welcome that will make them want to think of CMU as the "living room of the campus!"

Our night to shine is Monday, September 24, -- the first big night of Welcome Week. (We have our chance before everyone is too tired to care! A DECIDED ADVANTAGE!) This will be Union Night and our night to give out with the biggest, warmest welcome this campus has ever seen. First impressions are lasting ones so it's up to us to create the kind of impression that will make the freshmen want to come back -- not just once but many many times throughout their four years at the U. We want to give them a night to remember!

The schedule for Union Night is packed full of FUN -- fun for the freshmen and, incidentally, for us! There will be two performances of "Coffman Capers" -- one at 7:00 and another at 8:00. It's a vaudeville-type show and right in keeping with the carnival atmosphere we want to create throughout the building with booths displaying each different area plus Personnel, Program, and Public Relations committees. The booths will be in operation from 6:30 till 9:30. Then the grand finale -- a huge dance with music provided by Bob Leighton's orchestra.

It seems that nothing can be accomplished without a certain amount of that green folding stuff and so we have been appropriated a Welcome Week budget of \$350. Bob Leighton and his boys will be costing us \$100. Then we have been asked to provide a noon program Wednesday, September 26. The services of Al Wiklund have been secured for this and he will cost \$10. We have also been asked to provide some sort of entertainment Friday, September 28, and, in conjunction with this request have enlisted the mighty forces of Augie Garcia--another \$100. The latter two programs, although not mandatory, will provide great public relations and further extend the initial welcome of Monday night. So, we have a budget of \$140 to cover the cost of Union Night other than the dance.

Public Relations Committee, Cont.

I know you've all been thinking about the booths you're going to have and now the time has come to really talk about them. We want audience participation to be the keynote of Union Night and we feel that booths are the best possible way to promote this. People remember the things they actually do a lot longer than those things they merely see or hear and so **ACTIVITY** must be our motto. Remember, the purpose of the booths will be primarily to tell people about the Union and, in particular, about your area or committee. Secondly, we want to stimulate enough interest so that students will want to sign up right then and there!

So we'll all know where we'll be, here's the tentative arrangement of the booths:

Program Committee--Main Lounge
Personnel Committee--Main Lounge
Public Relations Committee--Main Lounge
Noon Program Area--Main Lounge
Talent Development Area--Main Lounge
Fine Arts and Skills Area--Main Lounge or 320
Social Skills Area--Women's Lounge
Outings Area--Terrace (Commuters Lunchroom if rainy)
Music Area--Men's Lounge
Games Area--Outside Billiard Room
Dance Area--Games Room

Since the \$140 remaining in our budget will have to be stretched to cover expenses of "Coffman Capers", posters, and decorations in the main ballroom as well as the expenses entailed in building our booths and buying prizes, we urge you to keep your booths simple. We would like to set up all booths Monday afternoon--they must be ready to go by 6:30. We will purchase the following building supplies (cheaper by the dozen!) and they will be available for your use Monday:

Boards 1x2 up to 14 feet in length
White butcher paper 100 foot rolls
Poster paint
Crepe paper
Thumb tacks
Card tables

Prizes, too, can be purchased "cheaper by the dozen" so we will buy these and they will be here waiting for you. Let us know if you have any preferences as to the type of prizes you would like to give away from your booth.

Since Welcome Week and Union Night are only a few weeks away, we would like to know the definite plans for your booths by September 9. Please make these as detailed as you can. There will be another Board meeting September 18 when we can add the polishing touch. But remember it for POLISHING NOT GRINDING. Get those reports in by September 9.

Public Relations Committee, Cont.

Although you're all brimming with ideas and energy, perhaps you'd like this little extra bit of incentive--a roving committee will be on hand during Union Night activities and will award an appropriate "something" to the area or committee which puts forth the best all-around appearance and activity. There's no booby prize so everybody get busy! By the way, this "something" will henceforth be passed down to the most deserving area or committee each quarter.

Finally, since we'll all want people to know who we are, we're going to make ourselves sort of stand-out by wearing carnival hats and huge "hostess" and "host" badges.

This has been long but remember, these freshmen are going to be around for a long time! We want them to remember and use the Union during every bit of that time. It's up to us -- let's get BUSY!

Hope suggested that WTR broadcast from the main lounge giving interviews of students. The Gallery could have an exhibit, and the craft shop might plan a display of projects made in the Workshop and possibly have a jewelry demonstration. The dance area might plan a dance contest and possibly the Hula dance instructor could present an exhibition. The Personnel Committee will have a dart board with pictures of Board members as targets.

Hope asked for the feeling of the Board concerning participation in singing a song as the first number of Coffman Capers. She suggested that Herb Joern be contacted and asked to write words for some familiar song for the Board to sing. The Board members will be acting as Hosts and Hostesses for the Coffman Capers and will be provided with carnival hats and large white badges. The Board was in favor of participating in a song at the Coffman Capers.

Hope showed the Board a sample of the display of Union photographs which will soon be placed across from the Information Desk. It is hoped that these will be on display during the Orientation Program.

o-213
Motion K-711:

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

Program Report:

Ron Barrett reported that Friday Nite Dances have been well attended with an average of 300 attending each Friday. Most of the dances have been in the Ballroom, although scheduled for the Terrace, because of the rain.

The Square Dances on Monday evenings have been successful with an average attendance of 200.

Ballroom Dance Instruction has had an average attendance of 35.

Program Report, Cont:

Square Dance Instruction has not been very good as the instructor did not show up for two out of three lessons. This has been taken care of and an instructor will be available for the remaining lessons.

Full House, a card party scheduled for Wednesday evenings in the Terrace Reading Room has been dropped because of lack of interest.

A Croquette Tournament has been scheduled but as yet there have been no entries.

The Lawn Parties, with croquette, volley ball, and badminton have been very poorly attended.

The Rovers have been very active with approximately 25 at each weekly meeting. They have had trips each weekend.

Record Lending Library has had from 6 to 8 each week.

The bicycles have been rented out frequently, particularly on weekends.

The program staff is preparing a questionnaire for the approval of Dean E. W. Zievarth of Summer Session, to see what sort of programs should be planned for next year. The questionnaire will be sent to Summer Session students.

Judy De Young reported that the Orientation program has been set up and is ready to begin Monday, August 6, 1956. Last year the Union sponsored two evenings per week and this year we were asked to provide a program every evening. A style show presenting fashions for the school year, fall quarter through spring quarter, is planned. Stores have been contacted and the script is prepared.

Expansion and Development Committee:

George Meyers reported on a Camp site recommended by Dr. G. B. Fitzgerald. The property is between Lake Alexander and Fish Trap Lake in Morrison County and is approximately 110 miles from Minneapolis. More information concerning the cost of the land and the lake conditions will be needed and the information has been referred to the Camp Committee.

Personnel Committee:

Hope Bouvette reported for Bob Whitlock. Hope explained that Conrad Katzenmeyer of the Personnel Bureau will be acting as a liaison representative to the organizations having living quarters on the campus. Monthly meetings, or two per quarter, are planned with representatives of these organizations invited to attend. The meetings will be for exchange of information on activities and will be informal gatherings with coffee served.

Activities Day will be Friday of Welcome Week and a Union Booth will be set up. All Board members will be contacted concerning the time they can be at the booth to take applications.

Personnel Committee, Cont.

Filings for all open Chairmanships will be open the first week of school.

Filing dates for the Board position open were discussed and it was the consensus of opinion that filings be immediately open and remain open until a few weeks after school has started.

A request from the Bureau of Scholarships and Loans was received asking the Union Board to sponsor a dinner or coffee hour for scholarship winners. After discussion it was recommended by the Board that a coffee hour be held and the matter was then referred to the Committee. It was suggested that the House and Finance Committee also study the matter in regard to funds and final recommendations be brought back to the Board.

Congratulations cards have now been printed and will be used by the Board for notes to award winners and those appointed or elected to campus offices.

It was suggested that those who filed for Board positions previously be contacted in regard to the opening which now exists.

The next Board meeting will be held Tuesday September 18, 1956, which is just prior to Welcome Week.

⁰⁻²⁷⁴
Motion K-742

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Old Business

Jim Poole and Kathy Bezat reported on the Homecoming plans.

The proposed Homecoming button design was shown to the Board members.

Les Brown has broken the contract for the Homecoming Dance and Ralph Flanagan, Stan Kenton, and Richard Maltby bands are now being contacted.

The plans for this year are designed to encourage Alumni participation and a banquet is planned for Friday evening, and a buffet luncheon for Saturday with transportation to the game provided.

Coffee Hours are planned for Friday afternoon with certain rooms for different graduating classes.

Approximately 10,000 letters to Alumni members will be sent out. The information letter contains a detachable card for reservations for the banquet and luncheon. There was no estimate of cost on printing or mailing. It was pointed out that by previous agreement the Union Board would share with the Homecoming Committee one-half of the profit or loss on the Alumni Dance and Luncheon.

New Business:

Dr. Erlandson will be resigning from the Board as he is leaving the University for a position at Michigan State University. He expressed his regret in leaving the Board as he said he had been much impressed with their efforts thus far.

Ginny Rosacker presented the movie of Coffman Memorial Union to the Board.

⁰⁻²⁷⁵
Motion #7131

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ln