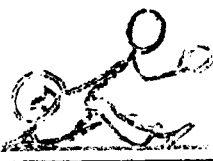


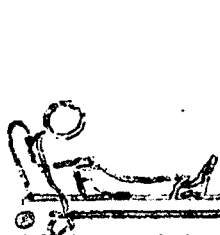
1955-56

56-57

COFFMAN MEMORIAL UNION
UNIVERSITY of MINNESOTA



PROGRAM



REPORT

TO SET THE STAGE THE PREFACE

To tell the story of the program of 1955-56 is as difficult as describing a memorable gourmet dinner; the amount of food consumed is a statistic with limited value and does tell part of the story, but the setting, the excitement, the atmosphere, the spirit of the occasion, the personality interplay, the individual specialties served up by the chef, and most of all, the fun and enjoyment which are all truly the real story are almost impossible to recapture in the telling.

To present statistical facts about program, in turn, weaves only the basic thread of the whole cloth. In the report to follow, we shall endeavor to complete the design with the bright threads which will help to make the story live for the interested reader. We will weave into the pattern our successes as well as our failures; our expectations and our accomplishments; our trials and our errors; and if possible, some of the excitement and fun we have had together since last September when we took dreams in hand and went forth to battle. Perhaps between the lines you may detect some of our pride and even a little of each of us who made this year what it was.

AND NOW TO BEGIN.....

AT THE BEGINNING.....there was a building, a staff, 85,198 expectant customers, an ambitious and untrained Board of Governors, and a year of challenge. THEN.....came Welcome Week and the opportunity to recruit new blood for the thirty-odd committees; more than 300 Freshmen took the initial step on Coffman Capers Nite and we were in business. FROM THEN ON....the pace never slackened until 100,220 customers, came, saw, and were served a "smorgasbord" of programming in 528 events encompassing the entire spectrum from Hula lessons to a three-day 15th Anniversary Birthday Party.

FALL QUARTER.....set the pace early with all committees in full swing smashing existing attendance records in almost every major area. HOMECOMING DANCE packed the house to a wall-bulging 4,182 to the music of Claude Thornhill followed closely by the 15TH ANNIVERSARY BIRTHDAY PARTY of three days which saw 8,512 celebrants consume a six foot cake, jam the ballroom to enjoy the Ray Anthony band, consume hundreds of gallons of free coffee, and take home prizes, souvenirs, and pleasant memories of the Union. As a special present to the members of our Union, the "Board" decided to personally stage the "nicest dance of the year" during the Christmas season and staged the CHRISTMAS SEMI-FORMAL which lived up to advanced billing.

Sandwiched in between these highlite adventures, the daily program business clicked along with something going on every day and nite someplace in the building. Attendance in

several areas exceeded previous records, notably in Social Skills and Music. Outstanding performers were Coffman Musicals, the Art Gallery, and Noon Varieties. On the other side of the cloud, several other programs dragged their heels but generally, the program moved steadily with new programs beginning to develop.

WINTER QUARTER.....moved quickly into gear following a breather over the Christmas Holiday with SNO Week leading the way. During the holiday period, Sno Week was planned, the most ambitious group being the cast of CAROUSEL burning midnite oil to be ready for a critic-pleasing four-day production during the big week. It was our first attempt at staging a Broadway production and fully justified the effort as attested by the 1,550 pleased customers. SNO WEEK moved to the snow country the first weekend when 300 hardy souls headed for the slopes in the SKI TRAIN. For those who passed up this opportunity, the Prom Ballroom opened their doors for the kickoff dance for 3,750. During the week-long celebration, CAROUSEL, competitive events, Queen and King judging, parties, and button sales all climaxed at the SNO BALL where RALPH MARTERIE and his band entertained 2,200 dancers.

MARDI GRAS ran into trouble this year and dropped in attendance but not in quality to give us our only "bust" in the Special Events field. Several newcomers to the program areas appeared during this quarter with the Creative Society. Bag Lunch Canteen, Advanced and Hula instruction, and Photo Classes in the new Photo Lab. among those remembered expansions. The entire dance area soundly trounced the so-called "usual Winter dance slump" and racked up an impressive total while the rest of the program maintained a consistent advancement.

SPRING.....came late.....QUARTER was poor weather-wise but in spite of, or because of this factor, program hit an all-time high. STARDUST DANCE, the single Special Event in Spring Quarter really outdid itself featuring BENNY GOODMAN on the first stop of his nation-wide swing bringing 4,280 customers to a "Standing Room Only" affair which sold out three days prior to the event. The Music area introduced JAZZ YOU LIKE IT which quickly established itself with three programs averaging 930 participants while rolling up new attendance highs in the entire area. The Fine Arts area tripled attendance in the Art Gallery, Charm Inc. continued to lead the way, and the Dance area once again refuted the "dance slump" argument by increasing attendance by a thousand over last Spring Quarter. The Creative Society stretched out with production of six plays, to an attentive audience of 961, and Coffman Musicals added more laurels by increasing their take by 500%.

Of course, none of this really tells the "Worm's Eye View" side of the picture, but the excitement, disappointments, satisfactions, and fun are built into the store just related. Imaginative, creative, and dedicated personnel is the only answer to a successful year, whether that personnel be student or staff. To swivel the spotlight to any individual member of this team would be decidedly unfair primarily because this was a team job from start to finish. We all shared in the proud moments and in the disappointments as we were building our year's record; we should also share together-with-pride the record as it stands.

Thanks,

Don Finlayson
Program Director

P.S. For those who have not had enough, the following pages tell the detailed story of our year. May I also refer those interested to the 1956 Spring Retreat folder for recommendations and reports of the 1955-56 Board.

THE CUSTOMERS WE SERVED

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

TALENT BUREAU
CREATIVE SOCIETY
CREATIVE WRITING

CUTINGS AREA XX

ROVERS
CO-REC ACTIVITIES

SOCIAL SKILLS

FOREIGN STUDENTS

SPECIAL EVENTS XX

GRADUATE STUDENTS XX

ADMINISTRATION

AS ASSIGNED BY
PROGRAM DIRECTOR

GAMES AREA XX

BILLIARDS
BRIDGE
TABLE TENNIS
BOWLING
CHESS

TERRACE ROOM XX

REC. READING ROOM

DANCE AREA XX

SQUARE DANCE
LETS DANCE
PRIVATE DANCE
INTERMEDIATE DANCE
ADVANCED DANCE
VARIETY DANCE
SAT. NITE DANCE
HULA LESSONS

NOON PROGRAM AREA XX

NOON MOVIES
UNION VARIETIES
NOONTIME CANTEN

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

ADMINISTRATION XX

STAFF
CONFERENCES
OFFICE PROCEDURES
BUDGET PROCEDURES
RELATIONSHIPS
UNIV. LIAISON

UNION BOARD XX

PROGRAM COMMITTEE XX

PROGRAM DEVELOPMENT XX
PROGRAM RESEARCH

RECREATIONAL STUDY XX

TALENT DEVELOP. AREA
WMMR

ADMINISTRATION

PROGRAM RESEARCH
PROGRAM CALENDAR
PROGRAM FILES SERVICE
PROGRAM EQUIPMENT
MAINTENANCE & STORAGE

DUTIES AS ASSIGNED BY
PROGRAM DIRECTOR IN
ALL AREAS.

STANDING COMMITTEES

EXECUTIVE
MR. STARR

HOUSE & FINANCE
MR. STARR

PERSONNEL
HELEN HARTWICK
REPRESENTING MR. STARR

PROGRAM
DON FINLAYSON
REPRESENTING MR. STARR

PUBLIC RELATIONS
MARCIA KOTH REPRESENTING
MR. STARR.

1955-56
ANNUAL PROGRAM ATTENDANCE
COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA

AREAS AND COMMITTEES	1954-55			1955-56		
	No. Events	Total Attend.	Aver. Attend.	No. Events	Total Attend.	Aver. Attend.
<u>FINE ARTS AREA</u>						
Gallery	9	4106	456	11	11,509	1046
Humanities Forum	16	2204	137	14	906	64
Artcraft Shop		4036			6631	
TOTALS		10,346			19,046	
<u>DANCE AREA</u>						
Saturday Nite Dance	11	4360	396	8	3544	443
Variety Dance	26	7706	296	18	6701	372
Square Dance	11	1176	107	23	2655	115
Let's Dance	16	1000	62	16	1567	98
Dance Instruction	48	1891	39	82	2518	30
TOTALS		16,133			16,985	
<u>MUSIC AREA</u>						
Coffman Musicale	16	1570	98	10	2922	292
Listening Hours	19	1469	77	56	2790	50
Band Concerts	1	120	120	(In Musicale)		
Jazz You Like It		(New in 1956)		3	2792	930
Record Lending Library	47	1666	35	52	766	14
Song Fests	2	60	30	2	250	125
TOTALS		4885			9520	
<u>SOCIAL SKILLS AREA</u>						
Charm Inc.	39	3105	79	48	4846	101
Toastmasters	25	473	19	26	471	18
Toastmistress	26	395	15	12	115	9
Student-Faculty Rel.	15	1247	83	25	1598	64
Foreign Students	8	494	61	5	832	166
TOTALS		5714			7862	
<u>GAMES AREA</u>						
Bowling Tournaments	1	76	76	1	179	179
Billiards Tournament		NONE		1	20	20
Bridge Instruction	10	123	12	7	160	23
Bridge Tournament	28	750	27	19	420	22
Chess Tournament	1	42	42	2	19	9
Table Tennis Tournament		NONE		1	20	20
TOTALS		991			858	
<u>OUTINGS AREA</u>						
Rover Trips	25	499	19	28	459	16
Rover Meetings	8	119	15	19	432	23
Co-Rec Nites	0	964	107	8	870	109
TOTALS		1582			1761	
<u>TALENT DEVELOPMENT AREA</u>						
Talent Bureau	6	25	4	2	28	14
Creative Society		(New in 1956)		13	1232	95
TOTALS		25			1260	

	1954-55			1955-56		
	No. Events	Total Attend.	Aver. Attend.	No. Events	Total Attend.	Aver. Attend.
AREAS AND COMMITTEES						
NOON PROGRAM AREA						
Noon Movies (Friday)	30	12,023	400	15	6191	412
Noon Varieties (Wed)	19	14,018	738	12	7310	609
Bag Lunch Canteen (Thur)		(New in 1956)		3	591	197
TOTALS		26,041			14,092	
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
COFFMAN CAPERS	1	2200	2200	1	2500	2500
OPEN HOUSES	2	3310	1655	2	9112	4556
SNO WEEK	3	4453	1484	6	8190	1365
MARDI GRAS	1	383	383	1	200	200
STARDUST DANCE	2	3071	1535	1	4280	4280
MERIT RECEPTION	1	180	180	1	150	150
SPRING RETREAT		NONE		1	32	32
TOTALS		19,381			30,096	
GRAND TOTAL OF ALL EVENTS		85,198			100,220	

FALL QUARTER 1955
PROGRAM ATTENDANCE REPORT

1954

	No. Events	Total Attendance	Average Attendance	No. Events	Total Attendance	Average Attendance
<u>ARTCRAFT WORKSHOP</u>		2552			2750	
<u>DANCE AREA</u>						
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	15	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	
<u>SOCIAL SKILLS</u>						
Charm, Inc.	8	478	59	16	1220	75
Toastmasters	7	134	19	8	122	15
Toastmistress	8	120	15	5	55	11
Student-faculty	8	705	88	8	689	85
Foreign Student				2	151	75
TOTAL		1437			2237	
<u>FINE ARTS AREA</u>						
Gallery	3	940	313	2	1643	822
Humanities Forum	6	1080	180	4	196	49
TOTAL		2020			1839	
<u>GAMES AREA</u>						
Bridge Instruction	10	123	12	7	160	23
Bridge Tournament	7	155	22	8	209	27
TOTAL		278			369	
<u>OUTINGS AREA</u>						
Rovers	9	141	15	10	206	21
Co-Rec Nites	4	469	117	1	115	115
TOTAL		610			321	
<u>MUSIC AREA</u>						
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	
<u>RADIO-THEATRE ARTS</u>						
Noon Movies	10	4479	447	2	1162	582
Union Varieties	2	2104	1052	7	5058	726
Quarterbacks	10	3056	305	10	1878	185
TOTAL		9639			8095	
<u>SPECIAL EVENTS</u>						
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			15699	

GRAND TOTAL

39351

40615

WINTER QUARTER 1956
PROGRAM ATTENDANCE REPORT

	1955			1956		
	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	

OFFICING QUARTER, 1956
PROGRAM ATTENDANCE REPORT
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

AREAS	1955			1956		
	No. Events	Total Attend.	Average Attend.	No. Events	Total Attend.	Average Attend.
<u>FINE ARTS AREA</u>						
Gallery	2	1225	612	4	5891	1473
Humanities Forum	3	235	78	3	185	62
Artercraft Shop		764		14	805	
TOTALS		2324			6881	
<u>DANCE AREA</u>						
Saturday Nite Dance	2	463	231	1	240	240
Variety Dance	9	1882	209	6	1640	273
Square Dance	NONE			6	623	104
Dance Instruction	16	600	38	32	1273	40
TOTALS		2845			3776	
<u>MUSIC AREA</u>						
Coffman Musicale	6	399	66	5	1522	304
Listening Hours	6	335	56	14	700	50
Band Concerts	1	120	120		(In Musicale)	
Jazz You Like It		(New in 1956)		3	2793	930
Record Lending Library	10	695	70	9	220	24
TOTALS		1829			5234	
<u>SOCIAL SKILLS AREA</u>						
Charm Inc.	9	1214	135	25	1594	63
Toastmasters	9	170	19	9	140	16
Toastmistress	9	148	17	NONE		
Student-Faculty Rel.	3	205	68	8	429	53
Foreign Students	6	367	61	1	275	275
TOTALS		2104			2338	
<u>GAMES AREA</u>						
Bowling Tournaments	1	36	36	NONE		
Billiard Tournament	NONE			1	20	20
Bridge Tournament	9	201	22	3	40	13
Chess Tournament	1	42	42	1	19	19
Table Tennis Tournament	NONE			1	20	20
TOTALS		279			99	
<u>OUTINGS AREA</u>						
Rover Trips	9	189	21	11	137	12
Rover Meetings	8	119	15	10	253	25
Co-Rec. Nites	2	210	105	4	385	96
TOTALS		518			775	
<u>TALENT DEVELOPMENT AREA</u>						
Creative Society		(New in 1956)		6	961	160
TOTAL					961	
<u>NOON PROGRAM AREA</u>						
Noon Movies	10	3309	331	5	1811	362
Noon Varieties	8	4383	548	3	1332	444
Thursday		(New in 1956)		1	349	349
TOTALS		7692			3492	
<u>SPECIAL EVENTS</u>						
Stardust	2	3071	1535	1	4280	4280
Merit Reception	1	180	180	1	150	150
Spring Retreat	NONE			1	32	32
TOTALS		3251			4462	

GRAND TOTALS

20,650

175

28,018

THE MONEY WE SPENT TO DO THE JOB.....

PROPOSED BUDGET ALLOTMENT
1955 - 1956

<u>AREAS</u>	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.

<u>AREAS</u>	<u>1955-56</u> <u>BUDGET</u>	<u>1954-55</u> <u>BUDGET</u>
<u>RADIO & THEATER ARTS</u>		
Noon Movies	\$400.00	\$400.00
Union Varieties	360.00	100.00
Quarterback Sessions	50.00	150.00
Talent Bureau	50.00	100.00
WMMR	850.00	600.00
<u>SOCIAL SKILLS</u>		
Charm, Inc.	250.00	150.00
Student-Faculty Relations	500.00	500.00
Foreign Students	300.00	300.00
Toastmasters	100.00	75.00
Toastmistress	100.00	75.00
<u>SPECIAL EVENTS</u>		
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.		
<u>PROGRAM OFFICE</u>		
Supplies	360.00	200.00
Telephone	300.00	275.00
Postage	75.00	25.00
Travel	400.00	400.00
Equipment	350.00	NONE
<u>PUBLICITY</u>		
Date Digest	150.00	150.00
Gopher Coverage	300.00	300.00
Photo Service	250.00	250.00
Union Relations	100.00	100.00
<u>UNION BOARD ACTIVITIES</u>		
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	

Personnel

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 FINAL PROGRAM ACTIVITY BUDGET
FALL QUARTER

TABULATION OF DECEMBER 31, 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	49.78	0	49.78		
Xmas Sing	25.82	0	25.82	35.00	9.18
Band Concerts	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	56.80	483.50	386.70
<u>RADIO & THEATRE</u>					
Noon Movies	45.30	0	45.40	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	1631.47	850.00	781.97
Quarterbacks	282.76	176.30	106.46	50.00	56.41
<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	148.59	150.00	1.43

	EXPENSE	INCOME	PROFIT OR EXPENDITURE	55-56 BUDGET	DEC 15 BALANCE
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	2915.06	4025.00	1109.94
Christmas Semi Formal	858.81	449.50	409.11	None	409.11

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

COFFMAN MEMORIAL UNION
BUDGET SUMMARY
WINTER, 1956

COMMITTEE	JAN 1 BUDGET	INCOME	EXPENSE	MAR 20 BALANCE
<u>DANCE AREA</u>				
SATURDAY NITE DANCE	200.00	296.90	220.87	275.03
LET'S DANCE	261.85	—	23.85	238.00
PRIVATE DANCE	32.50	276.50	319.05	10.05
VARIETY DANCE	100.00	565.66	632.50	33.16
SQUARE DANCE	91.11	248.75	290.51	41.76
<u>FINE ARTS AREA</u>				
GALLERY	378.78	—	101.50	277.28
HUMANITIES FORUM	116.99	—	31.78	85.21
ARTCRAFT SHOP	125.00	—	32.00	92.12
PHOTOGRAPHY	50.00	—	82.78	32.78
<u>GAMES AREA</u>				
BILLIARDS				
INSTR. AND PROMOTION	25.00	—	—	25.00
TOURNAMENTS	50.00	—	.70	49.30
BOWLING				
INSTRUCTION & PROMOTION	40.00	—	4.47	35.53
TOURNAMENTS	31.05	—	21.57	9.48
BIG TEN	200.00	—	—	200.00
BRIDGE				
INSTRUCTION & PROMOTION	18.30	30.00	74.15	25.85
TOURNAMENTS	21.00	73.45	82.72	11.73
GAME ROOM	50.00	—	—	50.00
CHESS	NONE	—	—	163.00
TABLE TENNIS	NONE	—	—	NONE
<u>MUSIC AREA</u>				
COFFMAN MUSICALE	125.22	—	95.43	29.79
BAND CONCERTS	73.04	—	—	73.04
SONG FESTS	23.56	—	2.55	21.01
CLASSICAL LISTENING	62.48	—	19.25	43.23
POPULAR LISTENING	—	—	—	—
RECORD LENDING LIBRARY	317.89	50.05	55.78	12.06
<u>OUTINGS AREA</u>				
CO-RECREATIONAL ACTIVITIES	25.00	—	—	25.00
ROVERS	146.70	28.20	52.69	122.21
<u>TALENT DEVELOPMENT AREA</u>				
WMMR	781.97	434.92	1421.26	1768.31
TALENT BUREAU	51.15	—	49.50	1.65
CREATIVE SOCIETY	NONE	—	—	NONE
CREATIVE WRITING	100.00	—	—	100.00

COMMITTEE	JAN 1 BUDGET	INCOME	EXPENSE	MAR 20 BALANCE
<u>NOON VARIETY PROGRAM AREA</u>				
NOON MOVIES	354.70	—	128.01	226.69
UNION VARIETIES	314.18	—	24.04	290.14
NOONTIME CANTEEN	SEE	PROGRAM	DEVELOPMENT	
<u>SOCIAL SKILLS AREA</u>				
CHARM INC.	150.53	150.00	207.97	92.56
STUDENT-FACULTY	271.10	—	97.10	174.00
FOREIGN STUDENTS	245.41	3.00	91.84	153.57
TOASTMASTERS	64.05	—	57.55	6.40
TOASTMISTRESS	60.09	—	48.50	11.59
GRADUATE STUDENTS	300.00	—	48.48	251.52
<u>UNION BOARD ACTIVITIES</u>				
LEADERSHIP OUTING	NONE	—	50.00	50.00
MERIT RECOGNITION	360.00	400.00	—	760.00
**BOARD ACTIVITIES	197.17	40.00	388.04	150.87
OPEN HOUSES*	400.00	—	296.29	103.71
<u>PUBLICITY</u>				
*GOPHER	108.00	—	—	108.00
PHOTO SERVICE	220.60	—	25.60	195.00
UNION RELATIONS	94.60	—	114.04	19.44
<u>CONTINGENCY FUND</u>				
	735.39	—	400.00	335.39
<u>PROGRAM DEVELOPMENT</u>				
RECREATIONAL READING	100.00	—	.54	99.46
ADVANCED DANCE	15.00	—	—	15.00
CREATIVE PROGRAMS	285.00	175.75	187.39	273.36
<u>SPECIAL EVENTS REVOLVING FUND</u>				
	3493.01	9445.80	9907.09	3031.72
<u>PROGRAM ADMINISTRATION</u>				
SUPPLIES	276.81	93.00	208.38	161.43
POSTAGE	81.73	59.55	106.00	46.45
TELEPHONE	175.36	—	137.80	37.56
TRAVEL	321.84	—	4.00	317.84
RECREATIONAL EQUIPMENT	269.44	—	23.96	245.48

*Includes \$108.00 charged against St. Paul and Village Unions

**Includes \$91.15 charged against Regional Conference 1955

COFFMAN MEMORIAL UNION
BUDGET SUMMARY
SPRING, 1956

	MAR. 20 BALANCE	TOTAL INCOME	TOTAL EXPENSES	BALANCE
DANCE AREA				
Insturction - Beginning	NONE	220.00	461.05	241.05
Intermediate				
Advanced	15.00	31.50	60.00	13.50
Hawaiian	NONE	6.00	34.50	28.50
Square	NONE	4.10	32.00	27.90
Saturday Nite Dance	26.03	256.26	249.47	32.82
Variety Dance	23.16	353.40	264.92	111.64
Square Dance	41.76	224.35	271.73	5.62
FINE ARTS AREA				
Gallery	276.88	NONE	142.87	134.01
Humanities Forum	85.21	NONE	27.44	57.77
Artercraft Shop	68.34	6.00	91.69	17.35
GAMES AREA				
Bridge				
Instruction	NONE	NONE	9.50	9.50
Tournaments	5.93	NONE	21.93	16.00
Billiards				
Instruction	25.00	NONE	13.48	11.52
Tournaments	49.30	NONE	70.68	21.38
Bowling				
Instruction	35.53	NONE	27.33	8.20
Tournament	59.48	NONE	27.34	32.14
Chess	163.00	10.00	166.01	6.99
Table Tennis	NONE	NONE	19.65	19.65
Game Room	50.00	NONE	25.10	24.90
Big Ten	200.00	NONE	316.08	116.08
MUSIC AREA				
Coffman Musicals	102.83	NONE	92.21	10.62
Listening Hours	33.23	NONE	34.38	1.15
Record Lending Library	312.06	60.59	490.72	118.07
Song Fests	21.01	NONE	9.25	11.76
Jazz You Like It	200.00	NONE	122.69	77.31
NOON VARIETY AREA				
Noon Movies	151.69	NONE	78.85	72.84
Union Varieties	140.14	NONE	35.95	104.19
Noontime Canteen	50.00	NONE	NONE	50.00
OUTINGS AREA				
Minnesota Rovers	122.21	53.20	185.14	9.73
Co-Rec Activities	25.00	NONE	NONE	25.00
SOCIAL SKILLS AREA				
Charm Inc.	92.56	88.00	388.81	208.25
Student Faculty Relations	174.00	NONE	172.82	1.18
Foreign Students	153.57	213.00	306.26	60.31
Toastmasters	56.50	NONE	52.10	4.40
Toastmistress	61.59	NONE	7.00	54.59
Graduate Students	151.52	NONE	24.50	127.02

	MAR. 20 BALANCE	TOTAL INCOME	TOTAL EXPENSES	BALANCE
TALENT DEVELOPMENT				
Creative Society	100.00	NONE	31.45	68.55
Talent Bureau	26.65	NONE	NONE	26.65
WMMR	849.06	576.79	702.94	975.21
PROGRAM DEVELOPMENT				
Recreational Reading	273.36	NONE	60.45	202.91
	99.46	NONE	68.70	30.76
PUBLICITY				
Photo Service	195.00	NONE	216.28	21.28
Union Relations	100.00	NONE	100.00	NONE
UNION BOARD ACTIVITIES				
Leadership Retreat	100.00	31.00	204.20	73.20
Merit Reception	760.00	NONE	1094.14	334.14
Board Activities	100.00	NONE	261.86	161.86
CONTINGENCY FUND				
	103.93	NONE	NONE	103.93
PROGRAM ADMINISTRATION				
Supplies	161.43	47.31	189.87	18.87
Postage	46.45	65.54	144.00	32.01
Telephone	137.56	NONE	78.60	58.96
Travel	317.84	NONE	234.90	82.94
SPECIAL EVENTS				
Creative Play Festival	NONE	163.50	359.68	196.18
Moon Is Blue	NONE	552.50	542.67	9.83
Stardust	NONE	6003.00	5314.23	688.77
SPECIAL EVENTS REVOLVING FUND				
	3031.72	6719.00	6216.58	3534.14

PROGRAM ADMINISTRATION CONT.

Recreational Equipment	245.48	28.00	135.25	138.23
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COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
PROGRAM OFFICE
1955-1956 FINANCIAL SUMMARY
Compiled July 15, 1956

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	ORIGINAL BUDGET	TOTAL INCOME	TOTAL EXPENSES	BALANCE	1956-57 BUDGET
DANCE AREA					
#Instruction - Beginning	NONE	773.50	1024.60	251.60	NONE
Intermediate					
***Advanced	NONE	60.00	60.00	NONE	50.00
***Hawaiian	NONE	34.50	34.50	NONE	25.00
***Square	NONE	32.00	32.00	NONE	NONE
Saturday Nite Dance	NONE	2198.26	1101.66	1096.60	NONE
#Variety Dance	NONE	1898.91	1612.41	286.50	NONE
Square Dance	75.00	713.60	711.63	76.97	NONE
Let's Dance	400.00	NONE	282.00	118.00	250.00
FINE ARTS AREA					
Gallery	400.00	NONE	265.99	134.01	400.00
Humanities Forum	150.00	NONE	92.23	57.77	100.00
#Artcraft Shop	175.00	15.00	174.47	15.53	200.00
GAMES AREA					
#Bridge - Instruction	75.00	62.00	172.35	35.35	75.00
Tournament	25.00	146.95	162.10	9.85	25.00
Billiards - Instruction	50.00	NONE	63.48	13.48	25.00
Tournament	50.00	NONE	71.38	21.38	75.00
Bowling - Instruction	40.00	NONE	31.80	8.20	25.00
#Tournament	60.00	NONE	77.86	17.86	75.00
##Chess	NONE	10.00	166.01	156.01	150.00
***Table Tennis	NONE	19.65	19.65	NONE	25.00
Game Room	50.00	NONE	25.10	24.90	50.00
Big Ten Tourney	200.00	NONE	316.08	116.08	300.00
MUSIC AREA					
Coffman Musicale	255.00	NONE	244.38	10.62	255.00
Listening Hours	100.00	NONE	101.15	1.15	50.00
Record Lending Library	400.00	197.04	685.01	87.97	400.00
Song Fests	50.00	NONE	38.24	11.76	50.00
***Jazz You Like It	NONE	122.69	122.69	NONE	300.00
Christmas Sing	35.00	NONE	25.82	9.18	35.00
NOON VARIETY AREA					
Noon Movies	400.00	NONE	252.16	147.84	400.00
Union Varieties	360.00	NONE	105.81	254.19	300.00
Quarterbacks	50.00	282.76	176.30	56.46	CANCELLED
#Noontime Canteen	NONE	NONE	NONE	NONE	100.00
OUTINGS AREA					
##Minnesota Rovers	483.50	91.90	345.13	230.27	750.00
Co-Rec Activities	25.00	NONE	NONE	25.00	25.00
SPECIAL SKILLS AREA					
Charm, Inc.	250.00	376.00	834.25	208.25	250.00
Student-Faculty Relations	500.00	NONE	498.82	1.18	500.00
Foreign Students	300.00	229.25	465.94	63.31	300.00
#Toastmasters	100.00	NONE	145.60	45.60	100.00
#Toastmistress	100.00	NONE	95.41	4.59	75.00
Graduate Students	300.00	NONE	72.98	227.02	300.00

	BUDGET	INCOME	EXPENSE	BALANCE	BUDGET
TALENT DEVELOPMENT					
***Creative Society	NONE	31.45	31.45	NONE	300.00
#Talent Bureau	50.00	NONE	125.00	75.00	50.00
WMMR	850.00	1022.99	3829.17	1956.18	NONE
PROGRAM DEVELOPMENT					
#Recreational Reading	NONE	69.24	69.24	NONE	100.00
Program Expansion	400.00	NONE	265.69	134.31	400.00
PUBLICITY					
Photo Service	250.00	NONE	271.28	21.28	250.00
#Gopher	300.00	NONE	331.20	31.20	400.00
#Union Relations	100.00	NONE	119.44	19.44	100.00
Date Digest	150.00	NONE	150.84	.84	150.00
Brochures					2000.00
P. R. Pamphlet					1000.00
UNION BOARD ACTIVITIES					
Big Ten Convention	200.00	NONE	197.24	2.76	200.00
Christmas Cards	50.00	NONE	53.00	3.00	50.00
Christmas Decorating Party	50.00	NONE	12.50	37.50	25.00
Christmas Decorations	NONE	NONE	169.52	169.52	175.00
#Board Activities	400.00	131.15	852.73	321.58	400.00
Alumni Reunion	100.00	NONE	40.00	60.00	50.00
Merit Reception	360.00	NONE	1094.14	734.14	750.00
#Fall Leadership Retreat	150.00	114.45	263.02	1.43	150.00
#Spring Board Retreat	NONE	31.00	204.20	173.20	150.00
Personnel General	40.00	NONE	NONE	40.00	NONE
Open Houses	500.00	NONE	296.26	203.74	300.00
Welcome Week	225.00	NONE	243.61	18.61	350.00
CONTINGENCY FUND	300.00	Not recorded in this report (See Fall, Winter, Spring reports)		300.00	300.00
SUMMER EXPENSES					
Summer Program	200.00				400.00
Summer Office Expenses	NONE	NONE	1015.62	765.62	300.00
Orientation	50.00				100.00
SPECIAL EVENTS REVOLVING FUND	4025.00	26249.55	27010.26	3264.29	NONE
PROGRAM ADMINISTRATION					
Supplies	360.00	249.57	590.70	18.87	360.00
#Telephone	300.00	NONE	341.04	41.04	400.00
Postage	75.00	216.82	335.00	43.18	75.00
Travel	400.00	NONE	317.06	82.94	500.00
Equipment	350.00	30.50	242.27	138.23	450.00
GRAND TOTALS	15693.50	35410.73	49178.47	1925.76	16275.00

* These programs were additionally subsidized from other programs (this amount not shown). See winter Report for amounts.
 * New programs in 1955-56 initiated after original budget was approved.
 ** Includes \$240.00 for bicycles which were not purchased.
 ***Income received from "Program Expansion" Budget.

AND WE CONCLUDE.....

THE CRYSTAL BALL FOR PROGRAM

These seem to be the trends:

1. Generally, the campus has begun to swing back to the Union for highlite programming: Homecoming, Welcome Week, Orientation, have all indicated a desire to plan their programs to be centered around the Union. These, added to our present Sno Week, Mardi Gras, Christmas Semi-Formal, Stardust, Creative Society, and the upswing in our standard programs all point to an extra-heavy program year.
2. The word is beginning to get around the University Community that the "Big Name" bands are coming to the Union and at the most reasonable price in town. More big non-Union organizational dances are being held in the Union rather than downtown. This should give us an opportunity to keep this trend coming our way with more good bands carefully chosen and spaced.
3. The need for a specific program designed to accent the latest talent on campus became more pressing in the latter part of the year and since the introduction of the Creative Society, interest in this type of activity has literally beamed to the point where development of this area of activity has become a necessity.
4. The entire area of theatre and talent development has shown a definite increase in interest throughout the year and a need for expansion and careful staging. The interest of the University Theatre Department has also given us the necessary encouragement to further efforts in this area.
5. The Twin City area is becoming a void in the good music field and the campus has looked to the Union to fill some of the void. Careful attention to the type and quality of music programs offered by our music area is a problem to be squarely faced to satisfy this increasing need.
6. A hardly-noticed trend has been the willingness of the campus to dress formally for the "right dance". Our Christmas Semi-Formal was the first tip-off with every major dance after that followed by many suggestions that we should go formal at least once during the year, perhaps once at Christmas and once at the Stardust affair.

7. Our customers have responded to what might be called the "Guest-centered" programs. Variety Dance, Saturday Nite Dance, Musicale, Jazz You Like It, and others were each designed to appeal directly to specific groups of people and their attendance proved that students will come to these programs designed for them. Our attendance at the Special Events this year might also be cited as examples of this type of planning.
8. Fraternities and Sororities have slipped a little this year and this has had its effect on the programs aimed at these groups. Better coordination with the "Greeks" to best utilize their valuable assistance and participation will be an area of concern.
9. The Commuter and his counterpart, the independent organizations, have begun to take a more healthy interest in the entire campus picture and the Union in particular. The Noon-time program area can meet this challenge and capitalize on it, but to make this effort truly effective, the greatest possible number of other areas should look to this area to promote commuter attendance in their own areas.
10. The quality of committee chairmen and members has been on the upswing with more so-called "Big Wheels" looking to the Union as the place to use their talents. Constant recognition and careful selection can help keep this swing in our direction.
11. Training and supervision of committee workers and Chairmen has been exposed as our weakest point; the responsibility for this important function rests with the area directors and will be an area of concern this year.
12. Fall Quarter we tended to place our publicity faith in Daily ads but since then have recognized the greater value of news, and all other more personal and specifically directed promotion methods. This swing of the balance should be a permanent one with the emphasis on "rifle shot" rather than "buckshot" promotion.
13. The Program Committee itself has taken a stronger and more essential position as coordinator and review board for program. The importance of this committee cannot be overestimated and should be strengthened even more.
14. A pre ram need for special programs designed specifically for Union personnel working on committees has developed as a strong need and should be considered seriously in the coming years. These are an integral part of the plan to elevate the position of those who serve the Board, increase morale, and encourage others to make this their Union.

15. Compliance with the existing policies affecting student activities throws a great responsibility on the individual Board members to know the policies and effect their compliance when applicable.
16. A need for closer liasson between the Area Director and his committee Chairman has been glaringly exposed as a positive need. This may require regular reports to the Board either directly or through the Program Committee; and this in turn may require regular coordinating meetings of the Area Director and his staff as well as coordinating meetings between Area Directors.
17. A tendency to develop new committees for every new activity has reared an ugly head this year which should be observed with caution. Fewer committees with more and diversified activities should be considered rather than the "one-a-time" or "once-in-a-while" type of committee we have tended to foster. Consolidation of committees new within many areas could be easily accomplished with sub-committees temporarily established within each committee. This suggestion program where there are now five major committees. This suggestion may also aid the Area Director in solving the problem mentioned in #16.
18. Financially, some of the committees have shown lack of advanced planning which may be a result of infrequent contact with Area Directors. Although subsidation of our programs, within reasonable limits, is admirable in the best sense, flagrant violation of sound business practices has been a frequent occurance and should be of concern to the Area Director.
19. Adequate coordination between Board and committees will probably solve the trend of this year which resulted in the Board being uninformed and generally apathetic concerning program plans and problems. Miracles were performed by individual event Chairmen this past year when appointments were made at the last moment. With a definite trend to more programming, perhaps the Board itself should become proportionately more concerned with the program.
20. The Board this past year initiated a program of evaluation by the Program staff which appeared to be of some value and should be considered as a continuing program ever; second meeting of the Board.

21. Our committees have tended to become "arrangement committees" rather than "planning committees" which is a serious deterioration of the proper committee function.
22. We have tended to regard big dances as the only type of Special Event worth producing. This may be a dangerous trend; perhaps thought should be given to a more varied and balanced Special Event Calendar.
23. Last Fall, we struck a keynote of "THINK BIG-BE BIG". May your Program in 1956-57 reflect an addition to this slogan and let our keynote for our biggest year tell our customers that we "THINK BIG-BE BIG-KNOW WHY".

If this report has been critical, it was no accident; now is the time for all who were responsible for making the 1955-56 program year what our customers consider to be one of our greatest, to take stock of our weak points as well as the outstanding good features. A careful self-analysis now will be a foundation solidly planted for an even better year in 56-57.

FOOD FOR THOUGHT IN 1956-57

Monthly "Big Think" Sessions (Committee and/or Board)

Positive ideas with no opportunity offered to tear down any idea.
Minutes to be kept by the Chairman.

The "Festival" Plan

A quarterly "Festival of Play", "Festival of Music", "Festival of Games", etc; a program designed to concentrate the special activities in one or more areas into one limited period of time.

"Blue Ribbon Idea"

A program of recognition to the area or committee producing the "Blue Ribbon" program of the month, quarter, and/or year.

"Union Ambassadors"

A concentrated program of recruiting, cultivating, using, and recognizing selected "Ambassadors", one in each organization or living unit in the University Community. These people to be salesmen of our program and be in a position to speak intelligently for us.

"So You Want to be"

Mimeographed or printed brochures each designed to outline - in as much detail as possible - the responsibilities, organization, and operating procedures of the following positions.

- "So You Want to be a Committee Chairman"
- "So You Want to be a Board Member"
- "So You Want to be a Decorating Chairman"
- "So You Want to be a Publicity Chairman"
- "So You Want to be a Special Event Chairman"
- "So You Want to be a Ticket Sales Chairman"
- "So You Want to be a etc."

Program Research

Several of our committees have pointed the way to research into program needs and desires as expressed by the customers in questionnaires, phone surveys, etc. Programs may then be designed around these expressed desires and needs.

Permanent Posters

A permanent, adaptable poster for each activity and attractively designed and large enough to be easily read has proved - where used - to be much better than expensive individual activity posters which are used once and discarded.

And in brief conclusion

A year of seeking and experimenting with many rewarding experiences the fruits of our labors. With the past as a foundation we look to the new faces and new experiences of 1956-57 with high expectation.

PUBLIC RELATIONS

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.

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 of promoting this. People remember the things they actually do alot 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 stiumlate 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 1 x 2 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.

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!

University of Minnesota Union Board
of Governors Meeting
September 18, 1956

AGENDA

- I. Approval of the minutes.
- II. University Village Union Report
- III. Executive Committee Report
- IV. Standing Committee Reports
 - A. House and Finance Committee
 - B. Public Relations Committee
 - C. Personnell Committee
- V. Program Director's Report
- VI. Director's Report
- VII. Old Business
- VIII. New Business
- IX. Adjournament

PERSONNEL COMMITTEE REPORT
UNION BOARD OF GOVERNORS MEETING, SEPTEMBER 18, 1956

1. The Personnel Bureau will be on duty on the night of Coffman Capers to service the different Area booths in the committee sign-up cards and to collect the cards that have been filled out by interested students. It must be remembered that the bureau also has its own booth to man and that at some times you may have a superfluous number of filled out cards and be low on blank cards. Don't wait for a person from the Personnel Bureau, come down to the Personnel Committee booth yourself and get the required number of cards. The Personnel booth will be located in the main lounge and it is there that the master supply of cards will be located. Remember, this program is important to us for securing the personnel needed for this year's committee programming. If this year's Coffman Capers is not successful it is YOUR area which will suffer. Let's put on a good show for the Freshmen.
2. On the Friday of Welcome Week there is a program that is known as "Activities Sign-up Day." Of course the Union Board will be well represented at this part of Welcome Week as it will at all other WW activities. The Personnel Bureau plans to have the Union display in front of the Union Board Office. It will be necessary for each Area director to either come himself to represent his area, or to designate a person to be at this booth. It is suggested that the Area director come first to the booth and then designate two other people to follow him at the post assigned for that area. The times of the sign-up are from 2:00 pm to approximately 4:00 pm on Friday, September 28th. It is imperative that we put on another good activity to get the Freshmen interested in Union activity. Remember your instructions and follow through on them!
3. The annual fall retreat will be held on October 21 this year. (That's a Sunday.) Barb Clark has been doing a good job on selecting a camp at which to hold this retreat and has finally pulled a camp called "Tipi-Wakan" out of the grab bag. Helen M. Hartwick, Barb, and Bob Whitlock went out to look at the camp on Monday, Sept. 17th and it looked as if it were admirably suited to our purposes. It is most important that all committee chairmen are present at this camp so start telling your chairmen about it. By the way, all Union Board members are also expected to put in an appearance at the camp, and lead discussions. It will also be necessary for all Area Directors and Chairmen of standing committees to prepare factual printed material on their areas.
4. As you all know, there are a number of vacancies on the Union Board. The Personnel Committee asks to be empowered to close filings, which have been open for about a month and a half, when they feel that there is no reason why filings should be left open. Filings would only be closed after a reasonable period, about two days, of publishing the fact that filings will close.
5. Many Committee Chairmanships are now open, as are all committee membership posts. Again the Personnel Committee asks you to notify any people that you know or run across that these positions are open and ask them to file. A list of committees which need chairmen is appended to this report.

PERSONNEL COMMITTEE REPORT -2-

List of Committee Chairmanships open as of September 18, 1956

1. Talent Bureau
2. Creative Society
3. All Noon Programs except Friday, which is being handled by A PHI O
4. Coffman Musicals
5. Record Lending Library
6. Classical Listening Hour
7. Music Equipment.
8. Gallery
9. Humanities Forums
10. Artcrafts Shop
11. Billiards
12. Bridge Committee
13. Game Room
14. Table Tennis
15. Co-Rec Nights
16. Toastmistresses
17. Graduate Students
18. ~~Square and Folk Dancing~~
19. Mardi Gras
20. Stardust
21. Dividend Nights
22. Summer Orientation for 1957
23. Let's Dance
24. Wednesday Night Dance

HAVE THIS IN BY OCTOBER 2!!!!!!!!!!!!

THE BOARD'S RESPONSIBILITY FOR THE FALL LEADERSHIP RETREAT

1. 3 minute pep talk on your area.
2. Prepare an informative sheet for our booklet on your area. This should not be a part of your pep talk but information pertinent to your specific area.
Such as:
 1. Committees under your area.
 2. Brief program explanation.
 3. How often program takes place
 4. Where it takes place.
 5. When it takes place.
 6. What the program does when it's in effect.
 7. Wh do these programs appeal to.
3. Be prepared to lead a discussion on yyour area — get suggestions , ideas etc. from the group. Talk over any problems you have run across so far or any that; you can forse in the future.

THANK YOU!

BARB CLARK _____ CHAIRMAN

SENIOR CONSULTANT
HELEN HARTWICK

JUNIOR CONSULTANT
JUDY DEYOUNG

JUNIOR CONSULTANT
RON BARRETT

PROGRAM DIRECTOR
DON FINLAYSON

RECREATIONAL ASSISTANT
LISA FREUND

FINE ARTS AREA
GALLERY
HUMANITIES FORUM

MUSIC AREA
COFFMAN MUSICALE
MUSIC APPRECIATION
CLASSICAL
POPULAR
RECORD LENDING LIB.
SONG FESTS
MUSIC EQUIP. USAGE
JAZZ YOU LIKE IT

OUTINGS AREA
ROVERS
CO-REC ACTIVITIES

ADMINISTRATION
STAFF
CONFERENCES
OFFICE PROCEDURES
BUDGET PROCEDURES
RELATIONSHIPS
UNIV. LIAISON

SOCIAL SKILLS AREA
CHARM
TOASTMISTRESS
TOASTMASTERS
STUDENT-FACULTY

NOON PROGRAM AREA
NOON MOVIES
UNION VARIETIES

GRADUATE STUDENTS

SUMMER PROGRAM - 1957

RECREATIONAL READING

TALENT DEVELOPMENT
TALENT BUREAU
UNION VARIETIES
CREATIVE SOCIETY

GAMES AREA
BILLIARDS
BRIDGE
TABLE TENNIS
BOWLING
CHESS

UNION BOARD

DUTIES AS ASSIGNED BY
PROGRAM DIRECTOR IN ALL
AREAS

SPECIAL EVENTS

PROGRAM DEVELOPMENT
PROGRAM RESEARCH

RECREATIONAL STUDY

WMR

ART CRAFT SUPERVISOR
LOUISE MOBERLY

ART CRAFT SHOP

ADMINISTRATIVE FELLOWSHIP
BILL PHELPS

TALENT DEVELOPMENT

EXECUTIVE
MR. STARR

HOUSE & FINANCE
MR. STARR

PERSONNEL
HELEN HARTWICK
REPRESENTING MR. STARR

PROGRAM
DON FINLAYSON
REPRESENTING MR. STARR

PUBLIC RELATIONS
MARCIA KOTH REPRESENTING
MR. STARR

chairman.....roger anderson

secretary.. ? the last one ran off with one of
our best members via June wedding

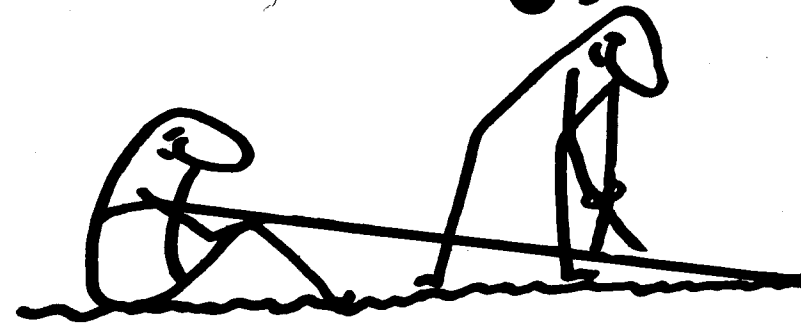
treasurer.....barbara farrand (she won't
last long either!)

trips.....spencer wright

equipment.....jay miller

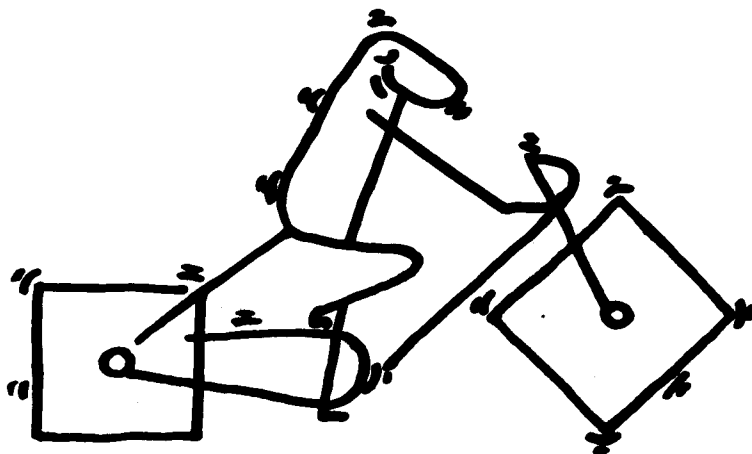
area director.....john bohanon

program consultant.....ron barrett

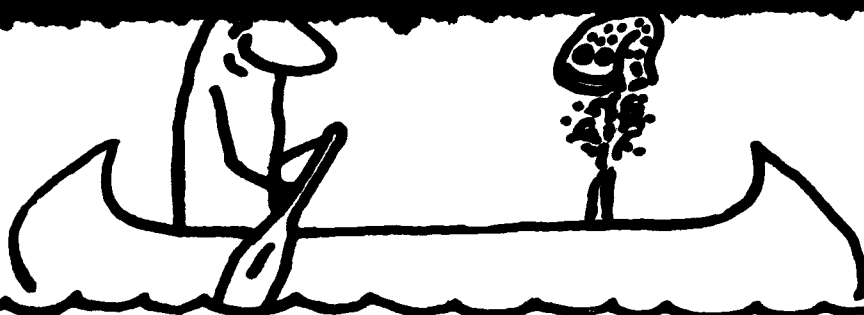


greetings

FROM THE
MINNESOTA
ROVERS



sponsored by
union board of governors



We thought it would be a good idea to let you new students in on some vital information about an expanding group here on the campus. We refer to ourselves, The Minnesota Rovers, a happy group of people engaged in all types of outdoor activities. Each weekend we leave our textbooks, slide rules and notebooks at home and head for some "real cool" spot in the country where fun and relaxation are the order of the day. The following vibrant motto thoroughly explains our weekend philosophy: "Never let school interfere with your education." We also have a short meeting every Tuesday night down in the basement of the Union in a room you may have already visited.

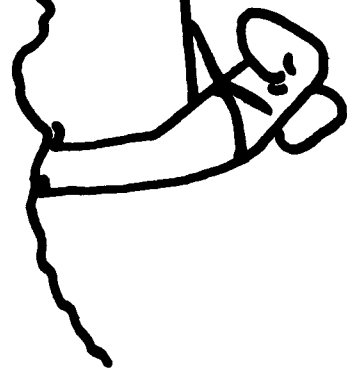
You probably wonder what kind of trips we have each week. Well, they vary from the depth--cave exploring in Wisconsin--to the heights -- mountain jaunts in Colorado. Our transportation may be by canoe, ski, snowshoe, bicycle, horseback or postman's delight (walking). Although most trips last one day, the gamut runs from evening picnics to two week vacations in the Rocky Mountains. Our favorite spot is a nearby student's farm where one can swim, play volleyball, ride horses, toboggan, ski, play records, and also just sit and talk. Would you believe that seventeen hardy souls spent last New Year's Eve in a cabin up near the Canadian border?

Most of the activities, however, are not strenuous and practically no private equipment is needed.

Frankly, the main advantage of our club is social in nature. Sure we get a kick out of all various outdoor activities, but basically what we really enjoy is the friendship found during the informal meetings. Of course, there are such advantages as seeing the country or learning to lead a trip, but the feeling that you are part of a large, friendly quite informal group is the thing that will keep you coming back for more week after week. We must also emphasize that many students are so busy they can only make a trip once in a great while. That's fine and dandy--you are considered a member the instant you sign up for your first trip and there are no member responsibilities thereafter. Come along whenever you feel like filling in an empty weekend. By the way, we are a "dues-less" organization because the Union Board of Governors gives us a rather huge sum of money each year (\$750 currently) with which to buy snowshoes, bicycles, refreshments, and similar items.

We hope this has been informative and provides an incentive to try one of our trips or at least a Tuesday night meeting. See you soon, and thanks for your attention.

The Minnesota Rovers



TO: UNIVERSITY OF MINNESOTA VILLAGE UNION BOARD

FROM: WILLARD E. JOHNSTON

SUBJECT: SUMMARY OF QUESTIONNAIRE RESPONSES

The following information represents the responses to a questionnaire distributed to Village families in winter quarter concerning their use of Village Union facilities, attendance at organized Village Union activities and, frequency of their purchases at the Village Union. In addition to this information, other general data concerning the characteristics of the population were requested.

Specifically the information was collected to be incorporated into a report to the Coffman Union Board of Governors which they requested in connection with the operating "deficit" of the Village Union. I would think, however, that some of this material could be used in the following fashion:

- 1) a description of the "average" Villager included in material released to the press or otherwise distributed A) in the Village B) at open houses; C) for public, i.e., student and non-student consumption.

There are some interesting block variations in population characteristics, e.g., whereas most people have lived here on average of 19 months, respondents in block seven average only 5.41 months of residence and expected to remain an average of 30.06 months. Such variations are also found in the average age of children, working husbands, etc. If the Board feels supplementary information of this kind would be valuable in planning the program for the coming year an additional report could be submitted.

Finally, because of the complications involved in analysis of "comments and remarks" and some evaluation of suggestions for "changes" or "modifications" in the program, this part of the report will be submitted at a later date.

I would like to request that copies of this information be forwarded to all members of the Board for the past year as they spent many many hours collecting and doing preliminary tabulations on the data. For such work, they deserve considerable recognition and appreciation.

Following are general population characteristics of 412 families living in University Village who returned usable questionnaires or a 60% sample of Village residents:

1) Average length of residence - - - - -	18.86 months
2) Average anticipated residency - - - - -	20.81 months
3) Average time between application and occupancy of a unit - - - - -	02.57 months
4) Average Age of Husband - - - - -	26.19 years
5) Average age of Wife - - - - -	24.47 years
6) Average number of children - - - - -	01.68
7) Average age of children - - - - -	02.71 years
8) Veteran status of Husband (217) - - - - -	52.67%
9) Husband works part or full time (253) - - - - -	61.41%
10) Wife works part or full time (97) - - - - -	23.54%
11) Husband and wife working part or full time - - - - -	85.95%
12) Degrees sought:	
A) Bachelor Degree - - - - -	47.57% (196)
B) Masters - - - - -	18.45% (76)
C) Doctors Degree (Ph.D) - - - - -	18.69% (77)
D) M.Ed. Degree - - - - -	05.34% (22)
E) D.D.S. Degree - - - - -	05.58% (23)
F) LL.B. - - - - -	02.91% (12)
G) D.V.M. - - - - -	01.45% (6)
	<hr/> 412
Graduate students - - - - -	52.43% (216)
Undergraduate students - - - - -	47.57% (196)

1) Which of the following organized Village Union activities have members of your family attended? (one check for each family member)

	HUSBAND	WIFE	CHILDREN	TOTALS
BINGO PARTIES	64	104	6	174
BRIDGE LESSONS	8	41	0	49
CARNIVAL	118	125	128	371
DANCING LESSONS	3	8	44	55
EASTER PARTY	16	54	88	158
HALLOWEEN PARTY	41	101	124	266
SUNDAY COFFEE HOURS	121	130	79	330
XMAS PARTY, U. VILLAGE CHILDREN	34	69	144	247
BRIDGE PARTIES	22	69	0	91
CRAFT SHOP	6	56	0	62
OTHER	26	48	18	92
TOTALS	459	805	631	1895
TOTAL N	412	412	689	1513

2) Estimate how often members of your family have purchased the following items from the Village Union.

	HUSBAND					TOTALS
	A-Daily	B-Weekly	C-Monthly	D- 3 Months	E-6 Months	
TOYS	0	4	18	16	12	50
MAGAZINES	3	54	80	21	5	163
STATIONERY	0	3	11	4	2	20
OTHER	2	0	1	0	3	6
COFFEE	56	283	51	11	4	405
SOFT DRINKS	9	94	52	18	3	176
SANDWICHES	0	29	51	26	12	118
ICE CREAM	7	169	96	18	2	292
CIGARETTES	11	173	62	7	6	259
CANDY	4	42	34	3	2	85
BABY SUPPLIES	0	3	7	3	3	16
STAMPS	0	19	26	2	1	48
OTHER	0	0	0	0	0	0
TOTALS	92	873	489	129	55	1638
TOTAL N	412	412	412	412	412	

3) Estimate the frequency and number of times the following facilities are used by members of your family:

	HUSBAND					TOTALS
	A-Daily	B-Weekly	C-Monthly	D-3 Months	E-6 Months	
LIBRARY	9	34	16	4	0	13
PIANO	0	5	8	0	1	14
PLAYGROUND	0	1	0	5	0	6
STUDY HALL	84	233	47	22	10	396
NURSERY SCHOOL	0	0	0	3	0	3
PING PONG	7	75	23	10	4	119
SUFFLE BOARD	6	55	20	16	3	100
TELEVISION	9	53	22	5	5	94
LOUNGE	3	54	26	8	0	91
SEWING MACHINE	0	0	0	0	0	0
FOUNTAIN AREA	46	231	64	11	1	353
TOTALS	164	741	226	84	24	1239
TOTAL N	412	412	412	412	412	

2) Estimate how often members of your family have purchased the following items from the Village Union:

WIFE

	A-Daily	B-Weekly	C-Monthly	D-3 Months	E-6 Months	TOTALS
TOYS	6	27	74	42	28	177
MAGAZINES	0	44	93	43	21	201
STATIONERY	0	4	47	22	4	77
OTHER	0	2	3	0	5	10
COFFEE	4	170	86	13	2	275
SOFT DRINKS	0	72	48	13	5	138
SANDWICHES	0	19	51	24	12	106
ICE CREAM	2	135	104	22	4	267
CIGARETTES	0	66	32	4	0	102
CANDY	1	52	49	7	1	110
BABY SUPPLIES	0	16	58	35	22	131
STAMPS	0	19	31	4	4	58
OTHER	0	0	0	0	4	4
TOTALS	13	626	676	229	112	1656
TOTAL N	412	412	412	412	412	

3) Estimate the frequency and number of times the following facilities are used by members of your family.

	WIFE					TOTALS
	A-Daily	B-Weekly	C-Monthly	D-3 Months	E-6 Months	
LIBRARY	0	12	14	6	4	36
PIANO	0	5	10	3	1	19
PLAYGROUND	8	0	1	9	0	18
STUDY HALL	1	4	1	0	0	6
NURSERY SCHOOL	1	2	9	16	2	30
PING PONG	2	16	14	2	2	36
SHUFFLE BOARD	0	6	8	5	0	19
TELEVISION	0	16	13	4	3	36
LOUNGE	2	57	34	21	0	114
SEWING MACHINE	0	3	11	9	6	29
FOUNTAIN AREA	10	200	90	14	2	316
TOTALS	24	321	205	89	20	659
TOTAL N	412	412	412	412	412	

2) Estimate how often members of your family have purchased the following items from the Village Union:

	A-Daily	B-Weekly	CHILD C-Monthly	D- 3 Months	E- 6 Months	TOTALS
TOYS	0	11	32	11	7	61
MAGAZINES	0	8	14	9	1	32
STATIONERY	0	1	0	1	1	3
OTHER	0	0	1	0	0	1
COFFEE	0	1	1	0	0	2
SOFT DRINKS	3	47	28	7	2	87
SANDWICHES	0	10	20	5	8	43
ICE CREAM	5	76	42	7	7	157
CIGARETTES	0	0	0	0	0	0
CANDY	4	59	36	7	0	106
BABY SUPPLIES	0	0	0	0	0	0
STAMPS	0	0	0	3	0	3
OTHER	0	0	0	2	0	2
TOTALS	12	233	174	52	26	497
TOTAL N	689	689	689	689	689	

3) Estimate the frequency and number of times the following facilities are used by members of your family:

	CHILD					TOTALS
	A-Daily	B-Weekly	C-Monthly	D-3 Months	E-6 Months	
LIBRARY	0	1	0	1	0	2
PIANO	3	4	1	0	1	9
PLAYGROUND	23	60	9	10	4	106
STUDY HALL	0	1	0	0	0	1
NURSERY SCHOOL	9	77	0	1	0	87
PING PONG	2	10	5	0	2	19
SHUFFLE BOARD	1	13	2	0	0	16
TELEVISION	4	33	6	1	4	48
LOUNGE	2	20	5	9	0	36
SEWING MACHINE	0	0	0	0	0	0
FOUNTAIN AREA	4	84	36	7	7	138
TOTALS	48	303	64	29	18	462
TOTAL N	689	689	689	689	689	

September 18, 1956

To: University of Minnesota Union Board of Governors

From: LaMonte Nelson, Chairman House and Finance Committee

The following is presented to the entire Board for review and approval as it has been impossible to have a House and Finance Committee meeting prior to this Board meeting.

It is recommended that the following requests be approved.

- * 1. Phi Delta Epsilon For blanket meeting space and office space if possible. Room 325 - 1st Wednesday of each month. 7:00 p.m. to 10:00 p.m. *N. W. Nelson*
- * 2. Minnesota Christian Fellowship - blanket reservation each Thursday, 320 from 12:30 to 1:30 p.m.
- 3. Minnesota Education Association, Department of Elementary Principals blanket use of our 7 meeting rooms for January 17 and 18 from 9:00 a.m. to 4:00 p.m. and the Main ballroom, January 18, from 6:30 to 10:00 p.m.

* Blanket reservation will be revoked if the group cancels a scheduled meeting without a weeks notice. If necessary the Union reserves the right to change the meeting place with due notice.

* By action of the Executive Committee and House and Finance Committee members, approval was given to Dr. Wangansteen for a luncheon on Tuesday, November 8, 1956, in the main ballroom.

Opinion should be given on the suggested mural for the Ski-U-Mah Room. Estimated cost is \$100.00.

PUBLIC RELATIONS COMMITTEE REPORT
UNION BOARD OF GOVERNORS
SEPTEMBER 18, 1956

Working closely with the Bureau of Student Loans and Scholarships a plan has been worked out by this committee and that Bureau which could be beneficial to both of us. Mr. Vance Jewson of that office talked with me last month on the possibility of Loans and Scholarships and the Union Board co-sponsoring a reception for Freshmen Scholarship winners. The total number of Freshmen in this category is estimated by Loans and Scholarships to be about 250. The date which has proven to be most mutually acceptable is Tuesday, October 16, from the hours of 2:30 to 4:30. The plans call for a more or less standard coffee hour with the possibility of three or four speakers giving short speeches of welcome.

Mr. Bob Provost of the Greater University Fund has been contacted and has given many good ideas on programming. He mentioned the possibility of having a reception line with many of the campus notables welcoming the Freshman. A number of the names that were entertained for this capacity were: Mr. Starr, Jim Heltzer, Pres. Morrill, Dean Page of SLA, Dean Williamson, Paul Bloland of SAB, Les Malkerson of the Board of Regents, Ed Haislett of the Alumni Office, Bob Provost of the Greater University Fund, Messrs. Risty and Jewson of the Bureau of Student Loans and Scholarships. If any speaking would be done it would be limited to short speeches of welcome by Pres. Morrill, Messrs. Starr, Heltzer, and Risty.

Mr. Provost also suggested that we send invitations to the guests. Mr. Jewson of Loans and Scholarships said that that department would take care of printing and mailing the invitations to the guests. The invitations, as suggested by Mr. Provost, would read:

The University of Minnesota invites you, as a recipient of a Freshman Scholarship, to attend a special reception in your honor at Men's Lounge of Coffman Memorial Union on Tuesday, October 16, 1956, from 2:30 to 4:30.

R.S.V.P. Room 301 Eddy Hall

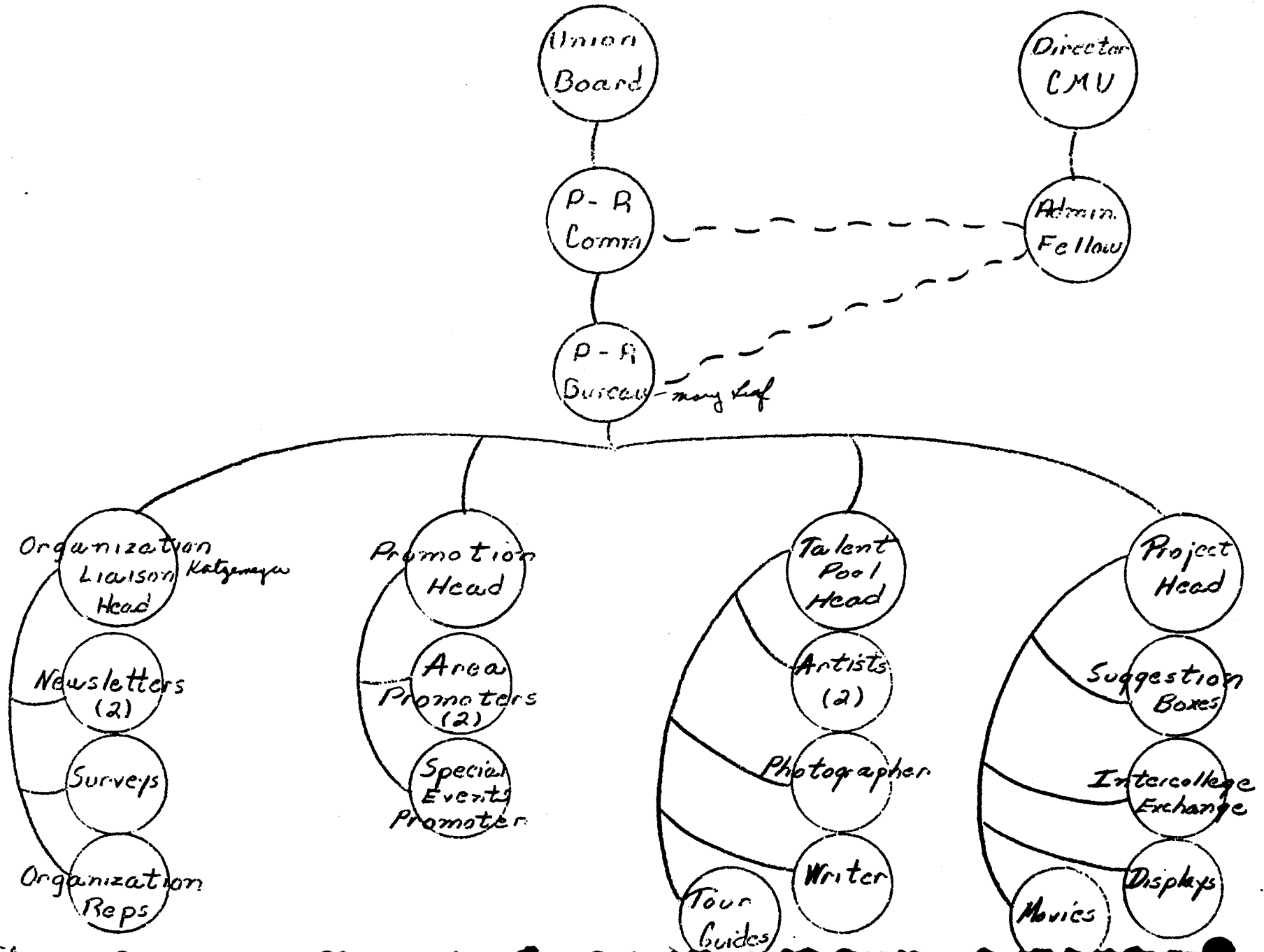
Co-sponsored by The Union Board of
Governors and The Bureau of Student
Loans and Scholarships.

This is a program that could benefit the Union in many ways. It is a strong Public Relations program which can win us many friends in the administration, the Board of Regents, to say nothing of the freshmen scholars themselves. It is also an excellent Personnel program. These people were chosen as scholarship winners because of their great ability. Why not try to channel some of this ability into the Union program?

Respectfully submitted,

Bob Whitlock, member of the Standing
Committee on Public Relations.

Organizational Plan of Public Relations



UNIVERSITY VILLAGE UNION

Board of Governors

On December 1, 1955, Mr. Starr, Director of Student Unions, recommended to Mr. Willey, Vice President for Academic Administration that, "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 be come substantially self-supporting or that services be reduced or discontinued."

In response to Mr. Starr's recommendation this report is submitted for the information of the Coffman Union Board of Directors. Your suggestions are requested.

Respectfully,

Ted Williams
President, Board of Directors
University Village Union

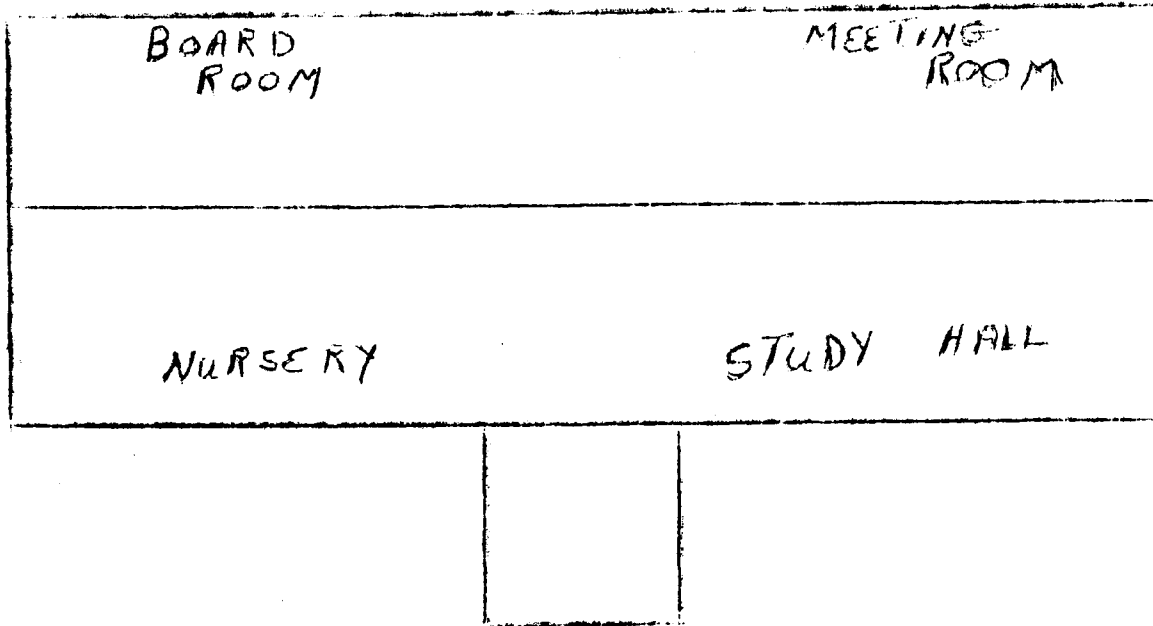
I. Background Information--see writup to Coffman Union Board

- A. In order that accurate conclusions could be reached and that intelligent recommendations could be made, answers to certain basic questions were required. These questions are:
 1. What services are needed by the students of the village?
 2. Are the needs satisfied by the Village Union?
 3. What are the operating costs of providing present services and how can these costs be reduced?
- B. To answer these questions the functions of the Union were divided into their normal areas:
 1. Physical Facilities--House and Finance Committee
 2. Programmed activities--Programming committee
- C. A questionnaire survey of the Village and Grove East Residents was taken in an effort to answer the first two questions. Lastly, an electric eye counter was palced in the building entrance in order that an estimate of the door traffic could be made.

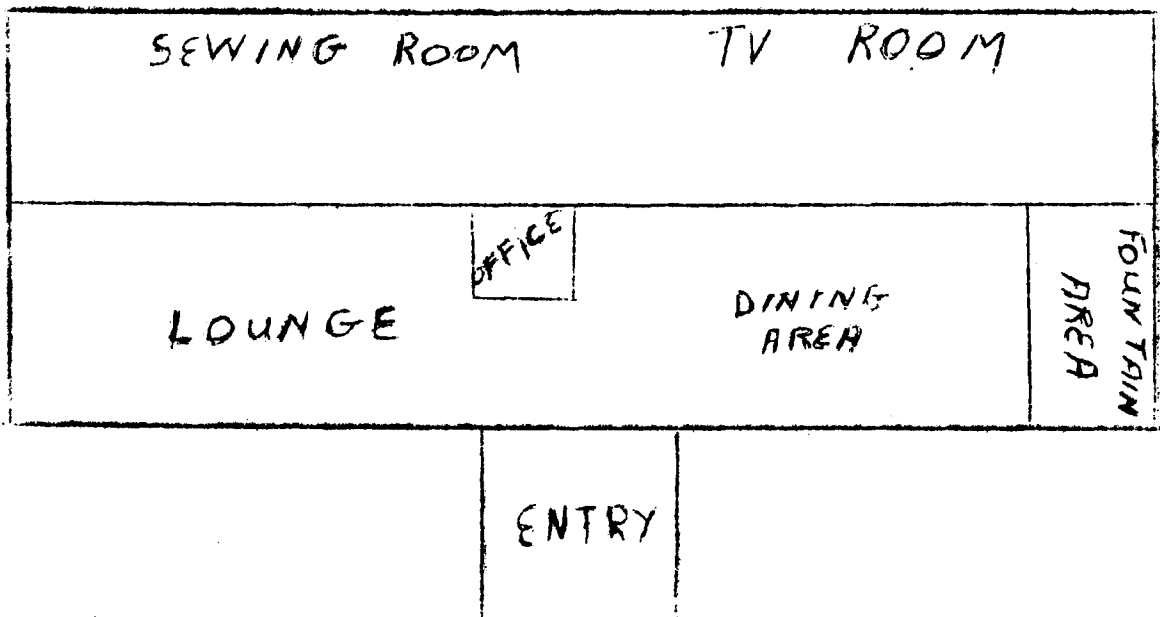
II. Results of Investigation

- A. Physical facilities--The House and Finance Committee divided its efforts over 3 primary areas; Utilization of Building Facilities, Fountain, and Analysis of Operating statements.
 1. Utilization of Facilities
 - a. The Building consists of two temporary type buildings such as Temporary South of Folwell. These two buildings are joined in the shape of a T. The following floor diagrams show how the building areas are used.
 - b. In addition to the uses as shown on the floor plans above, the building has a nursery play yard outside and a part of the basement houses a craft shop. The play yard is well equiped, however, the craft shop has very little to offer in tools and machinery.
 - c. The building hours are 1 p. m. to 11 p. m. The fountain hours are 2:30 p. m., to 10:30 p. m.
 2. Fountain
 - a. The fountain serves much the same items that are served by any drug store soda fountain. Other commercial services offered by the fountain include a toy counter, greeting cards, baby pants and magazines.
 - b. A committee composed of business students was formed by the House and Finance Committee to inquire into the fountain sales techniques. This committee made many changes in display techniques, and arrangements, and also made a few changes in items for stock. Turnover in some of the items such as candy has increased as a result of this work.
 3. Analysis of Statement of Income & Expenditures
 - a. The annual balance sheet has shown a total yearly operating deficit ranging between \$9,000 and \$10,000 for the overall operation of the Village Union. Of this amount approximately \$600 annually is a result of the fountain losses. It is believed that expert supervision of the fountain can eliminate these losses.

UPPER



UNIVERSITY VILLAGE UNION FLOOR PLAN



LOWER

The program of the Village Union Board shows an annual net profit. This particular part of the balance sheet is the only part under the direct control of the Village Board. The major expenditures cannot be avoided or materially reduced. They include the salaries of the personnel and the heating and lighting, supplies and other administrative expenses.

- b. A significant fact should be considered. The Village Union is, for bookkeeping purposes, a part of Coffman Union, just as are the bowling alleys and the billiard and ping-pong rooms. As such, it shows no student fee income. There are 470 families in the village paying a total of over \$6,000 per year into the Union in fee statements. Over 200 Grove East residents pay an additional \$2,500 into the Union in fee statements. A questionnaire, which will be discussed later in this report, indicates that village & Grove East residents do not use either Coffman Union or the St. Paul Union other than for the purchase of coffee and cigarettes. This leads to the conclusion that this segment of the student body receives all of its Union benefits thru the Village Union. Examining the fees paid in by the villagers and the benefits they receive from the various facilities, places one in a better position to evaluate the operation of the Village Union.

B. Village Survey Questionnaire

1. A questionnaire was devised by a committee of the Union Board under the leadership of Mr. Willard Johnston of the Student Housing Bureau who is a member of the Board by appointment by the Vice President for Academic Administration. The questionnaire served two purposes:
 - a. It described the villager's desires concerning the Village Union
 - b. It indicated roughly his use of the Union
2. A narrative description of the "average" village resident will best inform the reader of the Union services needed by the villager.
 - a. The "average" villager is 26 years old. His family consists of a 24 year old wife and one or two children under 4 years of age. He carries a full school schedule and works from 25 to 30 hours per week. He lives in the village approximately 39 months. Since he has relatively little time for extra curricula activities, his social life is limited to an occasional bingo, bridge party, or dance. He and his wife do not attend many functions at the same time (other than dances) because of the expense of a baby sitter.
 - b. The wife of the villager has relatively few hours with her husband because of his work and school loads; therefore, she interests herself in community activities such as boy scouts, girl scouts, campfire girls, children's activities, Village Council, and others. She attends Bridge parties, Bingo parties, Social Hours, Nursery Mothers meetings, Wives Clubs, and, when the husband has time and the budget permits, a dance. In short, the

2. As indicated by the questionnaire (Paragraph E, Section II), the Village Union is providing the services needed and desired by the villagers.
 3. Operating costs of providing these services has been high but, considered along with the fee revenues paid by villagers, the deficit is materially reduced.
- B. When the deficit is studied in detail, certain conclusions can be drawn.
1. The \$600 per year fountain deficit can and should be eliminated. Since the hours of fountain operation are short now, further reduction may well decrease income more than expense. This leaves the alternative of finding ways to increase income with a comparatively small increase in expense.
 2. Many of the heaviest expenses (salaries, heat, lights, etc.) are relatively fixed and cannot be appreciably altered. Even if the building were used merely for a study hall a large expense would be incurred for heat, lights, maintenance, and caretaking.
 3. The program itself, controlled fully by the Village Board, nets a small profit.

IV. Recommendations

- A. That the Village Union operation be continued as is. This is warranted when the Union fee income from villagers can be estimated to be \$8,000 to \$8,500 per year and from Grove East residents an additional \$3,000.
- B. That the criteria for filling the position of manager be reviewed and emphasis be placed upon the business training and inclination. (Present requisites are that applicants be enrolled in graduate school and be majoring in recreational education or a related field.) This recommendation is made from the position that cost reduction shall be the manager's primary consideration and that the Village Board be fully responsible for the social and recreational program. This should place the responsibility for minimizing all costs and complete elimination of the fountain deficit on one person and at the same time place authority to take action in his hands. In this respect, he should not be required to be responsible to the Village Board for his actions, but should report directly to the Director of Student Unions or his assistant. *here*

village family is best served by a Union which concentrates on activities for a young mother and for very small children, with timely affairs for the entire family. For details see attached Memorandum to University of Minnesota Village Union Board from Willard Johnston
 Subject: Summary of Questionnaire Responses.

C. Program

1. The program of the Village Union consists of children's parties, bingo, bridge, welcome week activities, Sunday coffee hours, craft shop, dancing lessons, the village Nursery school, an annual picnic, and the annual Village Carnival. The functions are such that, as a general rule, the wife can attend alone or with her husband if the event is for adults, or the event is for the village children
2. The cost of the functions is approximately \$1,000 per year and the annual income from them is usually \$100 to \$300 more than the cost.
3. The questionnaire previously discussed indicates that, in general, the program is tailored to the needs of the village; however, new activities are initiated by each new Board and, when successful, are incorporated as a part of the Board program. (For details see attached report by Emil Shipka, Mgr. 1955-56)

D. Tabulation of Number of People entering & Leaving Union

1. Following is a tabulation of the number of people entering and leaving the Union. The results here shown are merely indicative as the counter used is the electric eye type which can be activated by passing an object, such as a hand, before the lens of the counter.

WEEK	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Feb. 19 thru 25	1429	825	737	608	509	801	865
Feb. 26 thru Mar. 4	1079	1550	1390	1087	585	501	447
Mar. 4 thru 10	955	945	802	595	424	512	466
Mar. 10 thru 16	553	392	428	316	456	409	360

2. The first two weeks of operation show a much heavier traffic than do the last two weeks. This can be interpreted to mean that the novelty of the counter was worn off during the latter period and that results of this period are fairly reliable. At any rate, the count can be considered as indicating daily trends when used to compare the traffic on one day to that on another. Saturday definitely appears to be the day of least traffic and therefore bears investigating for program purposes.

III. Summary & Conclusions

A. The results of the investigation can be best stated as brief answers to the three questions proposed in Section I, A. In the same sequence as the questions they are:

1. Services most needed by the villagers are "family-type" with the emphasis on social and recreational outlets for the wives and recreational facilities for small children.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Meeting of September 18, 1956

Book

Members Present:

Jim Heltzer, Barbara Clark, Bob Whitlock, Dorothy Lea, Mr. Cheese, Hope Bouvette, Dr. Layton, George Meyers, Mary Jane VanValkenburg, Lamonte Nelson, Fred Katter, Jim Schimshock, John Bohanon.

Members Absent:

Virginia Rosacker, Mr. Richter, Mr. Pfleider, Herman Joern.

Others Present:

Mr. Starr, Curt Larson, Ted Williams, Don Finlayson, Beverly Yaurick, Louise Moberly, Judy DeYoung, Betty Lou Quigley, Lisa Freund, Ron Barrett, Dave Harris, Barbara Fenske.

The meeting was called to order at 8:45 p.m. following a dinner meeting and attendance at the Orientation Program.

Motion ^{P-1} ~~K-744~~

It was moved to approve the minutes of the meeting of August 4, 1956.

Seconded and carried.

Public Relations Committee:

Hope Bouvette showed the Board the multicolored paper "beanies" with "I'll see you...at the Union" written on them. The lettering allows space for the persons name to be written and these hats will be distributed at Coffman Capers.

Coffman Capers will be Monday, September 24, 1956, from 7:00 to 12:00 and the schedule is planned as follows. Booths will be located throughout the Union and areas have been assigned previously--Rovers on the Terrace, Music in the Men's Lounge, Foreign Students, Student Faculty Relations, Charm, Inc. and Toastmistress' in the Women's Lounge, Dance in the Game Room, Personnel, Public Relations, WMMR and Talent Bureau in the Main Lounge. The Billiards and Bowling will be open. The Coffman Capers show will be given at 7:00 and 8:00 p.m. and there will be dancing from 9:00 to midnight.

Hope asked that each Board member contact four people in addition to themselves to act as Host and Hostesses for the Coffman Capers. These people and the Board members should all be at the Information desk on Monday evening at 6:15 for instructions.

Hope informed the Board members that all booths must be taken down promptly at 9:00 p.m.

Filing cards will be available for all booths to sign up interested students for committees.

Jim Heltzer volunteered to operate a car with loud speaker on Monday, September 24, 1956, from 1:00 to 4:00 p.m. to go around campus giving information on Coffman Capers.

Hope presented her resignation to the Board. She will be forced to be off the campus for three months while taking Public Health training and, therefore, must resign her position.

A round of applause was given for her fine work on the Board and especially with the Public Relations and the Coffman Capers.

^{P-2}
Motion K745:

It was moved to accept the resignation of Hope Bouvette.

Seconded and Carried.

Bob Whitlock presented the following report from the Public Relations Committee.

Working closely with the Bureau of Student Loans and Scholarships a plan has been worked out by this committee and that Bureau which could be beneficial to both of us. Mr. Vance Jewson of that office talked with me last month on the possibility of Loans and Scholarships and the Union Board co-sponsoring a reception for Freshmen Scholarship winners. The total number of Freshmen in this category is estimated by Loans and Scholarships to be about 250. The date which has proven to be most mutually acceptable is Tuesday, October 16, from the hours of 2:30 to 4:30. The plans call for a more or less standard coffee hour with the possibility of three or four speakers giving short speeches of welcome.

Mr. Bob Provost of the Greater University Fund has been contacted and has given many good ideas on programming. He mentioned the possibility of having a reception line with many of the campus notables welcoming the Freshman. A number of the names that were entertained for this capacity were: Mr. Starr, Jim Heltzer, Pres. Morrill, Dean Page of SLA, Dean Williamson, Paul Bloland of SAB, Les Malkerson of the Board of Regents, Ed Haislett of the Alumni Office, Bob Provost of the Greater University Fund, Messrs. Risty and Jewson of the Bureau of Student Loans and Scholarships. If any speaking would be done it would be limited to short speeches of welcome by Pres. Morrill, Messrs. Starr, Heltzer, and Risty.

Mr. Provost also suggested that we send invitations to the guests. Mr. Jewson of Loans and Scholarships said that that department would take care of printing and mailing the invitations to the guests. The invitations, as suggested by Mr. Provost, would read:

The University of Minnesota invites you, as a recipient of a Freshman Scholarship, to attend a special reception in your honor at Men's Lounge of Coffman Memorial Union on Tuesday, October 16, 1956, from 2:30 to 4:30.

R.S.V.P. Room 201 Eddy Hall

Co-sponsored by The Union Board of Governors and The Bureau of Student Loans and Scholarships.

This is a program that could benefit the Union in many ways. It is a strong Public Relations program which can win us many friends in the administration, the Board of Regents, to say nothing of the freshmen scholars themselves. It is also an excellent Personnel program. These people were chosen as scholarship winners because of their great ability. Why not try to channel some of this ability into the Union program?

Respectfully submitted,

Bob Whitlock, member of the Standing
Committee on Public Relations.

Question was raised as to whether the program would be closed or if it would be open to the public. Bob Whitlock stated that it would be open to the public and would be publicized as such.

The organizational plan of the Public Relations Committee was distributed.

^{P-3}
Motion K-716r

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

UNIVERSITY VILLAGE UNION REPORT:

Ted Williams, past president of the Village Union Board, Curt Larson, president of the Village Union Board, and Dave Harris, Manager, of the Village Union, were present at the meeting. Ted Williams presented to the Board the report of the Village concerning the request of the Administrative Committee that, "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 be come substantially self-supporting or that services be reduced or discontinued."

A memorandum from Mr. Starr which had previously been presented to the Board concerning background of the Village Union was again distributed along with a memorandum from Willard E. Johnston giving the summary of the questionnaire responses upon which Mr. Williams based his report. (All of this material is on file in the permanent record of the minutes.)

Following presentation of the report and discussion the recommendations of the report were given to the Board.

IV. Recommendations

- A. That the Village Union operation be continued as is. This is warranted when the Union fee income from villagers can be estimated to be \$8,000 to \$8,500 per year and from Grove East residents an additional \$3,000.
- B. That the criteria for filling the position of manager be reviewed and emphasis be placed upon the business training and inclination.

(Present requisites are that applicants be enrolled in graduate school and be majoring in recreational education or a related field.) This recommendation is made from the position that cost reduction shall be the manager's primary consideration and that the Village Board be fully responsible for the social and recreational program. This should place the responsibility for minimizing all costs and complete elimination of the fountain deficit on one person and at the same time place authority to take action in his hands. In this respect, he should not be required to be responsible to the Village Board for his actions, but should report directly to the Director of Student Unions or his assistant.

The financial statement for the last fiscal year was presented by Mr. Williams and it was suggested that the House and Finance Committee study the increased operational costs.

P-4
Motion K-747:

It was moved to accept the report on the Village Union, and that approval of the recommendations will be taken up at a later time.

Seconded and carried.

Curt Larson stated that the second recommendations is being considered by a Committee of the Village Board and their recommendations concerning the matter will be available at a later date for the Boards review.

Dave Harris gave a resume of his plans for decreasing the deficit and for more efficient operation of the Union.

Curt Larson presented to the Board for approval Mrs. Dolores Winston as the candidate recommended by the Village Union Board for the representative of Coffman Memorial Union on the Village Board.

P-5
Motion K-748:

It was moved to appoint Mrs. Dolores Winston as the Coffman Memorial Union Representative on the Village Union Board.

Seconded and carried.

Executive Committee Report:

Jim Heltzer presented to the Board the resignation of Wayne Tempelman.

P-6
Motion K-749:

It was moved to accept the resignation of Wayne Tempelman.

Seconded and carried.

House and Finance Committee:

The following is presented to the entire Board for review and approval as it has been impossible to have a House and Finance Committee meeting prior to this Board meeting.

It is recommended that the following requests be approved.

- * 1. Phi Delta Epsilon For blanket meeting space and office space if possible. Room 325 - 1st Wednesday of each month. 7:00 p.m. to 10:00 p.m.
- * 2. Minnesota Christian Fellowship - blanket reservation each Thursday from 12:30 to 1:30 p.m. (320)
- 3. Minnesota Education Association, Department of Elementary Principals blanket use of our 7 meeting rooms for January 17 and 18 from 9:00 a.m. to 4:00 p.m. and the Main Ballroom, January 18, from 6:30 to 10:00 p.m.

* Blanket reservation will be revoked if the group cancels a scheduled meeting without a weeks notice. If necessary the Union reserves the right to change the meeting place with due notice.

By action of the Executive Committee and House and Finance Committee members, approval was given to Dr. Wangansteen for a luncheon on Tuesday, November 8, 1956, in the main ballroom.

^{P-7}
Motion K-750:

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

Seconded and carried.

A photograph of a mural was passed around to Board members. The Committee recommended that murals of the same general type be painted in the Ski-J-Mah Room at a cost not to exceed \$100.00.

^{P-8}
Motion K-751:

It was moved that the House and Finance Committee analyse the Financial Statement of the Villate Union for the year 1955-56, with special attention to the increased operating costs, for the Board's review.

Seconded and carried.

Lamonte Nelson presented to the Board for consideration his partial resignation. He does not feel that he can fulfill at this time his position on the House and Finance Committee and the Program Committee, because of class work and his work schedule.

P-9
Motion K-752:

It was moved to accept the resignation of Lamonte Nelson.

Seconded

P-10
Motion K-753:

It was moved to revote as the decision was not clear.

Seconded and carried.

Following discussion it was felt that Lamonte should continue on the Board, until such time more definite information is available and the Board work load, class load, are known.

P-11
Motion K-754:

It was moved to table Motion K-752.

Seconded and carried.

P-12
Motion K-755:

It was moved to approve the painting of murals in the Ski-U-Mah Room at a total cost not to exceed \$100.00.

Seconded and carried.

Personnel Committee:

The following report was presented by Bob Whitlock.

The Personnel Bureau will be on duty on the night of Coffman Capers to service the different Area booths in the committee sign-up cards and to collect the cards that have been filled out by interested students. It must be remembered that the bureau also has its own booth to man and that at some times you may have a superfluous number of filled out cards and be low on blank cards. Don't wait for a person from the Personnel Bureau, come down to the Personnel Committee booth yourself and get the required number of cards. The personnel booth will be located in the main lounge and it is there that the master supply of cards will be located. Remember, this program is important to us for securing the personnel needed for this year's committee programming. If this year's Coffman Capers is not successful it is YOUR area which will suffer. Let's put on a good show for the Freshmen.

On the Friday of "Welcome Week there is a program that is known as Activities Sign-Up Day." Of course the Union Board will be well represented at this part of Welcome Week as it will at all other WW activities. The Personnel Bureau plans to have the Union display in front of the Union Board Office. It will be necessary for each Area director to either come himself to represent his area, or to designate a person to be at his booth. It is suggested that the Area director come first to the booth and then designate two other people to follow him at the post assigned for that area. The times of the sign-up are from 2:00 p.m. to approximately 4:00 p.m. on Friday, September 28. It is imperative that we put on another good activity to get the Freshmen interested in Union activity. Remember your instructions and follow through on them!

The annual fall retreat will be held on October 21 this year. (That's a Sunday.) Barb Clark has been doing a good job on selecting a camp at which to hold this retreat and has finally pulled a camp called "Tipi-Wakan" out of the grab bag. Helen M. Hartwick, Barb, and Bob Whitlock went out to look at the camp on Monday, September 17th and it looked as if it were admirably suited to our purposes. It is most important that all committee chairmen are present at this camp so start telling your chairmen about it. By the way, all Union Board members are also expected to put in an appearance at the Camp, and lead discussions. It will also be necessary for all Area Directors and Chairmen of standing committees to prepare factual printed material on their areas.

As you all know, there are a number of vacancies on the Union Board. The Personnel Committee asks to be empowered to close filings, which have been open for about a month and a half, when they feel that there is no reason why filings should be left open. Filings would only be closed after a reasonable period, about two days, of publishing the fact that filings will close.

Many Committee Chairmanships are now open, as are all committee membership posts. Again, the Personnel Committee asks you to notify any people that you know or run across that these positions are open and ask them to file. A list of committees which need chairmen is appended to this report.

List of Committee Chairmanships open as of September 18, 1956.

Talent Bureau	Artrcrafts Shop	Mardi Gras
Creative Society	Billiards	Stardust
All Noon Programs except	Bridge Committee	Dividend Nights
Friday, which is being	Game Room	Summer Orientation -
handled by A PHI O	Table Tennis	for 1957
Record Lending Library	Co-Rec Nights	Let's Dance
Classical Listening Hour	Toastmistresses	Wednesday Night Dance
Music Equipment.	Graduate Students	
Gallery		
Humanities Forums		

Barbara Clark, Chairman, for the Fall Leadership Retreat, reported on the plans for the retreat. The retreat will be held at Tipi-Wakan Camp on Lake Minnetonka, October 21, 1956. The group will meet at Comstock Hall at 8:00 a.m. Upon arrival at the Camp the standing committee Chairmen will give reports. There will be a coffee break and at 11:00 a.m., 8 three minute pep talks will be given on the various areas. Then there will be short idea sessions with one person from each group reporting to the whole group. Lunch will be served at 12:00 and there will be more discussions in area groups. Movies will be shown at 3:30 of the Wisconsin Union and the film done by Virginia Rosacker of Coffman Memorial Union. Mr. Finlayson will give a talk on the past program of the Union. Following dinner there will be a recreation period and Board meeting.

The Board members responsibilities for the retreat were given as follows:

3 minute pep talk on your area.

Prepare an informative sheet for our booklet on your area. This should not be a part of your pep talk but information pertinent to your specific area.

Such as:

1. Committees under your area.
2. Brief program explanation.
3. How often program takes place
4. Where it takes place.
5. When it takes place.
6. What the program does when it's in effect.
7. Who do these programs appeal to.

Be prepared to lead a discussion on your area -- get suggestions, ideas etc. from the group. Talk over any problems you have run across so far or any that you can foresee in the future.

^{P-13}
Motion K-754:

It was moved to approve the report of the Personnel Committee:

Seconded and Carried.

Program Director's Report:

Don Finlayson presented the Fall Program Staff Service assignments to the Board. He mentioned to the Board that the consultants are here to be of service and that they are ready and willing to give help and advice on activities.

Mr. Finlayson presented the Program Report for the year 1955-56 which gives a resume of the activities, attendance and budget figures for the year, and suggestions for the coming year.

A copy of the report appears in the permanent records of the minutes.

Director's Report:

Mr. Starr reported that several names have been suggested for the faculty vacancy on the Board and called for other suggestions. The names will be submitted to Mr. Malcolm M. Willey for his recommendation and appointment.

Miss Louise Moberly, new Manager for the Arts Craft Shop, was introduced, and Mr. Starr announced that Mr. William Phelps will be the new Administrative Fellow assisting with the theatre area activities in Coffman Union.

OLD BUSINESS:

John Bohanon passed out the new Rovers brochure which will be distributed at Coffman Capers.

Ginny Clark was introduced to the Board and gave information concerning the Board's part in the Coffman Capers. Rehearsal times for Board members were set for Monday, September 24, 1956, at 10:00 a.m. and 6:00 p.m. Scripts will be distributed before that time.

P-14
Motion K-755:

It was moved that Bob Whitlock be the leader for the Board's part of Goffman Capers.

Seconded and carried.

Jim Schimshock requested that the Toastmistress program be incorporated; with Charm, Inc. because the program has been falling off and it is felt that it would work into Charm, Inc. very well. He asked that the Toastmistress budget appropriation be sent back to the House and Finance Committee for study.

P-15
Motion K-756:

It was moved to incorporate Toastmistress Committee with Charm, Inc., with the provision that the Toastmistress budget allotment be returned to the House and Finance Committee for study.

Seconded and carried.

Nominations were opened for a delegate to attend the Big Ten Student Union Conference, October 5,6,7, 1956, at the University of Illinois.

Barbara Clark and Dorothy Lea were nominated.

P-16
Motion K-757:

It was moved that nominations be closed.

Seconded and carried.

P-17
Motion K-758:

It was moved the Barbara Clark attend the Big Ten Student Union Conference at ~~Quincy~~ Illinois and that Dorothy Lea attend the Regional Conference at Duluth.

Seconded and carried.

George Meyers informed the Board that he will be resigning sometime in the near future as he has been drafted, but he does not have his orders as yet.

Mr. Starr announced that Ron Barrett and Helen Hartwick will be the staff members to attend the Big Ten Student Union Conference and that Con Finlayson and Lisa Freund will attend the Regional Conference.

P-18
Motion K-759:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 11:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

MINNESOTA UNION BOARD OF GOVERNORS MEETING

AC NDA

OCTOBER 2, 1956

- I. Approval of Minutes
- II. Executive Committee Report
- III. Standing Committee Reports
 - a. Personnel Committee
 - b. Public Relations Committee
 - c. Program Committee
 - d. House and Finance Committee
- IV. Program Director's Report
- V. Director's Report
- VI. Old Business
- VII. New Business
- VIII. Adjourn

**FILE COPY
DO NOT REMOVE**

October 2, 1956

To: The Union Board of Governors
From: The 1956 Homecoming Committee
Subject: The 1956 Homecoming Alumni Relations Program

It has been agreed that the Union Board of Governors and the 1956 Homecoming Committee will co-sponsor the Alumni Relations Program for the 1956 Homecoming Festivities. The Union Board and the Committee will split all expenses 50-50 except for any expense that is incurred for the Alumni King Reception at the Curtis Hotel on Saturday evening. The Committee will pay for this event. After all the overhead on the program has been paid for including the reception, all profits will be split equally between the Union Board of Governors and the 1956 Homecoming Committee:

The program is as follows:

Friday, November 2

11:00 a.m.--All Day	Alumni Information and Reservation Desk will be open.
1:00 p.m.-3:30 p.m.	Campus Tours for Alumni Mayo Memorial, Heart Hospital Peik Hall, Health Service
3:30 p.m.	Coffee Hours, Coffman Union
6:00 p.m.-8:30 p.m.	First Annual Football Rally Banquet
9:00 p.m.	1956 Homecoming Varsity Show

Saturday, November 3

9:30 a.m.-11:00 p.m.	Campus Tours
11:00 a.m.-1:00 p.m.	Buffet Luncheon
1:30 p.m.	1956 Homecoming Game with Pittsburgh
9:00 p.m.	Alum King Reception, Curtis Hotel

Cordially,

Kathy Bezat
Alumni Relations Chairman
1956 Homecoming

The cost of the Alumni Relations Program is as follows:

A package deal will be offered to Alums for \$5.00.
For this amount they can attend the Banquet, Coffee Hours,
Buffet Luncheon, Varsity Show and Reception.

Individually, prices will be as follows:

Banquet: \$2.75
Varsity Show: \$.90
Luncheon: \$1.75
Reception: \$1.75

Since definite expenses for everything have not yet been
arrived at, questions will be welcomed.

Kathy Bezat

Alumni Relations Chairman

October 2, 1956

Mr. Gordon L. Starr
Director of Student Unions
Coffman Memorial Union
University of Minnesota
Minneapolis, Minnesota

Dear Mr. Starr:

The 1956 Summer Program Report is submitted to you for your information and necessary action.

My instructions to the program staff in the preparation of this report were to be brutally honest in appraisal and constructively critical in presenting their personal recommendations: I believe you will find that these instructions have been followed.

As a staff we feel that untouched opportunities abound in the entire summer programming and are convinced that we can produce an effective and satisfying program, given time and information, the only tools we require.

Respectfully,

Don Finlayson
Program Director
Coffman Memorial Union

DF:blq

COFFMAN MEMORIAL UNION
SUMMER PROGRAM REPORT

1956

Don Finlayson
Program Director

INTRODUCTION

Summer programming has historically been a responsibility of the professional program staff of the Union; this procedure is not followed during the school year when the Union Board of Governors have the responsibility for program direction with the consulting assistance of the staff. This procedure has certain advantages and many inherent disadvantages which will be discussed later in the report under recommendations.

Summer programming has also historically consisted of two major operations: Summer Session Program and Freshman Orientation. Each of these phases will be presented as an entity primarily because they are completely separate programs without correlation. Summer Session Program is an adjunct to the Summer School and tailored to the summer student while Orientation Program is a supplement to the Orientation program directed by the Dean of Student office and designed to introduce the new student to Union facilities and program. Each of these programs are financed independently, the Orientation program by a Union Board subsidy and the Summer Session program by a combination of Summer School and Union Board subsidy. Mr. Ronald Barrett will report on Summer Session program and Mr. Judith DeYoung will report on the Orientation program; both of these people are members of the Union program staff and were delegated these responsibilities throughout the summer period.

Included in this report are the following sections: Introduction, Summer Session Program, Summer Session Financial Recap, Summer Session Recommendations, Orientation Program, Orientation Financial Recap, Orientation Recommendations, Program Office Financial Recap (including the entire program operation), and Summary.

Detailed files on the summer operation are maintained by the Union Program Office if more specific information is desired.

SUMMER SESSION PROGRAM

RECOMMENDATIONS

1. THAT a member of the program staff be designated as Summer Program Consultant in September of the previous year. This consultant to assist the Union Board in planning a maximum summer program.
2. THAT a special committee be developed by the Union Board as an operating sub-committee of the Program Committee. This committee to have the responsibility of developing and supervising the Summer Session program. This committee to be a year-round, permanent group with Summer program as their major assignment.
3. THAT the staff of the Union, working closely with Dean Ziebarth and his staff, conduct a survey of the 1956 Summer students relative to their reactions and recommendations for future programs. This information to be a basic factor in planning in the 1957 program.
4. THAT the student Summer Committee conduct a study of the Union physical facilities and staff capabilities relative to utilization in the Summer program. This information to be a basic factor in planning the 1957 program.

SUMMARY

Programming for unique groups of students requires a unique approach in every respect. The every-day, standardized approach as practiced throughout the normal school year is obviously impractical and has created a gradually worsening condition.

Experimentation without research has been attempted with little success; tried and true programs have been utilized again this year and have been moderately successful; generally, the program has met the minimum requirements, however minimum is not acceptable to the Union Board or the staff of the Union.

To fully utilize the leisure-time of the new student and the summer student, we take two inventories: the first to determine the needs and desires of the specific student group and the second to analyze the Union potential, both in physical facilities and in staff capabilities.

With this basic information, positive action steps may be taken to correlate these factors into a "tailormade" or better-phrased, a "Guest-centered" program. This type of program planning is of necessity going to be an expensive program in terms of staff and more important, of time, but if the high standards of Unionprogram are to be maintained and the recipient student groups served at a maximum level, this type of planning is essential.

1956 Summer Programs

During the past summer, the Coffman Union Board of Governors sponsored a variety of programs for the summer session students at the University. It is our purpose to here evaluate these programs.

The Friday Nite Dances were one of the highlights of this program with a number of fine six-piece bands playing the music. Because of weather conditions, some of these dances were held in the Main Ballroom. Those held on the Terrace had a very nice setting created by the use of oriental lanterns overhead. A lack of intermission entertainment was noticed and some attempt was made to remedy this at the last two dances of the summer at which time a ballad singer performed. Perhaps more could be done to decorate either the Terrace or Ballroom if some theme was to be established for these dances by a student committee. Although the attendance was satisfactory, many of those coming were not summer session students and the traditional problem of too many men again prevailed. This seems to indicate an evaluation of publicity methods, especially designed to better reach the summer students, particularly the women.

The Monday Nite Square Dances were another satisfactory program which drew nice crowds. These were generally held on the Mall in front of the Union, with a very few of them having to move inside. A fine group of callers kept these programs very active. Some method of spraying the area for mosquitoes is definitely recommended as they are attracted to the area by the lights. Also, if some type of wax could be used on the cement dancing area, this would help. It was observed that a number of non-summer session students also attended these dances, and perhaps here again an evaluation of publicity methods is needed to better reach the students.

The Ballroom Dance Instruction program which was offered on Tuesday evenings in the Gameroom seems to answer a need of the students. They seemed to profit from the instruction of Mr. Al Wicklund and his helpers. The shortage of women was again noticed here, and some method needs to be devised to attract them. A student committee could be well utilized to create more of a party atmosphere at these instruction classes, and also to possibly draw up a schedule of the types of dances to be taught during the summer at each week's dance. This is of concern to the students who participate

and determines to some degree whether or not they will participate.

Folk and Square Dance Instruction classes were held by Mr. Wayne Slocum.

They were held in connection with an academic class of his the first summer session during the early afternoon. They were continued on this weekly basis during the second session, but not in connection with an academic class. The attendance during the first session was much better than the second session, which can be partly explained by the academic class being held first session. However, the attendance was so low during the second session, that there is some question as to the advisability of this program at this time of the day. It seems that such a class would be better attended during the evening, possibly prior to the Monday Nite Square Dances. The instructor also was not reliable the second session, which led to a lack of interest on the part of some students.

The "Full House" Card Parties were held only three times and featured all types of card games, lemonade and cookies, and prizes to the winners. A hostess helped create an informal evening in the Terrace Reading Room for those who attended. There was not much interest in this activity despite a good spread of publicity. Those who did come seemed to enjoy the evenings though. If this program is to be continued, possibly this could be a type of noon activity with refreshments provided for those eating their lunches while playing cards. Prizes did not seem to add any interest to this program.

Lawn Parties were held in front of the Union during one afternoon each session. These parties featured free lemonade and cookies, and a chance to play croquet, volleyball and badminton. The response to this program was not very gratifying with very few people coming to the Union especially for this activity. Volleyball and badminton drew no participants, while the croquet sets did get some use. Those people who did come, stopped for some free lemonade and a chance to talk. It seems that providing these refreshments on the Terrace and in connection with the other events in the Union would be more successful. This might be done in connection with class registration in the Union at the beginning of the summer, when a "captive crowd" is present. At this time the summer activities could be publicized. The response to

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1956 SUMMER PROGRAMS

<u>EVENTS</u>	<u>NUMBER OF EVENTS</u>	<u>TOTAL ATTEND.</u>	<u>AVERAGE</u>
Friday Nite Dances	8	2530	316
Monday Nite Square Dances	10	1880	188
Ballroom Dance Instruction	10	295	33
Folk and Square Dance Instruction	9	194	22
"Full House" Card Parties	3	31	10
Lawn Parties	2	153	77
Croquet Tournament	1	0	0
Minnesota Rover Trips	15	225	15
English Bicycles Rental	—	61 rentals	5 a week
Record Lending Library	10	70	7
Art-Craft Shop	—	—	12

1956 Orientation
Monday - Thursday Evenings
August 6-24, Sept. 4-20

An Orientation Committee composed of representatives from Pan Hel, IFC, SCR, and the Union met in April to establish an outline for the 1956 evening orientation programs. The following schedule was decided upon:

5:30	Dinner and Group Singing
6:30	Talks by IFC, Pan Hel, and SCR
7:00 - 8:00	Evening Program - sponsored by the Union Board of Governors

The Union Board of Governors appointed Barbara Clark as Program Chairman to work with the Orientation Committee in setting up each evening's program. It was decided to repeat the musical style show which had been introduced so effectively the previous year. Letters were sent out to nineteen Minneapolis and St. Paul stores asking them to participate in the program by supplying clothes. Seven stores responded affirmatively. The program committee wrote a script designed for the "New Freshman", which related various school events these new students would be participating in. The models indicated the appropriate dress for each occasion mentioned. Musical and comedy acts were inserted in various spots throughout the script. A soft piano background added a lot to the quality of the show.

The majority of the modeling was done by the evening's hosts and hostesses. These hosts and hostesses, a total of ten, were representatives of the four groups represented on the Orientation Committee. Each program was held in the Main Ballroom with the rooms on each side of the stage serving as dressing rooms for the models. The extended stage, Orientation backdrop, modeling T, P.A. and speaker's table were all set up.

The average attendance each evening was 120 students with a total of about 3000 attending in all. Students from inter-fraternity council, Pan Hellenic Council, S.C.R. and the Union Board all contributed a great deal in presenting this evening program, which meant close cooperation and increased understanding between these activity groups.

For the most part audience reaction seemed very good. An occasional "dead audience" could be partly accounted for by a high thermometer outside and an exceptionally full day's schedule. The committee did find that as they added more humor by way of special acts, the audience response was greater.

Future recommendations might include:

1. Make arrangements for a P. A. from the Control Room rather than trying to use a portable P. A.
2. If a style show is used another make a strong attempt to have the stores deliver and pick up the clothes themselves. This was not done by any of the stores this year and it added a great deal to the time and expense demanded by staff and students.
3. A Union Committee should consider and evaluate the evening's schedule which has been used in the past, particularly in regard to the talks given by the Greeks and S.C.R. These talks very seldom stayed on schedule and too often were a definite dead spot in the evening's program.

UNION BOARD ACTIVITIES

Record Lending Library	12.10	NONE		
Full House (Cards)	NONE	33.71		
Lawn Parties	NONE	31.75		
Rovers	53.40	18.60		
Croquet	NONE	1.50		
Square & Folk Dance	NONE	154.86	400.00	24.28
Dance Instruction	21.50	158.30		
Folk Dance Instruction	6.00	28.10		
Public Relations	NONE	53.25		
Board Activities	NONE	98.75		
Friday Nite Dance	30.25	735.68		

(To be allocated by Summer School)

ADMINISTRATIVE EXPENSES

Supplies		65.24		
Postage		99.00		
Telephone & Telegraph		59.64	300.00	.92
Travel		8.20		
Recreational Equipment		23.17		
Rentals		23.21		
Miscellaneous		22.45		

ORIENTATION PROGRAM & WELCOME WEEK

Orientation Representative		50.00	50.00	
Dance Demonstration		16.80		
Garcia Jazz Show		101.80	350.00	324.46
Coffman Capers & Activities Day		555.86		
Orientation Program		142.98	100.00	42.98
Promotion Hats		61.62		61.62

Coffman Memorial Union
University of Minnesota

Program Office

Mrs. Quigley

Type ditto stencils for
Union Board Programs
Committees

Keep permanent files
of Program Committees

Program Staff
Correspondence

Requests for printing
and ordering of supplies
for program

Correspondence for
Program Committees

Director's Office

Miss Yaunick

Type and duplicate Union
Board Minutes

Type and duplicate standing
committee reports for the
Union Board Meetings

Executive, House and Finance,
Personnel, Program, Public
Relations, Expansion and Development

Correspondence of the Recording
Secretary

Union Board Agenda

Correspondence for Union Board
members Board matters

All correspondence and copy for ditto work is to be presented in the form it is to be completed. Letters should be written out in longhand with complete addresses and carbon copy indications. Programs or flyers should show the set-up of the written material and any art work must be done on the ditto master by the selected artist.

All material must be submitted by 3:00 p.m. of the day preceding completion time.

All ditto work will be duplicated by the clerks at the Information Desk.

10/2/56

Address List Information Fall- 1956

NAME _____
 LAST INITIAL FIRST

HOME ADDRESS _____
 STREET CITY STATE
 HOME PHONE _____

SCHOOL ADDRESS _____
 PHONE _____

FRATERNITY OR SORORITY _____
 NAME ADDRESS PHONE

BOARD MEMBERSHIPS _____
 AREA AND/OR STANDING COMMITTEE

GRADUATION YEAR _____ COLLEGE _____

WORK _____ PHONE _____
 FIRM

Class Schedule

	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:00	7:00	8:00	9:00
	I	II	III	IV	V	VI	VII	VIII	IX					
M														
T														
W														
TH														
F														
S														

Indicate C for Class Time

B for hours you are in Board Office

W for hours you are working

Members Present:

Jim Heltzer, Jim Schimschock, Herb Joern, Barbara Clark, Dorothy Lea, Bob Whitlock, John Bohanon, Mr. Pfleider, Fred Katter, Mary Jane Valkenburg, Mr. Richter.

Members Absent:

Dr. Layton, Virginia Rosacker, Mr. Cheese

Others Present:

Mary Ellen Wallerius, Howard Seemann, Kathy Bezat, Jim Poole, Helen Hartwick, Beverly Yaurick, Marcia Koth, Scott Nicholas, Mr. Starr, Don Finlayson.

The meeting was called to order at 7:20 p.m.

The minutes of the last meeting should be corrected as follows: Motion K-758: should read "It was moved that Barbara Clark attend the Big Ten Student Union Conference at Illinois, and that Dorothy Lea attend the Regional Conference at Duluth."

^{P-19}
Motion K-760:

It was moved to approve the minutes of the meeting of September 18, 1956 as corrected.

Seconded and carried.

Homecoming Committee:

Kathy Bezat and Jim Poole presented to the Board the Alumni Program schedule as follows:

Friday, November 2

11:00 a.m.--All Day	Alumni Information and Reservation Desk will be open.
1:00 p.m.-3:30 p.m.	Campus Tours for Alumni Mayo Memorial, Heart Hospital Peik Hall, Health Service
3:30 p.m.	Coffee Hours, Coffman Union
6:00 p.m.-8:30 p.m.	First Annual Football Rally Banquet
9:00 p.m.	1956 Homecoming Varsity Show

Saturday, November 3

9:30 a.m.-11:00 p.m.	Campus Tours
11:00 a.m.-1:00 p.m.	Buffet Luncheon
1:30 p.m.	1956 Homecoming Game with Pittsburgh
9:00 p.m.	Alum King Reception, Curtis Hotel

A package deal will be offered to Alums for \$5.00. For this amount they can attend the Banquet, Coffee Hours, Buffet Luncheon, Varsity Show and Reception. Individually, prices will be as follows:

Banquet: \$2.75
Varsity Show: \$.90
Luncheon: \$1.75
Reception: \$1.75

Publicity for the events include 10,000 form letters to be sent to all Alumni giving information, interviews on radio and television with sports celebrities, advertising in the Gopher Grad and other individual college alumni publications. To date the committee has spent approximately \$200.00 on the program. The program should be self-supporting in that no commitments will be made for food, etc. without reservation and there will be a bare minimum of free tickets given.

The following agreement was presented to the Union Board of Governors:

"It has been agreed that the Union Board of Governors and the 1956 Homecoming Committee will co-sponsor the Alumni Relations Program for the 1956 Homecoming Festivities. The Union Board and the Committee will split all expenses 50-50 except for any expense that is incurred for the Alumni King Reception at the Curtis Hotel on Saturday evening. The Committee will pay for this event. After all the overhead on the program has been paid for including the reception, all profits will be split equally between the Union Board of Governors and the 1956 Homecoming Committee."

A listing of the program events was included as above.

^{P-20}
Motion K-761:

It was moved to endorse the 1956 Homecoming Alumni Program.

Seconded and carried.

Following discussion of the last two sentences of the agreement it was not clear to Board members what their obligations would be.

^{P-21}
Motion K-762:

It was moved to call revote on Motion K-761:

Seconded and carried.

On the revote Motion K-671 was defeated.

^{P-22}
Motion K-763:

It was moved that the House and Finance Committee and the Alumni Home Coming Committee discuss and arrange a mutually acceptable agreement and that the House and Finance Committee members be empowered to act for the Board.

Seconded and carried.

Executive Committee Report:

Jim Heltzer reported that the Committee has reappointed Barbara Clark as the Public Relations Committee Chairman. She formerly was Dance Area Director.

Jim Heltzer discussed with the Board the responsibilities of Board members and the relationship to the professional program staff. He felt that if the student programs should begin failing they should not be salvaged by the staff and that the students should take more responsibility. Many thoughts were exchanged on better training of student personnel and how to increase interest in Union activities and raise the standards and prestige of the Union Board and its committees.

Jim Heltzer also mentioned to the Board the need for thinking in terms of staff when we prepare for increasing the size of the Union building physically. He gave some examples of the salaries paid at other schools for professional staff and the comparison with those at Minnesota which are low in compared to other schools of its size. He mentioned that this could be a reason for the large turnover of staff and that to obtain continuity in program we must have a more permanent staff.

The Board was asked for their feeling concerning the Board meeting next week as an invitation has been extended by Vice President Malcolm Willey to hold a meeting at his home.

It was the Board's feeling that a meeting should be held on Tuesday at 7:00 p.m. as regularly scheduled to carry out any regular business and that the Board should meet at Mr. Willey's home on Wednesday, October 10, 1956, at 7:00 p.m. for additional business.

Personnel Committee:

Mary Ellen Wallerius reported for the Personnel Bureau. Approximately 300 people have signed up for activities. The Bureau is trying to interview all applicants and thus far 21 have been interviewed with twenty selected and one to be placed very soon.

Following the interviews a list will be put in each Area Director's box giving the name and phone number and interest of those who did not show up for interviews for one reason or another. These people can then be contacted by the Committee Chairmen.

Barbara Clark asked that the reports to be duplicated for the Leadership Retreat be prepared immediately as they are overdue. The cost of the camp will be \$1.50 per person which is 1/2 of the total cost. A prize will be given to the Area Director with the most committee members and chairmen present. The Personnel Bureau has told all those recently interviewed that they must attend and the Area Directors are asked to contact present committee members and chairman in the same manner. More information will be given at the next meeting.

Bob Whitlock asked that the Board approve the appointment of Richard L. Fjellman as Manager of station WMR.

Bob also gave a list of the applicants receive so far for Union Board members. Filings for the positions open will close on Friday afternoon, October 5, 1956.

^{P 23}
Motion K-761:

It was moved to approve the report of the Personnel Committee including the appointment of Richard L. Fjellman as Manager of station WMR.

Seconded and carried.

House and Finance Committee:

The committee made no report but there was some discussion of the Homecoming agreement.

P-24

Motion K-7651

It was moved that the Union Board share in the entire Alumni Homecoming Program and split the cost equally, including the reception, in an amount of indebtedness on the Union Board's part not to exceed \$500.00.

Seconded and carried.

The wording of the agreement will be worked out by the House and Finance Committee along with the Alumni Homecoming Committee.

Program Director's Report:

Mr. Finlayson presented to the Board the report on the Summer Program in the Union. The report gave summaries of the individual programs, background on the summer program, attendance figures, and costs involved, and the following four recommendations;

1. That a member of the program staff be designated as Summer Program Consultant in September of the previous year. This consultant to assist the Union Board in planning a maximum summer program.
2. That a special committee be developed by the Union Board as an operating sub-committee of the Program Committee. This committee to have the responsibility of developing and supervising the Summer Session program. This committee to be a year-round, permanent group with Summer program as their major assignment.
3. That the staff of the Union, working closely with Dean Ziebarth and his staff, conduct a survey of the 1956 Summer students relative to their reactions and recommendations for future programs. This information to be a basic factor in planning in the 1957 program.
4. That the student Summer Committee conduct a study of the Union physical facilities and staff capabilities relative to utilization in the Summer program. This information to be a basic factor in planning the 1957 program.

Mr. Finlayson recommended that the loss of \$429.97 be transferred from the Public Relations Committee budget as most of it was incurred during Welcome Week and particularly for Coffman Capers which is a Public Relations program. This was agreeable to the Union Board members.

Mr. Finlayson presented to the Board a proposal to share equally with the S. L. A. Week Committee the cost and receipts of the S.L.A. Dance. All the financial arrangements will be made through the Union Program Office and a Union Representative will serve on the committee.

P-25

Motion K-7661

It was moved to accept the Program Director's Report including the agreement with the S.L.A. Board.

Seconded and carried.

Director's Report:

Mr. Starr gave some history of the Union movement to the Board, mentioning the beginning in England when the word Union was used to signify unity and the organization was primarily for debates.

The construction work on the west side of the building is the addition of a water main to alleviate the water shortage in Coffman Memorial Union.

He also mentioned that the Expansion and Development Committee should be thinking in terms of expansion of Coffman Memorial Union and some facilities on the west side of the river should the University expand in that direction.

A sheet showing the method of handling Board duplicating work, correspondence, committee supplies, duplicating work, and correspondence was distributed to the Board members.

The Bienium Report will be presented to the Union Board in the near future.

Mr. Starr presented the request of the Community Chest to place large red feathers on the columns of the Union during the fund campaign. It was the feeling of many Board members that this should not be done.

P-26
Motion K-777:

It was moved that the request of the Community Chest to display large red feathers on the columns of Coffman Memorial Union be referred to the House and Finance Committee with power to act.

Seconded and carried.

It is hoped that the faculty appointment to the Union Board will be made by the next meeting.

Mr. Starr asked for the feeling of the Board concerning the building hours on Columbus Day.

P-27
Motion K-778:

It was moved to have the Union building open on Columbus Day, October 12, 1956, and that the hours of the services to be left to the determination of the staff.

Seconded and carried.

Old Business:

P-28
Motion K-779:

It was moved that nominations be opened for Vice President of the Union Board.

Seconded and carried.

Bob Whitlock was nominated.

P-29
Motion K-780:

It was moved that nominations be closed and that a unanimous vote be given Bob Whitlock.

Seconded and carried.

P-30
Motion K-781:

It was moved that nominations be opened for Member-at-Large to the Executive Committee.

Seconded and carried.

Barbara Clark, Fred Katter, and Dorothy Lea were nominated. Miss Lea declined.

Fred Katter was elected Member-At-Large.

New Business:

P-31
Motion K-782:

It was moved that the Record Lending Library be transferred to the Talent Development Area and become part of the WMR Library.

Seconded and carried.

Jim Heltzer asked that the Executive Committee meet with him following the meeting.

P-32
Motion K-783:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

bjy:ln

MINNESOTA UNION BOARD OF GOVERNORS MEETING

AGENDA

October 9, 1956

- I. Approval of Minutes**
- II. Executive Committee Report**
- III. Standing Committee Reports**
 - a. Personnel Committee**
 - b. Public Relations Committee**
 - c. Program Committee**
 - d. House and Finance Committee**
- IV. Program Director's Report**
- V. Director's Report**
- VI. Old Business**
- VII. New Business**
- VIII. Adjourn**

Minnesota Union Board of Governors

Executive Committee Report
Meeting of October 5, 1956

Members Present: Mary Jane VanValkenburg, Fred Katter
Mr. Starr, Mr. Pfeider

Members Absent: Jim Heltzer, Bob Whitlock

Appointments as follows were made:

House and Finance Committee Chairman - Jim Schimschock
Personnel Committee Chairman - Dorothy Lea
Program Committee Chairman - Fred Katter
Expansion and Development Committee - additional
committee member - Mr. Pfeider

The new faculty member, Mr. Theodore Fenske, Assistant Dean on the St. Paul Campus, was appointed by Mr. Willey and approved by the Executive Committee.

A request was received from the International Relations Club asking that the Union Board co-sponsor a coffee hour with them on October 24, 1956, in celebration of United Nations Day. It was the committee's decision that the group be allowed to use the Women's Lounge at no cost, but that the club would stand the expenses of coffee and publicity.

The resignation of Herman Joern was reviewed at the meeting and accepted by the committee.

Respectfully submitted,

Mary Jane VanValkenburg
Corresponding Secretary

MJVV:by

UNION BOARD OF GOVERNORS
PERSONNEL COMMITTEE
OCTOBER 9, 1956

Following is a list of those people selected by the special personnel interviewing committee for Union Board membership.

NAME	COLLEGE	INTEREST	PHONE NUMBER
Nancy Fournier	SIA	Social Skills Personnel	WA6-3580
Terry Olafson	SL	Social Skills Arts & Crafts	MI4-4685
Neil J. Swanson	SIA	Games Anywhere	PA2-8646
Marilyn Fenske	Id.	Music Radio & Theater Arts Social Skills	MI6-0129 MI6-0129
John M. Decker	SIA	Radio & Theater Arts	WE9-2856
Rae Nadine Shore	Ei.	Dance	MI5-5387

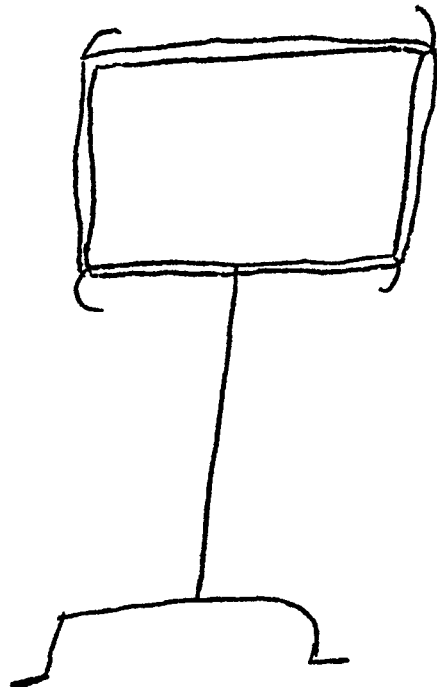
Mary Ellen SHA
Wallerius

PUBLIC RELATIONS REPORT

These are the things the Public Relations Committee will be working on in the near future.

1. a very extensive survey
2. Putting suggestion boxes on campus.
3. Formation of the Unioners - planning maybe an ice cream social.
(for them to get together)
4. A newsletter to go out to different Universities telling them what programs have been successful and why.
5. We have some extra 15th Anniversary Books - about 2000-
6. stationary
7. Christmas cards
8. New poster stands----- Which look like so-----

Barb Clark
Chairman



BUDGET REVIEW
PROGRAM OFFICE

As of October 8, 1956

	ORIGINAL BUDGET	EXPENSE	INCOME	BALANCE
DANCE AREA				
Dance Instruction	75.00	240.00	104.00	
Saturday Nite Dance	NONE	116.82	335.40	216.58
Variety Dance	NONE		51.20	51.20
Square Dance	NONE	15.00	31.55	16.55
Let's Dance	250.00			250.00
FINE ARTS AREA				
Gallery	400.00			400.00
Humanities Forum	100.00			100.00
Artcraft Shop	200.00			200.00
GAMES AREA				
Bridge - Instruction	75.00			75.00
Tournament	25.00			25.00
Billiards - Instruction	25.00			25.00
Tournament	75.00			75.00
Boating - Instruction	25.00			25.00
Tournament	75.00			75.00
Chess	150.00			150.00
Table Tennis	25.00			25.00
Game Room	50.00			50.00
Big Ten Tourney	300.00			300.00
MUSIC AREA				
Listening Hours	50.00			50.00
Song Fests	50.00			50.00
Jazz You Like It	300.00			300.00
Christmas Sing	35.00			35.00
NOON VARIETY AREA				
Noon Movies	400.00			400.00
Union Varieties	300.00			300.00
Noontime Canteen	100.00			100.00
OUTINGS AREA				
Minnesota Rovers	750.00	190.85	8.00	567.15
Co-Rec Activities	25.00			25.00
SOCIAL SIGHTS AREA				
Charm, Inc.	250.00	360.00	18.00	92.00
Student-Faculty Relations	500.00			500.00
Foreign Students	300.00			300.00
Toastmasters	100.00			100.00
Toastmistress	75.00			75.00
Graduate Students	300.00			300.00

(2)

	ORIGINAL BUDGET	EXPENSE	INCOME	BALANCE
TALENT DEVELOPMENT				
Creative Society	300.00			300.00
Talent Bureau	50.00			50.00
WISER	NONE	155.61		155.61
Record Lending Library	400.00	370.00	NONE	30.00
PROGRAM DEVELOPMENT				
Recreational Reading	100.00			100.00
Program Expansion	400.00			400.00
PUBLICITY				
Photo Service	250.00			250.00
Gopher	400.00			400.00
Union Relations	379.36			379.36
*Data Digest	150.00	212.59	NONE	62.59
Brochures	2000.00	110.94	NONE	1889.06
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	209.00	NONE	9.00
Christmas Cards	50.00			50.00
Christmas Decorating Party	25.00			25.00
Christmas Decorations	175.00			175.00
Board Activities	400.00	96.07	NONE	303.93
Alumni Reunion	50.00			50.00
Marit Reception	750.00			750.00
Fall Leadership Retreat	150.00			150.00
Spring Board Retreat	150.00			150.00
Personnel General	NONE			NONE
Open Houses	300.00			300.00
CONINGENCY FUND				
	300.00			300.00
SPECIAL EVENTS REVOLVING FUND				
	NONE			NONE
PROGRAM ADMINISTRATION				
Supplies	380.00	162.55		197.45
Telephone	400.00	18.80		381.20
Postage	75.00			75.00
Travel	500.00			500.00
Equipment	450.00	191.35		258.65

* Accorbed in Publicity Budget

University of Minnesota Union Board of Governors
Meeting of October 9, 1956

Members Present

Jim Heltzer, Bob Whitlock, Mr. Fanske, Mary Jane VanValkenburg, Barbara Clark, John Bohanon, Jim Schimschock, Dr. Layton, Dorothy Lea, Fred Katter.

Members Absent:

Mr. Cheese, Mr. Pfleider, Mr. Richter, Mr. Starr

Others Present:

Madeline Henning and Howard Seesann, Daily Reporters, Helen Hartwick, Don Finlayson, Beverly Yaunick.

The meeting was called to order at 7:15 P.M.

P-33
Motion K-704

It was moved to approve the minutes of the meeting of October 2, 1956.

Seconded and carried.

Executive Committee Report:

The report of the committee was given by Mary Jane VanValkenburg as follows:

The new faculty member, Mr. Theodore Fanske, Associate Dean on the St. Paul Campus, was appointed by Mr. Willey and approved by the Executive Committee.

A request was received from the International Relations Club asking that the Union Board co-sponsor a coffee hour with them on October 24, 1956, in celebration of United Nations Day. It was the committee's decision that the group be allowed to use the Women's Lounge at no cost, but that the club would stand the expenses of coffee and publicity.

The resignation of Herman Joern was reviewed at the meeting and accepted by the committee.

The following appointments were presented for approval.

P-34
Motion K-785

It was moved to approve appoints as follows:

House and Finance Committee Chairman - Jim Schimschock
Personnel Committee Chairman - Dorothy Lea
Program Committee Chairman - Fred Katter
Expansion and Development Committee - additional committee member - Mr. Pfleider

Seconded.

P-35
Motion K-786

It was moved that the full membership of the Executive Committee review all Chairmanship appointments and bring them to the Board for approval at a future time.

Seconded and carried.

P-36
Motion K-787:

It was moved to approve the resignations of Virginia Rosacker and Herman Joern be accepted.

Seconded and carried.

Jim Heltzer urged all Board members to attend the meeting at Mr. Malcolm M. Willey's home, 255 S. E. Bedford, at 7:00 p.m., October 10, 1956. Mr. Willey will explain to the Board responsibilities, functions and relationships.

Personnel Committee:

A list of those people selected by the special personnel interviewing committee for Union Board membership was presented by Bob Whitlock. There was a discussion of the candidates qualifications and of others whose names did not appear on the list.

P-37
Motion K-788:

It was moved to approve the following individuals as Board members. Nancy Fournier, Terry Olafson, Neil Swanson, Marilyn Fenske, John Decker, Rae Nadine Shore, Mary Ellen Wallerius.

Seconded and carried.

Upon consent of the Board Bob Whitlock sent telegrams to the new Board members informing them of their appointment.

Public Relations Committee:

Barbara Clark presented the Public Relations report listing the projects which are now underway. A survey will be made throughout the year to determine the use of the Union and how it can be improved and particularly the commutor services offered. Along with this suggestion boxes will be put in other buildings on campus and an effort will be made to get publicity out on the other side of the campus.

The formation of the Unioneers, representatives from the organizations and living groups on campus, is being organized. It is hoped that this will help to distribute information about the Union's program and services.

The committee together with Marcia Koth, Administrative Fellow, are planning a newsletter to go out to other colleges and universities telling them what programs here have been successful and why. It is anticipated that this will become an idea exchange between the regional schools.

The committee plans to distribute the surplus of Anniversary brochures, about 8,000, to alumni, businessmen, and others with accompanying letters.

Barbara passed around to Board members a suggested new letterhead bearing the Union Board star and Coffman Memorial Union, University of Minnesota, with a list of the activities down the left-hand side.

Christmas cards to be sent to various organizations are now being planned. New poster stands will be another project of the Committee.

Barbara asked that present Board members help the new members in any way possible to get oriented to the Union Board procedures. Special attention should be given to the contacting of new Chairmen and Committee members with regard to the Leadership Retreat on October 21, 1956. Reservations must be in by October 16, 1956. The fee of \$1.50 may be paid in the Program Office, 229 Coffman Union.

P-38

Motion K-782:

It was moved to approve the Public Relations Committee Report.

Seconded and carried.

Program Director's Report:

Mr. Finlayson presented to the Board the statement of funds as of October 8, 1956, for the various areas and committees. He suggested that Area Director's and Committee Chairmen check with the Program Office secretary frequently on their expenditures as the record changes each day as the bills are received from the Business Office. He also mentioned that income will be coming in on several programs in the next two weeks which will eliminate the red figures shown.

Jim Heltzer suggested that the Budget Review be carefully considered by each Board member and be suggested by presented at the next meeting.

Mr. Finlayson presented to the Board the request for the "Autumn Leaves" dance for a ticket booth on the main floor for Wednesday, October 10, and Thursday, October 11, 1956, as Campus Chart has the ticket booth on Ground floor those two days and they do not wish to compete with them.

P-39

Motion K-790:

It was moved to approve the request of the "Autumn Leaves" Dance Committee to have a ticket booth on the main floor of the Union, October 10, and 11, 1956.

Seconded and carried.

Director's Report:

Mr. Starr was unable to attend the meeting, but copies of the Biennial Report were distributed to Board members for their review and it will be discussed at the next meeting.

Jim Heltzer read a letter Mr. Starr had received from Mr. Robert Zumrinkle at St. Cloud Teachers College concerning information on joining the Association of College Unions. He mentioned that the strength of the Association of College Unions lies in its Regions and that there is tremendous growth of new unions at smaller colleges and additions are being planned at large Universities for their Unions.

New Business:

P-40

Motion K-791:

It was moved that a pass be given to the Daily representative to attend all Union events.

Seconded and carried.

The following constitutional amendment was proposed concerning the qualifications for becoming a Union Board member.

1. That the individual have two quarters experience on a Union committee or in two special events.
2. That the individual have an honor point ratio of 1.5.

The amendment was discussed briefly and will be brought to the Board again for further discussion.

Bob Whitlock gave some comments on the conference of the Big Ten Unions at Allerton Park, Illinois, and stated that full reports will be given at the meeting October 16, 1956.

P-41

Motion K-792:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by:ln

University of Minnesota Union Board of Governors
Meeting of October 10, 1956

Members Present:

Jim Heltzer, Barbara Clark, John Bohanon, Fred Katter, Dorothy Lea,
Jim Schiaschock, Bob Whitlock, Mr. Pfleider, Mr. Richter, Nancy
Fournier, Terry Olafson, Marilyn Fenske, John Decker, Rae Shore,
Mary Ellen Wallerius, Dr. Layton, Mr. Cheese.

Members Absent:

Mr. Fenske, Neil Swanson, Mary Jane VanValkenburg

Others Present:

Howard Seemann, Don Finlayson, Mr. Starr, Beverly Yaunick, Mr.
Malcolm M. Willey, Mrs. Malcolm M. Willey.

The meeting was called to order at 9:00 p.m. at the home of Mr. Malcolm M
Willey, Academic Vice President, following a talk by Mr. Willey
on the Union's relationships and functions within the University
organization.

P-42
Motion K-793:

It was moved to approve the minutes of the meeting of October 9,
1956.

Seconded and carried.

Executive Committee:

The Executive Committee presented for approval the following Board
membership appointments.

P-43
Motion K-794:

John Decker - Talent Development, Public Relations Committee
Terry Olafson - Fine Arts, Program Committee
Dorothy Lea - Personnel Committee Chairman, Public Relations
Mary Ellen Wallerius - Noon Program, Program Committee
Marilyn Fenske - Social Skills, House and Finance Committee
Jim Schiaschock - House and Finance Committee Chairman
Jim Heltzer - President, Chairman, Executive Committee, Expansion
Committee
Fred Katter - Program Committee Chairman, Member-at-Large of Executive
Committee, Expansion Committee
Barbara Clark - Chairman Public Relations Committee
Rae Nadine Shore - Dance Area, Personnel Committee
Mary Jan VanValkenburg - Corresponding Secretary, Personnel and
Public Relations Committee
Neil Swanson - Games Area, House and Finance
Bob Whitlock - Vice President, Chairman meetings of Standing Committee
Chairmen, Expansion Committee
John Bohanon - Outings Area, Program Committee
Mr. Pfleider - Expansion Committee
Nancy Fournier - Music Area, Personnel Committee

Seconded and carried.

Other appointments which will remain the same are Mr. Cheese, House and Finance Committee, Dr. Layton, Personnel Committee, and Mr. Richter, Public Relations Committee.

Board members were informed that lists of those students who signed up for activities are now available for them in the Program Office. They give the phone numbers and indicate whether or not the person has been interviewed.

These new people must be contacted as soon as possible as all Committee Chairman and members are to attend the Leadership Retreat at Camp Tipi Waukan, on October 21, 1956.

Howard Seeman, Daily reporter, asked that all publicity releases be placed in his pick up box in the Program Office. He asked that Board members or Committee Chairman contact him in regard to any special publicity in the Daily. He suggested that they work with him and/or Marcia Koth in this regard and that they will do all they can to help.

Mr. Starr suggested that new Board members obtain a copy of the clerical work procedure so that they will know how to best complete work. Mr. Starr raised the question with the Daily representative concerning the Union hours of operation for Columbus Day. Howard Seemann said he had submitted them for printing.

P-44
Motion K-795-

It was moved to thank Mr. and Mrs. Willey for the fine hospitality extended to Board members.

Seconded and unanimously carried.

P-45
Motion K-796:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by:ln

University of Minnesota Union Board of Governors
Meeting of October 16, 1956

AGENDA

- I. Approval of Minutes
- II. Executive Committee Report
 - A. Study of Salaries ✓
 - B. Mr. Willey's Meeting ✓
 - C. Policy on Aid to Student Groups ✓
 - D. Regional Conference ✓
- III. Personnel Committee Report ✓
 - A. Result of Scholarship Coffee Hour ✓
 - B. Leadership Retreat
- IV. Program Committee Report ✓
 - Area Director Reports
 - A. Talent Development - John Decker ✓
 - B. Fine Arts - Terry Olofson ✓
 - C. Noon Program - Mary Ellen Wallerius ✓
 - D. Social Skills - Marilyn Fenske ✓
 - E. Dance Area - Rae Nadine Shore ✓
 - F. Games Area - Neil Swanson ✓
 - G. Outings Area - John Bohanon ✓
 - H. Music - Nancy Fournier ✓
- V. Public Relations Committee Report ✓
- VI. Old Business
 - A. Big Ten Union Conference Report - Jim Heltzer, Bob Whitlock, Helen Hartwick, Barbara Clark, Ron Barrett ✓
 - B. Dean's Retreat - Jim Heltzer, Mary Jan VanValkenburg ✓
- VII. Amendment to the Constitution ✓
- VIII. New Business ✓
 - A. Policy Study Committee ✓
 - B. Other ✓
- IX. Adjourn

Union Board of Governors
Executive Committee Meeting Report
October 16, 1956

Members Present: Jim Heltzer, Mary Jane VanValkenburg
Mr. Starr

Members Absent: Bob Whitlock, Fred Katter,
Mr. Pfloder

Ways and means of obtaining documented evidence as to the comparative salaries of the program staff in other unions and in similar positions elsewhere were discussed.

There was definite agreement as to the need of a policy dealing with the Union's co-sponsorship of various activities. Jim Heltzer volunteered to set up some sort of basic policy for presentation to the Union Board.

Respectfully submitted,

Mary Jane VanValkenburg
Corresponding Secretary

MJVV:by

Dorothy Lea

Pass to Reporter
Daily

CHAIRMANSHIPS

approved

~~SECRET~~

1. Music Listening Hour--Diana Miller

2. Song Fests--^{Robert}Bob Boylan

3. Music Equipment--Harold Nelson

4. ~~Co-ordinator (for Music Prog)~~

5. Wed. Noon Program--Larry Swandby ^{CO-ORDINATOR (for Music Prog)}

6. Coffman Musical--Dan Cashman

~~SECRET~~

~~SECRET~~

2. Table Tennis--Hans Mirka

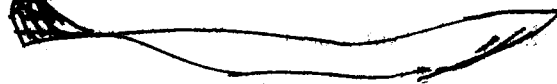
Barbie:



May I suggest the following motion?

Moved: That members of the group known as the
Unioners be granted a ^{single} pass that will entitle them
to attend any two ~~of~~ Union-events per quarter, these
programs being of their choice.

Bob Whitlock



University of Minnesota Union Board of Governors
Meeting of October 16, 1956

AGENDA

I. Approval of Minutes

II. Executive Committee Report

- A. Study of Salaries
- B. Mr. Willey's Meeting
- C. Policy on Aid to Student Groups
- D. Regional Conference

III. Personnel Committee Report

- A. Result of Scholarship Coffee Hour
- B. Leadership Retreat

IV. Program Committee Report

Area Director Reports

- A. Talent Development - John Decker
- B. Fine Arts - Terry Olofson
- C. Noon Program - Mary Ellen Wallerius
- D. Social Skills - Marilyn Fenske
- E. Dance Area - Rae Nadine Shore
- F. Games Area - Neil Swansen
- G. Outings Area - John Bohanon
- H. Music - Nancy Fournier

V. Public Relations Committee Report

VI. Old Business

- A. Big Ten Union Conference Report - Jim Heltzer, Bob Whitlock, Helen Hartwick, Barbara Clark, Ron Barrett
- B. Dean's Retreat - Jim Heltzer, Mary Jan VanValkenburg

VII. Amendment to the Constitution

VIII. New Business

- A. Policy Study Committee
- B. Other

IX. Adjourn

Activity: Literary Magazine to be sponsored by the Creative Society

Number of Persons Involved: 25

Breakdown of Persons Involved:

- Editors (to act as judges of the material submitted) 3
- Staff (to edit the materials and type the copy for publication) 10
- Business (to solicit advertisements and to distribute the magazine) 10
- Layout Staff (to compose the magazine) 2

Facilities Required:

- a-A university mailing address, to which material submitted for publication may be sent.
- b-A room to be used for staff meetings, held approximately once per week. any room may be used, although a seminar room is preferable.
- c-A photo offset machine, which the Publications Committee has offered to supply.
- d-An electric typewriter, for typing the manuscripts in final form.
(The electric typewriter simulates regular type best.)

Tentative Budget: The cost of printing the magazine is one hundred and thirty dollars (130.00) for an issue of 1000 copies or more as sales demand, 45 pages each, approximately 5 X 7 ". On the credit side, the magazine should total:

Advertisements, at \$1.25 per eighth page	\$25.00 or more
Sales, at 10¢ per copy	95.00 or more
Sponsors, (patrons) at 50¢ each	<u>15.00</u> or more
Total	135.00 or more

Addenda:

- 1- The English department of the University has offered us their co-operation in:
 - A- Recommending to us, through their writing courses, students with writing talent.
 - B- Supplying us with a list of publicly known sponsors, willing to act as sponsors for magazine.
- 2- The magazine offers unique possibilities in combination with other activities of the Creative Society:
 - A- With the drama group--a playwriting contest might be run, the winning manuscript to be both produced by them and printed in the magazine .
 - B- With the Music group--a composition contest might be sponsored the winning entry to be reproduced in the magazine.
 - C- With the Art group--the prize winners to be photographed and published in the magazine, and the magazine sold at the Art Group's annual showing.

This request was submitted by Ken Silverman on October 3, 1956. It was accepted by the Creative Society, subject to Board approval, on October 10th.

SUPPLEMENT TO ~~CONSTITUTION~~

SOP

I. ORGANIZATION

This committee, under the Union Board of Governors shall be composed of no less than five members and no more than ten. Of this committee, four shall act as sub-chairmen over the creative areas involving art, music, drama, and writing.

Other members shall consist of members at large, numbering no more than five and having equal privileges of the sub-chairmen.

From the members at large, the secretary and publicity sub-chairman shall be chosen with the approval of the entire committee.

II. RESPONSIBILITY

This committee is responsible to the Area Director from the Union Board of Governors and this committee shall operate according to the Union Board procedure as approved
(Date of approval)

III. Budget

This committee's budget, as appropriated by the Union Board of Governors shall be used with the advisement of the Area Director and approval of the entire committee.

University of Minnesota Union Board of Governors
Meeting of October 16, 1956

Members Present:

Jim Heltzer, Barbara Clark, John Bohanon, Fred Katter, Dorothy Lea, Jim Schinschock, Bob Whitlock, Mr. Pflaider, Nancy Fournier, Terry Olofson, John Decker, Rae Shore, Mary Ellen Wallerius, Mary Jean VanValkenburg, Mr. Fenske, Dr. Moore.

Members Absent:

Nell Swanson, Mr. Richter, Marilyn Fenske.

Others Present:

Mr. Harold Smith, Mr. Starr, Mady Henning, Mon Barrett, Helen Hartwick, Don Finlayson, Jean Hinicker, Beverly Yaundick, Kathy Bezat, Milton Iossi, Scott Burton

The Meeting was called to order at 7:15 P.M.

Motion ^{P-46} K-797:

It was moved to approve the minutes of the meeting of October 10, 1956.

Seconded and carried.

Executive Committee Report:

Mary Jane VanValkenburg reported that at the meeting with the ways and means of obtaining documented evidence as to the comparative salaries of the program staff in other unions and in similar positions elsewhere were discussed.

There was definite agreement as to the need of a policy dealing with the Union's co-sponsorship of various activities. Jim Heltzer volunteered to set up some sort of basic policy for presentation to the Union Board.

Jim Heltzer is writing a letter to Vice President Malcom M. Willey asking for a summary of the information he gave out at the last meeting.

Program Committee Report:

The Program Committee will hold regular meetings each Tuesday at 6:00 P.M. in the Union Board Office. At their last meeting the committee discussed the responsibilities and functions of the area directors and their relationship to the Board and the program staff. It is anticipated that three area directors will be called upon to report at each meeting.

Jean Hinicker reported on the "Autumn Leaves Dance" being co-sponsored by the Union Board and the S. L. A. Week Committee. So far 39 tickets have been sold out of 2,000. She indicated that there has been very little cooperation from the S. L. A. Week Committee and that the Saturday Nite Dance Committee has been doing the major portion of the work. After discussion of the problem it was suggested that Jim Heltzer contact the S. L. A. Board to see if something could be worked out.

Kathy Bezat reported that the letters have now been sent out to the alumni members on the Homecoming Alumni Program. The publicity campaign is underway and many articles are already out on the program and there will be a display in Dayton's window. The committee expects that reservations will be received just prior to Homecoming and no definite information will be available until then.

Reports were given by the various area directors on progress thus far.

Talent Development - John Decker

The Record Lending Library has been moved to WTR and they are now all filed. The station plans an auction or sale to eliminate the duplications. The Union Board is invited to tour the station and see the improvements which have been made.

The Creative Society is working on a play and more definite information will be available later.

The Talent Bureau had no Chairman until just recently and that area is now getting underway.

Fine Arts - Terry Olofson

As yet, the Arts Crafts area has no Chairman, but Terry is organizing the projects for the Committee members in the interim. The committee will be working on Dividend Night in the Arts Craft Area as their major project fall quarter.

Humanities Forum is without a Chairman at present. One program has been cancelled. Arrangements have been made for two other programs and they will be worked out in the near future.

The Gallery has no Chairman, but the program had been arranged through the Gallery in Northrop and the exhibits are all lined up.

Noon Program - Mary Ellen Wallerius

As yet there are no Chairman for Tuesday or Wednesday programs, but it is hoped these will be filled soon.

The Varsity Show will put on a preview on October 20, 1956. Campus groups are being contacted to what programs can be held at noon. The committee hopes to get Theatre groups, athletic department groups, modern dance demonstration, etc.

Dance Area - Rae Shore

The last Wednesday Nite Dance had an attendance of 75 and the last Saturday Nite Dance had an attendance of 350. The dance classes have over 200 enrolled. No one showed up for the first Hula lesson and it may be dropped if there are no participants. It was suggested that next quarter the Latin American Dance class be part of Advanced Dance as the two programs overlap somewhat.

Outings Area - John Bohanon

There is no Chairman as yet for Co-Rec Nites. This has been handled by the Intramural Office and will go on even if we do not have a Chairman.

The Rovers are planning to schedule their trips on a quarterly basis and they hope to increase their membership. They plan to increase membership by personal contact.

It is hoped that better use can be made of the rental system and efforts will be made to do so.

Music Area - Nancy Fournier

Coffman Musicals will have its first program Wednesday, October 17, 1956, on the Terrace. A jazz combo will be featured.

Music Listening Hour will have a program by a Harpist next Tuesday. Christmas sing is being planned with a style show as part of the activity.

As yet there is no chairman for song fests.

Requests have been received to renew the Quarterback session and this is being considered.

Program Director's Report:

Mr. Finlayson read for the Board members and explained the duties of the Area Directors and their relationship to the Board and the staff. He also explained that the program staff gives individuals and groups on the campus information concerning activities in addition to giving counsel to the Union Board Committees on programs.

Public Relations Committee:

Pictures of the Board members were taken for the display in the main floor hall.

Letters were sent to all living groups on campus asking for a representative to belong to the "Unioneers". Barbara Clark explained that a desert meeting will be held for these representative to acquaint them with the groups purpose and get organized. The group will be doing service projects for the Union, addressing Christmas cards, surveys, etc.

^{P-47}
Motion K-798

It was moved that the students taking an active part in the Unioneers receive a single person pass for two or three single events of their choice during the year.

The motion was withdrawn for lack of a second.

It was suggested that the Unioneers assist with the Dividend Nite and this will be suggested to the group when they meet.

Prices on new poster stands will be brought to the Board in the near future as estimates are being obtained.

Personnel Committee:

^{P-48}
Motion K-798

It was moved to approve the following Committee Chairmanships.

- Music Listening Hour - Diana Miller
- Song Fests - Robert Boylan
- Music Equipment - Harold Nelson
- Wednesday Noon Program - Larry Swandby
- Coffman Musical - Ian Cashman
- Table Tennis - Hans Mirka

Seconded and carried.

Dorothy Lea mentioned that if Area Directors have any prospective Committee Chairmen that they should be referred to the Personnel Bureau as soon as possible so that they may be interviewed.

Qualities and functions of Board Members information was distributed.

Bob Whitlock reported that the Coffee Hour for the scholarship winners was very well attended and was a very successful event.

University Bookstores:

Mr. Harold Smith, Director of the University Bookstores, spoke to the Board. He gave a short history of the stores on the campus, their services, and some background on their operation. Mr. Starr mentioned that Mr. Smith recommended to the University Administration that the amount of approximately \$75,000 originally planned for the bookstore portion of the new St. Paul Campus Union be placed in the building fund. The Administration approved his recommendation. The Bookstores supports the scholarship fund with an annual contribution of approximately \$15,000. Mr. Smith indicated that if Board members have any suggestions for the Coffman Union Bookstore that he would be glad to talk with them at any time.

Jim Heltzer thanked Mr. Smith for visiting the Board and a round of applause was given Mr. Smith.

Old Business:

Thus far 33 individuals have signed up for the Leadership Retreat. Barbara Clark asked for indications of how many more we can expect. Area Directors reported that many of their committee members will be signing up on Wednesday October 17, 1956.

A schedule of the program will be available on Friday in the Board office so that Board members will know when they are to give their talks.

Big Ten Conference Report:

Bob Whitlock reported that at this year's conference an Executive Committee was set up to handle the business between conferences and to plan the next conference. An information center is planned whereby the schools in the Big Ten will send in information and receive information on activities at the other schools.

Jim Heltzer reported that one of the outstanding things brought out at the conference was the difference in organization of the other Unions. There seem to be no two which can be compared. He was very pleased to find that at Minnesota the Union is for the students and that students are allowed to make decisions, plan programs, and use the facilities to a great extent.

Barbara Clark mentioned to the Board some of the program ideas she picked up at the conference. She also felt that the Conference was very helpful in evaluating our own Union.

Helen Hartwick and Ron Barrett commented on the Conference briefly. They both felt that the Board should be proud of the fine job the delegates did at the Conference. Mr. Barrett said the staff session was very helpful and that more time could be given to this aspect of the Conference. Helen mentioned the Leadership Training program at Wisconsin which is an

eight week course where students are trained for leadership positions on the campus as a whole. She felt this might be a worthwhile project here.

Dean's Retreat:

Mary Jane VanValkenburg reported that the Retreat was very helpful in explaining the intricacies of the Universities organization. Jim Heltzer reported that a great number of questions were asked of him concerning the Union Board and its operation and that he felt the relationship with the Dean of Student Office should be worked out in the near future.

Homecoming Dance Report:

Scott Burton reported that the committee is now organized and all areas are working on the various projects. The Four Aces and Jimmy Featherstone's Band will be the main attraction with four other bands in the building. Each area will be decorated attractively so that there will be much to see and hear in all areas as the whole crowd cannot be accommodated in the ballroom. The committee plans to issue 4,200 tickets and they will be on sale the early part of next week.

Question was raised as to whether the Committee will adhere to Pass Policy. There was a short discussion and Scott Burton said that he would submit his list to the Executive Committee at a later time for whatever action they would take.

Motion ^{P-49} K-799:

It was moved to approve the Homecoming Dance Report.

Seconded and carried.

The Bienium Report will be distributed to all the new members and will be discussed at the next meeting.

New Business:

Jim Heltzer appointed a Policy Study Committee to study the policies which apply to the Union and the interpretation and administration of these policies and report to the Board on their findings. Those appointed to the Committee are: Dean Fenske, Don Finlayson, Mr. Malcolm Willey. (IN addition to the executive committee.)

Amendment to the Constitution:

The following amendment to the Constitution was read to the Board for the second time.

Amendment to Article III, Section 4.

That the individual have two quarters experience on a Union Committee or two special events.

That the individual have an honor point ration of 1.5.

The amendment was discussed briefly by Board members and will be brought up at the next meeting.

^{P-50}
Motion K-801

It was moved to approve the publishing of a Literary Magazine.

Seconded.

^{P-51}
Motion K-802

It was moved to table Motion K-801 so that further study may be made of the implications of such action and that it be brought back to the Board at a future time.

Seconded and carried.

Bob Whitlock asked that all standing committee Chairmen meet with him immediately following the meeting. He also announced that there will be a meeting of the Expansion and Development Committee in Room 227 at 3:30 on October 17, 1956.

^{P-52}
Motion K-803

It was moved that a directory giving the times and places of all Committee meetings we made and placed in the Union Board office.

Seconded and carried.

John Decker presented the following supplement to the Creative Society rules or operation.:

I. ORGANIZATION

This Committee, under the Union Board of Governors shall be composed of no less than five members and no more than ten. Of this committee, four shall act as sub-chairmen over the creative areas involving art, music, drama, and writing.

Other members shall consist of members at large, numbering no more than five and having equal privileges of the sub-chairman.

From the members at large, the secretary and publicity sub-chairman shall be chosen with the approval of the entire committee.

II. Responsibility

This committee is responsible to the Area Director from the Union Board of Governors and this committee shall operate according to the Union Board procedure as approved (Date of approval)

III. Budget

This committee's budget, as appropriated by the Union Board of Governors shall be used with the advisement of the Area Director and approval of the entire committee.

^{P-53}
Motion K-804

It was moved to approve the supplement to the Creative Society rules of operation.

Seconded and carried.

Those interested in attending the Regional Conference were asked to so indicate. The matter of finding available funds for the delegates will be referred to the House and Finance Committee so that as many as possible may be sent to this Regional Meeting of the Association of College Unions at Duluth, October 25, 26, and 27, 1956.

P-58
Motion K-805

It was moved that the House and Finance Committee investigate the availability of funds to send delegates to the Regional Conference.

Seconded and carried.

Milton Iossi joined the Board meeting and discussed with the members the Autumn Leaves Dance and how best to work out the details of the dance and getting adequate personnel from the S. L. A. Board for it. Following the discussion Jim Heltzer thanked him for taking time to come and for giving his aid.

The current issue of the Region VII Newsletter was distributed to the Board members.

P-59
Motion K-806

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:30 P.M.

Respectfully submitted,

Gordon L. Starr
Director of Student Unions
and Assistant Professor

GLS:BY;tn

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS MEETING

OCTOBER 23, 1956

Agenda

- I. Approval of Minutes
- II. Executive Committee Report
- III. Special Report - Charles Malmberg, President
Iron Wedge
- IV. Standing Committee Reports
 - a. Personnel Committee
 - b. Public Relations Committee
 - c. Program Committee
 - 1. Dance Area - Rae Shore
 - 2. Social Skills Area - Marilyn Fenske
 - 3. Talent Development Area - John Decker
 - d. House and Finance Committee
- V. Program Director's Report
- VI. Director's Report
- VII. Old Business
 - a. Leadership Retreat - Barbara Clark
 - b. Regional Meeting
 - c. Constitutional Amendment
- VIII. New Business
- IX. Adjournment

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University of Minnesota Union Board of Governors

Minutes of the Executive Committee

Meeting of October 19, 1956

Members Present: Mr. Pfleider, Jim Heltzer, Bob Whitlock,
Fred Katter, Mary Jane VanValkenburg

Members Absent: Mr. Starr

The pass list for the Autumn Leaves Dance was approved.

Jim Heltzer submitted his "Philosophy of the Student Union" for Executive Committee examination. It was decided to table this matter until the next meeting. This material will be submitted to various individuals for advice.

After discussion of the lack of committee members it was decided to (1) Serve coffee and cookies at as many of the meetings as possible, (2) Display photographs of the chairmen of the various committees in some prominent place in the Union, (3) Run an ad in the Daily weekly or bi-monthly about a specific "Chairman of the Week", giving details of his job and a personal writup on the individual.

Respectfully submitted,

Mary Jane VanValkenburg
Secretary

MJV:by

The Personnel Committee recommends the following people for committee chairmanships:

Variety Dance
Tom Swedien
S.L.A. Soph.

Bridge
Hugh MacLean
I.T. Soph.

American-Foreign Students
Gary Hustings
S.L.A. Soph.

Personnel Bureau
Jerry Dols
B.A. Sr.

Publicity Co-ordinator for Dance area
Patricia Sullivan
S.L.A. Jr.

University of Minnesota Union Board of Governors
Meeting of October 23, 1956

Members Present:

Jim Heltzer, John Bohanon, Barbara Clark, John Decker, Nancy Fournier, Marilyn Fenske, Fred Katter, Dorothy Lea, Tharald Olofson, Jim Schimschock, Rae Shore, Neil Swanson, Mary Jean VanValkenburg, Mary Ellen Wallerius, Bob Whitlock, Mr. Cheese, Dr. Moore, Mr. Pfleider.

Members Absent:

Mr. Richter, Dean Fenske.

Others Present:

Howard Seeman, Don Finlayson, Mr. Starr, Jerry Wassmund, Beverly Yaunick, Charles Malmberg, Bruce Olander.

The meeting was called to order at 7:15 p.m.

Motion K-807:

^{P-60}
It was moved to approve the minutes of the meeting of October 16, 1956.

Seconded and carried.

Executive Committee Report:

Mary Jean VanValkenburg gave the following report:

The pass list for the Autumn Leaves Dance was approved.

Jim Heltzer submitted his "Philosophy of the Student Union" for Executive Committee examination. It was decided to table this matter until the next meeting. This material will be submitted to various individuals for advice.

After discussion of the lack of committee members it was decided to (1) Serve coffee and cookies at as many of the meetings as possible, (2) Display photographs of the chairmen of the various committees in some prominent place in the Union, (3) Run an ad in the Daily weekly or bi-monthly about a specific "Chairman of the Week", giving details of his job and a personal write up on the individual.

Motion K-808:

^{P-61}
It was moved to approve the appointment of Dr. Forrest Moore as a member of the Liaison Committee.

Seconded and carried.

Iron Wedge:

Charles Malmberg of the Iron Wedge presented to the Board the groups offer to assist in taking a survey of student opinion on the expansion of the Union. The Board accepted the offer and it was suggested that Chuck look into the mechanics of doing such a survey and compiling the information and that he meet with the Expansion and Development Committee on Thursday to discuss the questionnaire.

Personnel Committee:

The following individuals were presented for committee chairmanship appointment.

p-62
Motion K-809:

It was moved to approve the following Committee Chairmanships.

Variety Dance - Tom Swedien
Bridge - Hugh MacLean
American - Foreign Students - Gary Hustings
Personnel Bureau - Jerry Dols
Publicity Co-ordinator for the Dance Area - Patricia Sullivan

Seconded and carried.

Dorothy Lea passed out a form to be filled in by Area Directors giving the time, day and place of all the Committee meetings. A chart will be made and placed in the Union Board Office with this information.

Filings for Committee Chairmanships will close on Friday and Area Directors who have acting Chairman were asked to have these people put in their filing sheets so that they may be approved.

Public Relations Committee:

The first meeting of the "Unioneers" will be next Tuesday. Many replies have been received and those who have not replied will be contacted by telephone.

Area Directors were asked to consider a brochure for their area as funds have been budgeted and these can be very helpful in publicizing the activities.

Program Committee:

Fred Katter reported that the suggestions obtained at the Leadership Retreat will be discussed by the Program Committee and then distributed to the various areas for consideration.

Rae Shore gave a brief summary of the committees in the Dance Area and the programs offered. The program is functioning well and she suggested that there be a decorations coordinator so that the three dance areas could plan better decorations and make more use of those available.

Marilyn Fenske reported on the Social Skills Area. Some of the programs planned are a hayride for the foreign students, and the Homecoming style show. The American Foreign Students Committee hopes to get some foreign students on the committee soon to help plan the events and the Student-Faculty Relations Committee hopes to get some faculty members. The Toastmasters members are available and any master of ceremonies work that any committee might have. They hope to gain experience in this way and be of service. Charm, Inc. and Toastmasters members are planning a dating panel to be presented at one of the Twin City high schools through the Y. W. C. A.

John Decker reported on the Talent Development Area. Talent has been lined up for an hour and a half show at the Veterans Hospital next Monday. The performers will be given dinner following the show. The Talent Bureau will be providing entertainment for many Union meetings. The WMMR record sale was very successful. The station is presently working on getting into the fraternities and sororities and arrangements should be completed soon. Details are being cleared on the literary magazine. There are possibilities of national distribution and getting some outside funds, but many more facts are needed before any report can be made to the Board.

Mary Ellen Wallerius reported that the Noon Program Area has many possibilities for programs lined up. They also request that any Union Board Area that can and will put on a Noon Program contact them. It was suggested that the Noon Program Chairmen contact groups on the campus to see if they have any programs which could be used.

Question was raised on the outcome of the Autumn Leaves Dance and this was referred to the Program Director's Report.

House and Finance Committee:

The Committee will present it's report to the Board at the next meeting.

Jim Heltzer passed among the Board members a copy of the bill sent to the Campus Chest showing the cost of the services donated to the organization through the free use of facilities.

Director's Report:

Mr. Starr complimented the Union Board on the fine program at the Leadership Retreat.

He reported that the Committee on the new St. Paul Campus Union has been meeting regularly and that working plans for the building should be ready soon so that bids can be let and construction can begin.

Mr. Starr reviewed briefly the Bienium Report and gave some background on the student union movement.

Program Director's Report:

Mr. Finlayson stated that all the bills on the Autumn Leaves Dance are not in as yet and that a complete report will be ready in about ten days. He commented that those who attended the dance were well pleased with the performance of Roger Williams and that the evening was successful in having a quality program.

He complimented Barbara Clark and all those who helped her to make the Leadership Retreat a success.

Old Business:

Barbara Clark reported that she was very pleased with the cooperation given by Area Directors and Board Members. The Program Directors Report, the Area Directors and Board members' reports, and the suggestions gathered at the Retreat were the high points of the day. The attendance was not what it had been anticipated, but those who attended were very enthusiastic about the information given and ideas exchanged. The budget shows a small profit on the Retreat.

Regional Meeting:

It was asked that those definitely planning to attend the Regional meeting meet with Mr. Starr following the Board meeting to discuss plans for the trip.

Delegates will be: Bob Whitlock, Dorothy Lea, Jim Heltzer, Fred Katter, John Decker, Marily Fenske, students, and Marcia Koth, Louise Moberly, Lise Freund, and Mr. Starr, staff members.

Constitutional Amendment:

Amendment to Article III, Section 4.

That the student members elected or appointed have two quarters experience on a Union Committee or two special events.

That the student members elected or appointed have an honor point ratio of 1.5

P-63

Motion K-810:

It was moved to divide the question.

Seconded and carried.

It was felt by many Board members that the committee work requirement would not be practical or workable as many students gain experience in other activities and still do excellent work on the Board. The condition was felt to be desirable, but it was felt that enforcing it would exclude many desirable Board members.

P-64

Motion K-811:

It was moved to call the question.

Seconded and carried.

P-65

Motion K-812:

It was moved to table the question indefinitely.

Seconded and carried.

The Board then discussed the second half of the question referring to eligibility requirements. Many felt that this would not be practical either and would exclude many desirable members.

The motion was withdrawn.

Jim Heltzer read to the Board a letter received from the University Band Alumni Association thanking the Board for the accommodations on October 20, 1956.

New Business:

P-66

Motion K-813:

It was moved that all Committee Chairmen receive a double pass to events in their areas with the exception of Special Events.

Seconded.

The motion was referred to the Program Committee for review and recommendation at a future time.

P-67

Motion K-814:

It was moved that the Noon Program Area be consolidated so that it includes the following: Head Program Coordinator with administrative duties, an unspecified number of Sub-Program Coordinators with informational duties, and various committee members to be decided upon by the Head Program Coordinator, Noon Program Area Director, and Personnel Buteau.

Seconded and carried.

Jim Heltzer announced that the Board had been asked to have a member present at the Orientation Commission meeting in 315 Union Wednesday at 3:30 p.m. Jim Schimschock volunteered to attend this meeting.

It was suggested that something be done about placing decorations on the walls in the Main Ballroom. At present there is no way to attach such decorations without damage to the paint and walls. This suggestion was referred to the House and Finance Committee.

Howard Seeman announced that there will be a meeting in the near future with all publicity chairmen on Union committees so that the function of the Daily and the possibilities in regard to publicity through the Daily may be discussed. He also thanked the Board for the pass to attend Union events.

P-68
Motion K-815:

It was moved that a get-together of Board members, Committee Chairmen, and Committee members be held at the Village Union.

Seconded and carried.

The motion was referred to the Personnel Committee to work out the details with the Village Union.

Jim Heltzer announced that the Senate Committee on Student Affairs will meet Friday at 4:00 p.m. in 109 Nicholson Hall and will discuss matters of interest to the Union Board. He urged as many members as possible to attend.

The Policy Committee was asked to meet immediately following the Board meeting.

P-69
Motion K-816:

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

10/23/56

IDEAS GIVEN AT LEADERSHIP RETREAT

1. Women's fashions and idea program on WMTB.
2. Union New Years Eve brawl in Main Ballroom.
3. Union Women's bowling competition
4. Summer picnic
5. Have baby sitters bureau in effect by election day.
6. Sun bathing
7. Men's quiet room
8. Dog show
9. Music Lessons - beginners
10. Union glee club
11. Football introductions and Rally
12. Cheer contest - make up new ones
13. Mardi Gras before lent
14. Coffee machines and fruit machines
15. Gopher statue in front of Union
16. Instruction in various card games
17. Badminton courts around on front lawn
18. Shuffle board on terrace
19. Faculty Student Debate
20. Suggestion boxes in Union
21. Survey to student reaction to anticipated activities.
22. Supper Hour (Home away from Home)
23. Coffee Machine
24. Inter-state clubs (2nd Civil War)
25. Transfer student information center
26. Fix ballroom up to ease decorating
27. Juke box in one of the lounges for use anytime for dancing.
28. Quiz bowl

29. Kennel show
30. Ugly man contest to be tied in with a special event.
31. Reptile gardens.
32. Swimming pool
33. Zoo - how to put alligators to sleep - trained otters
34. Students imitating prof's - vice versa
35. Minneapolis - St. Paul campuses more united (St. Paul Union)
36. Union Greek co-ordinator -- pamphlets to Greeks of Union activities
37. Big Brothers and Big Sisters
38. Sponser chimes - all campus sing --- 1 day a week chimes for accomplishment 11:30-12:30
39. Union publicity
40. All out talent search
41. All areas each submit talent
42. Search for commuters
43. Uke lessons
44. Use stickers or signs in parking lots.
45. Divide committees into groups and have representation.
46. Problem of commuters -- Board for entertainment.
47. Film production
58. Car repair shop
59. Recent films
60. Mens Sytle Shows
61. Recent films
62. Etiquette panels
63. Play reading group
64. Bicycle group
65. Political panel (Noon program)

66. Record - radio room
67. Good humor man on campus - selling things representing Union.
68. Events for day in front of Union.
69. Girls ask boys for whole week (Sadie Hawkins) for Union Events.
70. Skating rink on mall
71. Print up who to contact for things you need for an event.
72. Beer in Union
73. Coeducational lounges - where two can meet - tender moments
74. Surprise date nite -- package affair - pay a flat rate for so many dates - would not know what date would be.
75. Juke Box in basement at noon - Dancing
76. Grab bag date nite - everyone register and get date - unknown until night of date - a drawing.
77. Debate society
78. Shuffleboard Room
79. Faculty-Students imitation of each other
80. Ugliest man contest with Sno-Week
81. Suggestion boxes
82. Shuffleboard on Terrace
83. Transfer students information exchange
84. Football rally and cheering contest
85. Women's fashion program over WMMR
86. New Year's party in Main Ballroom
87. Co-ed Lounges
88. Pool for fishing contest (Hobbyists group for tropical fish)
89. Waitresses on Terrace during Spring and Fall
90. Messenger Service (Booth)
91. Recreation during Sunday
92. Union rifle or pistol or archery
93. Home demonstrations
94. Live caged gopher
95. Birds in Lobby

New publications political

Hobbie night program to show hobbies, sign people up.

1. Publicity for areas for Union to carry out interest.

103. Facilities for art work

104. Noon program of square dancing.

105. Directing talent through

1. Publicity

2. Hobbie night.

106. Calendar for noon day programs

107. Pamphlet for dorms on Union publicity.

108. Bigger religious program

109. Pamphlet for commuters.

110. More live music (people).

111. Union Guest stars.

112. Major coffee hours

113. Maskers for lunch hours.

114. Fashion programs on WMMR on Fridays.

115. Film lending to organizations.

116. Movies on Noon Programs

117. Publish dates and times of coffee hours --daily union columns

118. Put football games on P.A.

119. Song fest after game

120. Pamphlets on Art Craft Shop (also village) including price and services.

121. Flowers in front of main lounge. Also in Men's and Women's lounge.

122. Special ping-pong for girls

123. Gallery for new artists

124. Dance after Greek Meetings - sock hop

125. Soap box oration

126. Longer hours - Union and artcraft (open Monday)
127. Plastic work in Artcraft Workshop
128. More open nights for bowling.
129. Announcement in Commuter Lunch Room
130. Sketches and drawings in Art Craft Shop.
131. More announcements on P.A.
132. Dance Area - Noon Program
133. WMMR - Live
134. Music - Charm -- or Humanities
135. Area Preview
136. Outside Union program - Dancing girls
Quartet
Cobo
137. Extension of classical music program
138. Funshops for committee chairmen etc.
139. Date Bureau
140. Mixer of games, square dancing, something where no ability is needed - the bashful boys can shine.
141. Film lending library - an aid to Frats etc for fill of programs
142. Art lending library
143. Open house after home games - games etc.
144. Production of films
145. Keep Union open on Sundays - Bowling alleys, Billiards, Table Tennis, Jazz concert and art exhibit.
146. Talent development - go to religious centers for talent.
147. Union article strictly in Daily.
148. Integrate foreign students more with others
149. Convocation type of thing in Union.
150. Women fashion program on WMMR.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 30, 1956

Agenda

- I. Approval of the Minutes of October 23, 1956
- II. Executive Committee Report
 - a. Policy Committee
 - b. S. C. S. A. Meeting
- III. House and Finance Committee Report - Jim Schimschock
- IV. Old Business
 - a. Regional Meeting report - Fred Katter
John Decker
- V. New Business
- VI. Adjournment

University of Minnesota Union Board of Governors

October 30, 1956

To: Union Board of Governors

From: House and Finance Committee

Meetings of October 4, October 23, 1956

Members Present: October 4 - Mr. Cheese, Mr. Starr and Jim Schimschock
 October 23 - Jim Schimschock (Chairman), Marilyn Fenske,
 Neil Swanson, Mr. Cheese and Mr. Starr

I. Information and Progress

1. Second floor hallway rug was replaced at a total cost of \$4,400.00.
2. Office area adjoining Rovers' "bivouac" is well on the way to completion
 (2 offices
 contents (1 conference room
3. It is quite apparent that the duct system in the P.A. control room needs immediate attention. The room temperature has been running near 85 degrees F. lately (and this is too hot for man or beast - in fact it's too hot for engineers.) This has been a chronic difficulty and should be repaired now when we have the money to do it. Cost for this work has been estimated by physical plant at a minimum of \$681.00 (approx.) SEE RECOMMENDATIONS.
4. Mr. Hopkins (interior designer for CMU) has reported that the picture frames for the North Star room will be ready as soon as a certain type of wood strip is obtained. We suggest that pub. relations see Mr. Hopkins as soon as possible for final arrangements on their display. Also, Mr. Hopkins reported the completion of the painting on the wall of the Ski-U-Mah Room.
5. Travel expenses for Region VII Conference were to be obtained as follows: Registration and housing fee of \$20.50 per person (total \$143.50) to be taken from the Contingency fund. Travel expenses of \$9.00 per person will be taken from the staff travel funds.
6. POINT OF INFORMATION (wake up your neighbor for this one)
 Last summer - at the summer Board meeting at Mr. Starr's, a House and Finance report was given and it contained some inaccurate information. The item in error come under "recommendations, Part 4" which read as follows: "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
\$25,000.19 for renovation budget
\$10,000.00 for special budget to be set aside for
 development and expansion of Coffman Memorial
Total \$41,009.19 Union

(End of quote)

The first mistake is quite obvious - the given figures add up to 51,009.19 instead of 41,009.19. (I probably would have caught this myself if I hadn't been so nervous about a certain ferocious black dog who was chained to the piano - and in case you're wondering what I'm talking about, let this be a lesson to you so that you'll never miss another House and Finance report!) The second item on the list should be 35,000.00 for automatic pin setting equipment - not \$15,000.00. The next point of error raises its ugly head not from any of our mistakes but from an error in the figures given to us from the Business Office. An oversight in the transference of departmental credit vouchers was

discovered, and it turns out that someone credited our account with the vouchers from our department as well as some belonging to another department. As it turns out, we have a net balance of \$35,636.19 which we now recommend to be set aside as follows:

\$1,000.00 for Outings Center Camp
\$5,000.00 for automatic pin setting equipment
\$25,009.19 for renovation budget
\$4,627.00 for special budget for expansion and development
\$35,636.19 of CMU

7. Main Lounge renovation
 - a. Note sample of material to be used
 - b. This work will begin during Christmas vacation. We hope the lounge will be completed during this time.
8. We have \$600.00 worth of Hi Fi equipment which needs a cabinet. A number of people in constructing this cabinet, are being asked to make a bid. KAK (F.E. Fraternity) has been notified with regards to this need and we're awaiting their reply.
9. In the first twenty-six days of operation, the Bowling Alley has shown a 20% increase in receipts. (631 of our bowling coupons have returned) Billiards are down 8% and the Newstand has been holding steady with respect to last year's income.

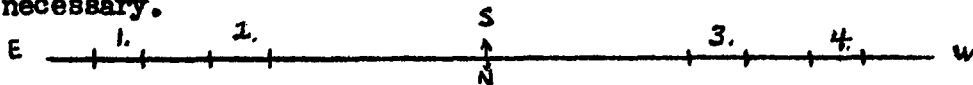
II. Action Taken on Requests

1. Red Feathers
Concerning the District 47 Community Chest Drive requests to place two big red feathers on the front of the Union (referred - H. & F. on October 2, 1956) - we are happy to report that Dean Snoko withdrew the request when he was informed in a letter written by Mr. Starr on behalf of H. & F. that these feathers would upset our policy on decoration of the front of the Union. We do allow decorations to be put up by a professional company at Homecoming only. In the past we have adhered strongly to this policy to discourage a flood of similar requests which would inevitably follow an exception to this policy. The "thermometer" on the front of the building, is a mystery since Mr. Shepherd in the Campus Club had thought we had had approved it - which we did not! Mr. Shepherd said that he knew nothing about it. To clarify our position with regard to the Campus Club in this matter of exterior decorations and prevent a future recurrence of this type of confusion, Mr. Shepherd has invited members of the H. & F. Committee to talk this matter over with him in the near future.
2. The Minnesota Christian Fellowship has been allowed to use Room 315 from 8:15-8:45 daily for meetings.
3. The Minnesota Christian Medical Ethics Association has been allowed to use room 346 on Thursdays at 12:30 during the regular term.
4. Campus Chest was allowed to use the Main Lounge on October 11, 1956.
5. Y.D.F.L. requested the use of the Men's Lounge at 2:30, October 23, for a talk by Governor Freeman. This request violated a house rule which states that the Men's and Women's Lounges are not available to student groups until 3:30. We felt that since one of our state officers was involved in the request, we could well afford to make an exception to this rule. However, should the Young Republicans make a similar request, we would be obliged to grant them permission in order that we maintain impartiality to student groups.
6. The Islamic Culture Society was granted the use of Room 315 on Fridays at 12:30 for meetings.

7. The Faculty Dance Class was granted permission to use the Men's Lounge on four Wednesday evenings from 8:00 to 10:00 P.M. each quarter. Estimated attendance - 30 people per session (Approved October 4, 1956)
8. The U.S. Navy has been granted permission to have a "student contact" table in the front hall of the Union. Also, they are going to have a model of the carrier "Foresstad" in front of the Union on November 5, 6.

III. Recommendations

1. That Charm Incorporated be given the total budget of the former Toastmistresses Club which Charm has recently "incorporated." We also stipulate that Charm must make adequate provision to work the old Toastmistresses into the new program.
2. That the following proposal be considered and authorization be given to the House and Finance Committee to initiate action on it after consultation with the Campus Club and further investigation if necessary.



It is becoming increasingly apparent that some action is necessary in the matter of providing better elevator service during the noon rush period. The heavy traffic on the East end elevators (see diagram) stemming from the faculty's movement to the fourth floor has been a problem. Elevator #1 can't carry the load alone and since #2 elevator is a service elevator, it should not be in general use - particularly during the noon hour because it is vitally necessary to keep this car available for the use of Food Service. The situation has been decreasing rapidly of late, since many faculty members have keys which fit these service elevators, also, symptoms of pathological mechanical behavior stemming from advanced opening the elevators has been diagnosed as the case of a number of instances in which the elevators have gone into shock and gotten stuck between floors much to the consternation (and high blood pressure) of the passengers.

To alleviate this disorder and insure what we feel will be a rapid and successful recovery, we recommend the following:

- a. That #3 elevator be made express for the 4th floor only. This car will be operated by the man who has been kept on stand-by in anticipation of the mentioned troubles from 11:30-12:45.
- b. That arrangements be made to change elevator keys to keep #2 elevator free for food service.
3. That the Minnesota Chess Association Tournament be allowed to use the Game Room and the Men's Lounge at a cost of \$25.00 this year. Also, the number of students attending and participating should be noted so that if the number of students attending warrants donation of these rooms at no charge next year, provisions can be made for such action. Date _____ ? Neil Swanson.
4. That until further arrangements are made, committees decorating the Ballroom be allowed to use Masking Tape to put up decorations provided that they be given special instructions before they put up this tape. These instructions will be mimeographed and issued to groups when they book the Ballroom.
5. That physical plant investigate ventilation system of the Bowling Alley and determine whether it would be feasible to put in ventilation fans and ducts to lower the temperature and secure better ventilation.

6. That some clever soul from the Public Relations Committee take these Terrace Room rules and think up some way to reword them and place them in the Terrace Reading Room where they'll be seen and read:

TERRACE ROOM

This is the only room on the Campus where the students can get "entirely away from things".

Please - no smoking, talking or active studying.

Active studying, such as taking notes, gives the impression that this is a study hall and would soon crowd our recreation.

All types of reading are permitted - including text and note books.

The reading matter is for use in this room only.

Be sure to use the rack for your coat and to put your rubbers in a boot bag and protect the carpet. Please put the bag on a hanger when you leave.

Take just one seating space, please.

Thank you.

7. That all Board members glance over the last sheet of this report - estimate of Income and Expenditures

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	24,308
Program	1,100		<u>\$323,913</u>
Merchandise	14,500		
	<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 VTHR	3,100
	<u>\$ 48,006</u>

Union Board of Governors

Policy Study Committee

October 30, 1956

Members present:

Jim Heeltzer
Bob Whitlock
Fred Katter
Mary Jean Van Valkenburg
Don Finlayson
Mr. Starr

Members absent: - Vice-Pres. Wiley
Mr. Pfliender

Instead of the executive committee meeting, it was decided to hold a policy study comm. meeting to discuss the nature of the SCSA meeting the following day.

Mr. Starr gave the background for that meeting which included letters intervening between Vice-Pres. Wiley and Dean Williamson dating from the early summer months to Sept. 16. These letters were of an increasing tempo of controversy.

Don Finlayson then gave facts which would aid our case:

1. That the Union is a department under the administration of Vice-Pres. Wiley & and is not a student activity.

2. That as a department, we're subject to the general over-all University regulations & that if we had broken one of these regulations, we would then be subject to SCSA disciplinary action.

Jim Heltzer then told each exec. comm. member to read over the booklet "U. of Minn. Regulation Governing Student Activities" compiled by Dean Williamson & SCSA committee. Each committee member would determine which regulations would apply to Union Board.

The meeting was then adjourned.

Respectfully submitted,

M. J. Van Valkenburgh
Corresponding Sec.

University of Minnesota Union Board of Governors

Meeting of October 30, 1956

Members Present:

Robert Whitlock, Jim Schimschock, Dean Fenske, Marilyn Fenske, Tharald Olofson, Barbara Clark, Fred Katter, Dorothy Lea, John Decker, Neil Swanson, John Bohanon, Nancy Fournier, Rae Shore, Mary Ellen Wallerius, Jim Heltzer, Mr. Richter, Mary Jean VanValkenburg, Dr. Moore.

Members Absent:

Mr. Cheese, Mr. Pfleider.

Others Present:

Mr. Starr, Pete Vaill, Lisa Freund, Don Finlayson, Scott Burton, Dick Fjellman, Beverly Yaunick, Howard Seeman, Jim Poole, Cherry Widneigh.

The new Hi Fi speaker was set up at the Board meeting. The sound is originated in the Control Room and the speaker can be plugged in in many of the large rooms in the Union and can be used for music programs or background music.

P-70

Motion K-617:

It was moved to approve the minutes of the meeting of October 23, 1956.

Seconded and carried.

Executive Committee Report:

Jim Heltzer reported that the Finance Committee met and went over the background for the study and ordered copies of the booklet giving the policies to read and review at the next meeting.

Program Committee:

Fred Katter recommended on behalf of the Games Area that the Midwest Intercollegiate Chess Tournament be held here at Coffman Memorial Union in April. The fees paid by the participants will cover the costs.

He read the list of 25 double passes for the Homecoming Dance which comply with the pass policy.

P-71

Motion K-618:

It was moved to approve the report of the Program Committee.

Seconded and carried.

It was suggested that Board members recess to attend the Unioneers' meeting.

P-72

Motion K-619:

It was moved to recess for ten minutes to attend the Unioneers' meeting.

Seconded and carried.

House and Finance Committee Report:

Jim Schimschock presented the report of the committee.

I. Information and Progress

1. Second floor hallway rug was replaced at a total cost of \$4,400.00.
2. Office area adjoining Rovers' "bivouac" is well on the way to completion
(2 offices
contents (1 conference room
3. It is quite apparent that the duct system in the P. A. control room needs immediate attention. The room temperature has been running near 85 degrees F. lately. This has been a chronic difficulty and should be repaired now when we have the money to do it. Cost for this work has been estimated by Physical Plant at a minimum of \$681.00 (approximate). SEE RECOMMENDATIONS
4. Mr. Hopkins has reported that the picture frames for the North Star room will be ready as soon as a certain type of wood strip is obtained. We suggest that Public Relations see Mr. Hopkins as soon as possible for final arrangements on their display. Also, Mr. Hopkins reported the completion of the painting on the wall of the Ski-U-Mah room.
5. Travel expenses for Region VII Conference were to be obtained as follows: Registration and housing fee of \$20.50 per person (total \$143.50) to be taken from the Contingency fund. Travel expenses of \$9.00 per person will be taken from the staff travel funds.
6. POINT OF INFORMATION Last summer - at the summer Board meeting a House and Finance report was given and it contained some inaccurate information. The item in error came under "recommendations, Part 4" which read as follows: "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
25,000.19	for renovation budget
10,000.00	for special budget to be set aside for
	development and expansion of Coffman Memorial
Total	\$41,009.19 Union "

The first mistake is quite obvious - the given figures add up to \$51,009.19. The second item on the list should be \$5,000.00 for automatic pin setting equipment. The next error is in the figures given us by the Business Office. Through an oversight in the transfer of departmental credit vouchers we were given excess credit. The net balance is \$35,636.19 and it's recommended that it be set aside as follows:

\$ 1,000.00	for Outings Center Camp
5,000.00	for automatic pin setting equipment
25,000.19	for renovation budget
4,627.00	for special budget for expansion and development
\$35,636.19	of Coffman Memorial Union

It was the feeling of the Board that item 6 should be referred back to the Committee for consideration of the amount for the University Camp. The recommendation is to be brought to the Board at the next meeting.

7. In the first twenty-six days of operation, the Bowling Alley has shown a 20% increase in receipts. (631 of our bowling coupons have been returned) Billiards are down 8% and the Newstand has been holding steady with respect to last year's income.

II. Action Taken on Requests

1. Red Feathers
Concerning the District 47 Community Chest Drive request to place two big red feathers on the front of the Union we are happy to report that Dean Snoke withdrew the request when he was informed in a letter by Mr. Starr on behalf of the Committee that these feathers would upset our policy on decoration of the front of the Union.
2. Minnesota Christian Fellowship has been allowed to use Room 315 from 8:15 to 8:45 daily for meetings.
3. The Minnesota Christian Medical Ethics Association has been allowed to use Room 346 on Thursdays at 12:30 during the regular term.
4. Campus Chest was allowed to use the Main Lounge on October 17, 1956.
5. Y.D.F. L. requested the use of the Men's Lounge at 2:30 on October 23, 1956, for a talk by Governor Freeman. This request violated a house rule but the Committee felt the circumstances warranted an exception to the rule.
6. The Islamic Culture Society was granted the use of Room 315 on Fridays at 12:30 for meetings.
7. The Faculty Dance Class was granted permission to use the Men's Lounge on Four Wednesday evenings from 8:00 to 10:00 p.m. each quarter.
8. The U. S. Navy has been granted permission to have a "student contact" table in the front hall of the Union. Also, they will have a model of the carrier "Foresstal" in front of the Union November 5, and 6, 1956.

III. Recommendations.

1. That Charm Incorporated be given the total budget of the former Toastmistresses Committee with the provision that they include their program in Charm, Inc.
2. That the #3 elevator be made express for the 14th floor only from 11:30 to 12:45 and be operated by the stand-by man who is on duty to make emergency repairs.

That arrangements be made to change the elevator locks to keep the #2 elevator free for the Food Service
3. That the Minnesota Chess Association Tournament be allowed to use the Game Room and the Men's Lounge at a cost of \$25.00
4. That until further arrangements are made, committees decorating the Ballroom be allowed to use Masking Tape to put up decorations provided that they be given special instructions before they put up this tape.
5. That Physical Plant investigate ventilation in the Bowling Alley to determine whether it would be feasible to put in ventilation fans and ducts to lower the temperature and secure better ventilation.

6. That the Public Relations Committee reword the Terrace Reading Room Rules and place them in the Terrace Room where they'll be seen and read.

A copy of the estimated income and expenditures for this fiscal year was also attached to the report.

It was mentioned that we should retain the policy restricting the use of the Main Lounge for programs after the renovation is completed at Christmas so that the good appearances of the lounge can be maintained. Jim Schimschock mentioned that special permission should be granted when circumstances warrant it.

It was requested that a breakdown on the estimated income and expenditures be given at the next meeting.

P-73

Motion K-820:

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

Seconded and carried.

Regional Meeting Report:

The Regional Meeting of the Association of College Unions was held at the Kirby Student Center at the Duluth Branch of the University of Minnesota. Fred Katter, John Decker, and Jim Heltzer reported that they felt the conference was of great value in exchanging program ideas and getting an over-all view of the Unions in our Region. John Decker was elected President of Region Seven. The Region is trying to strengthen itself through more student participation and getting more schools in the Region to join the Association.

Lisa Freund reported that the public relations work at the conference was very good and that our Union was well represented by the delegates sent. For the first time there is a student president of the Region. Regional tournaments in bowling, bridge, and billiards are planned along with an exchange of art exhibits. The Region has set up a program committee to obtain name talent to be circulated to the Regional schools. The programs can be obtained at much lower cost if more than one engagement is scheduled.

New Business:

Amendment to the By-Laws

P-74

Motion K-821:

It was moved that the following amendment be made in the By-Laws:

Section III., Part A. add -

6. Policy Study Committee

Section III., Part E. add -

6. The Policy Study Committee shall be composed of the President

of the Union Board of Governors, who shall sit as Chairman, the Vice President of the Board, the Corresponding Secretary of the Board, the Member-At-Large to the Executive Committee of the Board, the House and Finance Committee Chairman of the Board, the Director of Student Unions, the Program Director of Coffman Memorial Union, the Vice President of Academic Administration of the University of Minnesota, and others as appointed by the University of Minnesota Union Board of Governors."

Section III. Part G. add -

6. The Policy Study Committee shall

- a. Study all University of Minnesota policies and determine, with such additional help as may be needed from time to time those that apply to the Student Unions.
- b. Study all internal policies of the Department of Student Unions and compile these into single bodies of facts when deemed necessary.
- c. Be responsible to the University of Minnesota Union Board of Governors and the Vice President for Academic Administration in all activities.

seconded.

P-75

Motion K-822:

It was moved to table motion K-821.

Seconded and carried.

The committee would be concerned with University policies, Senate Committee on Student Affairs policies, and policies which are in effect within the Union itself. It was felt that relations between other departments and organizations concerned with policy be consulted about this By-Law change.

P-76

Motion K-823:

It was moved that the name of the Jazz-You-Like-It Committee be changed to the Jazz Workshop Committee.

Seconded and carried.

It was suggested that Dr. Gerald Fitzgerald be invited to attend a Board meeting to discuss the University Outings Center Camp.

It was suggested that the Union be open on Sunday afternoons and that programs be held in the ballroom for students on campus. The Jazz Workshop Committee is particularly interested in putting on programs on Sunday afternoons.

P-77

Motion K-824

It was moved that the House and Finance Committee review the recommendation that the Union be open on Sunday and bring its recommendation to the Board.

Seconded and carried.

It was suggested that the Committee look into the matter of cost, what other facilities would be open on Sunday in the Union, and bring its recommendation to the Board. It was also suggested that the committee consult other groups on campus who would have programs at the same time, particularly the Religious foundations.

Homecoming Dance Report:

Scott Burton reported that the band originally contracted to play for the Four Aces was unable to meet the obligation, but that another band, Galante, had been contracted. The Four Aces are currently working with this band too and the switch will not inconvenience them in their show. The decorations have been ordered and many have already been received for the dance. To date 1,538 tickets have been sold with the ticket booth open on a half-time basis. It will be open Wednesday, Thursday, and Friday, from 7:30 to 4:00 for the sale of tickets.

Question was raised as to when the financial report will be available on the dance and Scott stated that it would take approximately two weeks for all the bills to come in.

It was suggested that if the dance in the Union sold out possibly students could be directed to the dance at the Curtis. It was stated that this would not be possible because liquor will be served there, however, the matter will be referred to the Homecoming Committee and the many alumni who show up at the Union dance each year can be directed to the Alumni Dance at the Curtis.

Rae Shore mentioned that tentative plans are to have a Get-Together at the Village Union on November 11, 1956, and she asked Board members to save that date.

It was announced that the Policy Committee will meet at 11:30 a.m. Thursday, November 1, 1956.

P-78

Motion K-825

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

5
November 5, 1956

MEMORANDUM TO: Policy Study Committee

FROM: Jim Heltzer, President, Union Board of Governors

Subject: University Policy Manual for Student Organizations
as drawn up by the Student Activities Bureau for the
Senate Committee on Student Affairs

III. Operating Policies for All Student Organizations

A. Recognition of Student Organizations

1. Requirement for Recognition - SCSA, May 20, 1942

This policy is not applicable to the Union Board because the Board of Regents is the sole organization which recognizes the Union Board of Governors.

2. Criteria for the Definition of Student Organizations.

SCSA, February 23, 1956

This is not applicable to the Union Board of Governors because the nature of the relationship between the Union Board and the University has been judged, set up by the Board of Regents, and hence, cannot be judged by the Senate Committee on Student Affairs.

3. Criteria for Distinguishing Student from Faculty Organizations

SCSA, May 1, 1953

4. Directory of Student Organizations - University Senate, February 17, 1944

Both 3. and 4. are acceptable for the Union Board.

B. Approval of By-Laws for Student Organizations - SCSA, March 4, 1947

This is not applicable for the Union Board as the by-laws form an intricate^{ive} part of the constitution and the constitution is approved by the Board of Regents.

C. Selection of Members

Policy on Student Organizations at the University of Minnesota

SCSA, April 26, 1949

Resolution Implementing the April 26, 1949 Policy - SCSA, June 12, 1953

Second Resolution Implementing the April 26, 1949 Policy

Report of the Sub-Committee on Human Relations Accepted
SCSA - May 25, 1956

Selection of members is acceptable to the Union Board of Governors.

D. Affiliation with Non-University Groups - SCSA, April 20, 1944

This policy is not clearly applicable to the Union Board, because many of the committees which must be responsible only to the Union Board have affiliation with non-University groups, such as the American Broadcasting Company with WMMR, the Borealis Society which is connected with the Toastmasters Committee, and the American Bowling Congress which is connected with some Games areas. The Union Board, by given delegated responsibility of planning and carrying out program, therefore, must also take the responsibility for improving any such affiliation of any of these organizations. In this respect, it can be the only group to do this and, of course, there is a check on the Union Board through the Department of Student Unions and the Vice President of Academic Administration. Unless there is some specific problem brought out here, that has not yet been mentioned, we must consider this policy not to be applicable to the Union Board.

E. Disestablishment of Student Organizations - SCSA, March 8, 1947

This is not applicable to the Union Board of Governors because the Union Board has never been established by the Senate Committee on Student Affairs, rather by the Board of Regents, which group is the only one which can disestablish them.

F. Calendar Conflicts

Policy to Minimize Calendar Conflicts - SCSA, January 7, 1955

The Union Board will accept and abide with this policy wholeheartedly.

G. Group Activities

1. Social Events

a. Registration - SCSA, November 10, 1943

This policy is not applicable because it refers to approval of budgets and contracts for the organization with the Student Activities Bureau and clearly, all budgets and contracts for the Union Board must go through the Business Vice President, Mr. William T. Middlebrook.

b. Chaperones - Requirement of the Dean of Students

This is not applicable because the professional program staff of the Union is quite able and actually has a delegated responsibility for seeing that University policy is carried out. This includes the selection of chaperons. Many of our committees can never abide by the policy which states that all chaperons must be mature women, approved by the Director or Assistant Director of the Student Activities Bureau, for example the Minnesota Rovers. Clearly the professional program staff of the Union must take this responsibility.

c. Off-Campus Facilities - SCSA, November 10, 1943

The Union Board will go along with this policy, and actually would be very happy to receive lists of specially approved off-campus establishments which are considered to be of high quality.

d. Bands and Orchestras

Conference among Vice President Willey, Mr. Higgins (Director of Student Unions) and Mr. Johnson (Director of Student Activities Bureau), 1950.

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The policy of Bands and Orchestras is incorrect. It is not factual. Mr. Willey and Mr. Middlebrook have both said that no policy was ever set up to hire only union bands in Coffman Union or any other University building. Instead, the policy has been to attempt to pay union wages and perhaps this is how this misconception was made into a policy. We clearly cannot follow this policy, because it is not correct.

2. Programs

a. Off-Campus Programs - Basic University Policy concerning Student Organizations and Their Activities.

The Policy referring to off-campus programs is not applicable to the Union Board of Governors because such programs are specifically stated in the policy as not being allowed without the guidance and approval of the Student Activities Bureau, and this is in direct opposition to the responsibilities of the Union Board and set down in the Union Board's constitution. Any such guidance in planning or carrying out programming is handled through the professional program staff of the Union. Thus far, no specific cases have been brought forth showing why this is not a workable arrangement, and indeed it has worked quite well for the last sixteen years. There seems to be no need to change this procedure and by our constitution it appears that we could not do this even if it were desired.

b. Lobbying - SCSA, December 7, 1954

The Union Board does no lobbying, and as part of a University Department should there be a need for lobbying for anything in the Union this will go, as in the past, through Mr. Willey,

who is essentially the head of the student Unions, as he is the head of all of the departments under the academic administration. Any policy drawn up here to control lobbying by student organizations is not applicable to the Union Board, because the Union Board does not lobby as a student organization, but rather goes through regular channels of the University in this respect.

c. Outdoor Rallies - SCSA, December 8, 1941

This policy is not applicable to the Union Board, and any outside rally which would be held by the Union Board, must be only classified as part of the program of the Union Board. The responsibility of program lies clearly with the Union Board as delegated by the Board of Regents, and the Union Board of Governors constitution. Again, any such controls that are necessary and indicated by University policies must be enforced and interpreted for the Union Board by its professional program staff, and since, this requires the same procedure to be handled by the Student Activities Bureau and the Dean of Students Office, it is clearly not applicable.

d. Radio and TV Programs

Excerpt from the University of Minnesota Radio and Television Policy - Board of Regents, June 12, 1948.

This policy is not applicable to the Union Board or committees because within the policy it says that student participation as groups in such radio or television programs must be subject to the guidance and approval within the framework of the University policy by the Dean of Students if the name of the University of Minnesota is involved. We feel that this is a function which must be carried out entirely through our professional program staff as part of their duties.

e. Speakers

Policy on Speakers Brought to the Campus by Student Organizations

SCSA February 10, 1956, University Senate, March 2, 1956

The policy on speakers brought to the campus by student organizations is not applicable to the Union Board or its programs because such off campus speakers are required to consult with the Student Activities Bureau and obtain approval for having such off-campus speakers. This is clearly in opposition to the responsibilities that are delegated to the Union Board for setting up and maintaining a good program.

f. Use of University Buildings

Both(1) and (2) under point f. are acceptable to the Union Board.

H. Publicity

1. General Policies

This policy is not acceptable to the Union Board because it requires any publicity for programs that will be released to be accepted or cleared by the Office of the Dean of Students or the Student Activities Bureau. This is not applicable to the Union Board or its committees as any such publicity released is under the departmental prerogative and not the function of a student organization.

2. Events Co-sponsored with non-University groups - Board of Regents
July 19, 1940

This policy is acceptable to the Union Board.

3. Addressograph, Printing, and Mimeographing Service

This is not applicable to the Union Board because it requires any charges for such work be assessed through the Finance Division of the Student Activities Bureau, and, of course, all finances of the Union Board are handled through University Business Office.

4. Posters and Bulletin Boards - Board of Regents, October 19, 1935

This is acceptable to the Union Board.

5. Public Address System - SCSA February 29, 1952

This is not acceptable through the Union Board,

because it requires an approval by the Student Activities Bureau and such approval would be ^o direct encroachment upon the rights and responsibilities of the Union Board to plan and carry out programming as delegated by the Board of Regents.

6. Queens - SCSA, February 1, 1940, June 2, 1943, April 7, 1952

The first two sections seem acceptable, but the third is not as it states that no student organization can accept queens by button sales, or other promotional or commercial methods. We feel this statement is an encroachment upon the right of the Union Board to carry out and plan the programming as delegated by the Board of Regents.

I. Commercialization

Policy on Commercialization in Student Activities - SCSA, May 13, 1955

This policy is acceptable to the Union Board of Governors and we accept the full content of this policy.

J. Financial Operation of Student Organizations

This whole section is clearly not applicable to the Union Board of Governors because this is a responsibility that is given to the Vice President of Business Administration.

K. Judicial and Disciplinary Functions

This section is not applicable to the Union Board of Governors because all judicial and disciplinary functions as regards

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University policy in the Department of Student Unions, of which the Union Board of Governors and its committees are a part, is handled through another judicial system. A line of appeal going to the Union Board and from the Union Board if necessary all the way to Vice President Willey.

IV. Additional Operating Policies for Residential Groups

This whole group of policies effecting residential groups clearly is not applicable to the Union Board of Governors or any of the committees because the Union Board and its committees are involved in no way with residences or operation of residences and hence, do not ^{full union} accept any such policies.

V. Policies Applicable to Individuals Participating in Organizations

The Union Board of Governors and all its committees will follow any and all of its policies which effect individuals. In reality, this is not quite true because, of course, an organization will not act in any manner as far as policies effecting individuals, however, we do accept the policies on individuals in that the individual who belongs to our committee, and individuals who belong to the Board, are not removed from any responsibility whatsoever of accepting and following these policies which are made for individuals. When a policy on an individual or effecting an individual has some bearing upon a program of the Union.

The Personnel Committee recommends the following people
for committee chairmanships:

Ralph Marterie Dance

General Chairman: Tom Swedien - SLA-Soph.
Publicity: Pat Sullivan - SLA * Jr.
Ticket Sales: Barbara Joffe - ED.- Jr.
Decorations: Kathleen Jordan - G.C. * Fr.

Co-Rec Nights

Sylvia Allen - SLA JR.

Noon Program Co-ordinator

Bruce Olander - SLA * FR.

University of Minnesota Union Board of Governors

Meeting of November 6, 1956

AGENDA

- I. Approval of the Minutes
 - II. Executive Committee Report
 - Policy Committee Report
 - III. House and Finance Committee Report
 - a. Sunday operation of the building
 - b. Allocation of 1955-56 Fiscal Net Balance
 - IV. Personnel Committee Report
 - November 18, 1956 - Village Union
 - V. Public Relations Committee Report
 - Model Advertising Agency
 - VI. Program Committee Report
 - VII.
 - a. Wednesday Nite Dance
 - b. Area Director's Reports
 - VIII. Program Director's Report
 - S. L. A. Dance
 - IX. Old Business
 - X. New Business
 - XI. Adjournment
- P.S. Expansion and Development Committee Report on November 13, 1956
- Homecoming Report
- Union Movie Committee Report

PROGRAM DIRECTOR EVALUATION- Tuesday, November 6, 1956

In accordance with the request of the Union Board, this by-monthly report is submitted for information and for use. This analysis is a compilation of the observations of the members of the program staff and the Program Director. Any criticism is a criticism for improvement.

I. Social Skills Area

a - Charm. Generally, the Charm program can be rated as good. Attendance is fair with the coffee hours and advanced improvement classes just managing to hold their own. The Style Show was a good show but not well attended. We suggest a training program in publicity and perhaps a little more effort be placed on basic organization. The Charm sub-committees will meet tomorrow to work on the organizational plan and should come up with something interesting.

b - Student-Faculty. General rating good. The committee is swamped with many requests for coffee hours; the perennial problem of the open door policy is being well controlled but needs constant supervision. Suggest that this committee consider other methods of student-faculty relationships, rather than concentrating on coffee hours only.

c. Toastmasters - General rating on this just fair. The attendance has been poor although the program has been excellent. Next week is the tenth anniversary of the Toastmasters and will be properly saluted.

d. Foreign-Students - General rating of poor. This committee needs more people particularly from the foreign students groups. Up to this time the committee has waited for people to join the committee. We suggest that they take on a strong project or program to occur within the next couple of months and to attract people through this media rather than waiting for them to join voluntarily. We suggest that the foreign students be given a project of decorating the entire Union for Christmas, each country to take part of the Union and display their individual country's Christmas customs.

II. Music Area

a. Music Listening Program - Rating fair. Programs have been held but the committee recognizes their own weaknesses and are working hard to develop themselves.

b. Jazz Workshop - Rating excellent. This new group has done an excellent job so far this quarter and plans promise a better job in the future. Have had as many as 900 in one program, are now rareing to go on a Sunday program schedule.

c. Song Fest - Rating poor. There have been no song fests to date. This was a decision of the committee which is now working on a Christmas Sing program and song fests prior to Hockey and Basketball games.

d. Musicals - Rating fair. They have had three programs and attendance has been fair to good, however, organizationally they are in trouble and will need some help from the area.

III. Dance Area

a. There are two major weaknesses in this area. Square Dance is the first without a committee or chairman. Attendance has been poor and needs a lot of work, looks like we now have two people interested, will know more next week.

b. Saturday Nite Dance - Rating fair to poor. Considerably below last year's average attendance, Saturday Nite Dance has not yet taken hold this fall. This we believe to be of concern for the entire Area inasmuch as Saturday Nite Dance has been the leading force in the Dance area. We question the publicity contact so far. Suggest that a great deal of publicity training be given and a much more emphasis put on this phase.

c. Dance Instruction - Rating good to excellent. Instruction has gone a long way this year in licking both the problem of overall attendance and the problem of girls. Also added to the program is the beginning of the expansion program indicated by the Latin-American Dance in addition to Advance Dance. Both programs going very well.

d. Variety Dance - Holding their own - rating good. The program has been excellent. They have done a much better job of planning and decorating and publicizing this year. Everyone is enthusiastic about including name attractions for other than special events, fitting them into the program of Variety Dance and Saturday Nite Dance occasionally would be a good way to pep up not only the committee but the entire dance area.

IV. Games Area

a. Billiards Committee - Rating very poor. No committee, Charlie Peterson arriving at the end of this month for a demonstration day. No tournaments held to date.

b. Bridge - Instructions now getting under way very nicely. Bridge tournaments starting next week.

c. Bowling - Stumbling along, have gotten to the point where they will possibly have a tournament this weekend. Classes are going fine. Possibility of a men's tournament at the end of this month.

d. Table Tennis - Since its first tournament early in the quarter have not done anything but should begin to perk up for the tournament shortly. These committees need guidance. A strong hand from the Board has been lacking since the beginning. One committee has had guidance from the Area Director and that is the extent of his service to this group. This can be a good area but needs much more guidance than they have had in the past.

V. Outings Area

a. Rovers - Rovers have taken a forward step in ordering canoes rather than bicycles in an attempt to do a lot more in this activity area when possible. The committee is doing a fine job. They have good attendance and have planned excellent programs throughout the quarter.

b. Co-Rec Nites - Rating poor. The Co-Rec's committee is now headed by Sylvia Allen and have had meetings with Pat Muller at the Intra-Mural Department; should be going along fine now. They have many good ideas and intend to get the program rolling. We suggest that this area need development as an area. Up to this time the area has consisted of two committees, the Rovers and the Co-Rec Nites. Opposition to expanding the Rovers has been raised by the Rover Committee. They feel that their group should be a group involving all outdoor interest and in this the staff agrees. The staff suggests that the Area Director develop several more interest groups and organize them into committees not connected with the Rovers; and separate committees under the Area.

VI. Graduate Students

a. We now have a chairman for the Graduate Student program. We intend to see some things happen here very shortly with this young lady in charge. They are now exploring the possibility for graduate programming.

VII. Talent Development Area

a. Creative Society - Rating good. Although still in the developmental stage the Creative Society is beginning to show signs of great strength and should come up some excellent programming in the near future. This is a new program and will have to be organized carefully. This, Mr. Phelps and Mr. Decker are doing very nicely.

b. Talent Bureau - Rating poor. Thus far the auditions have not turned up a sufficient quantity or quality of talent to justify sending them out on tour. This particular program is going to need a lot of help and a lot of pushing to attain the proper stature in our program.

c. WMMR - This year for the first time on a free and unsubsidized program has made great strides and looks like it might be a financial success throughout this year. Reorganization from within this has helped considerably; we should see great things of this station in 1956-57.

VIII. Noon Program Area

a. Since the weather turned cold the Noon Program Area has begun to enjoy a little more popularity with the bag lunch crowd. Programs have been generally good. There have been several weak spots. These have been in the selection of the programs sometimes in the method of handling the program itself. Generally the rating, I think, should be fair to good.

IX. Fine Arts

Due to the work of the Area Director most of his groups work beginning to pay off.

a. Gallery - A tremendous amount of time and effort to get this program off the ground. The program has had to start from scratch, has had no committee and no chairman although the program as outlined prior to quitting of the chairman committee is excellent and should provide good programming. Several departments have replied to a letter requesting displays of their departments.

b. Humanities Forum - has no chairman. Individual people have been putting on the programs. General reaction to this program is fair. One cancellation of a program; publicity seems to be the greatest need.

c. The Aircraft Shop is functioning under professional leadership. No chairman, although several people have indicated they would like to serve on a committee. The program is not yet underway as a committee function.

X. Special Events

a. UNESCO Birthday Party - A complete file is in the central files in the Program Office concerning this event and the reactions of the people involved. I should like to state at this time that this type of programming should be completely and carefully investigated before co-sponsorship is attempted. The staff worked hard and long for this program and found themselves working virtually alone. This is no discredit to the students of the Union Board because it happened before school actually started. Program rating on this one - poor.

b. Autumn Leaves Dance - sponsored by S.I.A. and Union Board. Though it was not financially successful, the program itself was outstanding and well received. Once again a matter of defining the co-sponsorship relationship would be of prime necessity. The Saturday Nite Dance committee is to be complimented highly on their participation on this program; if it had not been for them this would have been a complete total failure. Rating for this program - good.

c. Homecoming Dance - Although the intermission programming was not handled correctly this was not a Union responsibility. The rest of the program could be regarded as very good to excellent. The new features of crowd control introduced at this particular program was effective and the program quality was very good.

d. Alumni Homecoming program - Co-sponsored with the Homecoming Committee and the Union Board. A complete file on this program is kept in the Program Office. Generally the group involved felt that the program was worth while and through judicious cutting and preening of the program itself at the last moment this should not result in too big a financial loss. The idea is still felt to be good and should be included in future plannings but more carefully planned as to the program offered.

1a

Executive Committee Report

These are the two items of business that should be reported here.

First of all, Jim Schimschock reported on the \$1000 contribution allotted to the University Camp Comm. It was his feeling that the Union Board, having allotted this money, could not adequately take it back. Bob Whitlock was to have an interview with *Dr. Fitzgerald*, & see what could be done about having a Union Bd rep. on this comm.

A progress report was made on the Union Board's part in Homecoming and everything was progressing nicely.

Respectfully submitted,

Mary Jean Van Valkenburg

Corres. Sec.

①

Co-Sponsorship with other Groups

The criterion which the union board must use in determining the desirability of such co-sponsorship includes the following qualifications:

1. Does the organization pursue objectives which are of over-all value to the university or one of its colleges?
2. Will the program to be co-sponsored be of entertainment, cultural, or educational value to the total university population or the student body in particular?
3. Will this organization be able to provide the type of cooperation which is necessary in co-sponsoring a successful program?
4. Does the organization have the financial stability to safely co-sponsor such a program?

A JOINT POLICY STATEMENT REGARDING THE WORKING RELATIONSHIP OF AREA DIRECTORS OF THE UNION BOARD OF GOVERNORS WITH THE PROGRAM STAFF OF THE DEPARTMENT OF UNIONS

In accordance with Article Two, section I, Sub-paragraph B of the constitution of the Minnesota Union Board of Governors, established by the Board of Regents, revised May 1954 and including amendments, 1955, this joint statement of policy establishes the working relationship of the individual members of the Union Board of Governors and the Program Staff as related directly to the program areas concerned and the Program Staff responsibilities as delegated by the Director of Student Unions.

This statement is based on the fundamental belief that students have the right and the ability to make policy decisions affecting the Union program of a large and complex University community; that these students can make and implement such policies, with the advice and assistance of a professional Program Staff; that only through a carefully maintained and clearly defined relationship between staff and students can this cooperative venture - this Student Union movement - operate to the fullest benefit of the students, faculty and alumni of the University.

1. The Area Directors of the Union Board of Governors, as representatives of and responsible to the Board, have sole responsibility for the formulation and execution of program in their specific areas.
2. To assist the Area Directors in fulfilling this function, each Area Director has been assigned committees within the framework of the area to carry out program in the specific committee.
3. The committee chairmen are solely responsible to the Area Director for proper execution of program in their particular committee.
4. Final authority for all decisions affecting the area program lies with the Area Director. Specifically delegated responsibilities may be made and clarified by the Area Director for the committee chairmen.

5. The President of the Union Board shall be responsible for active working liaison with the Program Staff thru the Program Director.

6. The Program Staff, by delegation of the Union Director, shall be responsible for: A - The implementation and interpretation of all policies affecting the Department of Student Union activities. B - Administrative liaison with all Departments of the University of Minnesota regarding program. C - All business and administrative procedures affecting program and its operations. D - Program counselling to individual students from the University community initiated by the individual student. E - Coordination of program with other departments and organisations on campus. F - A program of assistance to the Area Directors of the Union Board designed to provide successful experience in: group leadership, individual expression, creative planning, and practical techniques of program operation. This program to be designed in consultation and cooperation with the President of the Board and the Program Director. The responsibility for the maintenance of this program shall lie with the Program Director representing the Director of Student Unions.

7. Appeal of staff decisions regarding policy implementation and interpretation, shall be initiated by the Board of Governors and thru the Program Director, to the Director of Student Unions and ultimately, if necessary, to the Vice President of Academic Administration.

A PRESIDENTIAL CLARIFICATION OF THE POLICY STATEMENT REGARDING THE WORKING RELATIONSHIP OF AREA DIRECTORS OF THE UNION BOARD OF GOVERNORS WITH THE PROGRAM STAFF OF THE DEPARTMENT OF STUDENT UNIONS.

Point 3. The committee chairman shall meet with their Area Director at least once a week.

Point 4. Specifically delegated responsibilities may be made and clarified by the Area Director for the committee chairman.

Point 5. Every possible attempt must be made to implement a successful working liaison between the Area Director and the Program Consultant. If the liaison remains unworkable then it shall be taken to the Board President for mediation with the Program Director.

Point 6. A - There are three types of policy which effect the Union Board. The first, are those policies which pertain to the activities of a University Department. The second are those policies which are made by the Department, and the third type are those policies which are made by other agencies which effect the Department operations. The Program Staff, by delegation of the Director of Unions, interpret and implement policies of the first part. The Director and his staff by delegation of the Union Board, interpret and implement policies of the second part. The Director and his staff interpret and implement all policies of the third part.

B - All policies, their implementation and interpretation, are subject to annual review by the Union Board.

C - The Program Staff is the administrative unit for the program section of the Board. The services include central files, contracts, purchasing and secretarial services.

F. The success of this assistance program depends upon the initiative of the Area Director in utilizing the services available. The Area Director shall have a minimum of one meeting every other day with his program consultant.

7. Such appeal initiated by the Board of Governors must be personally presented by the President of the Board of Governors through all channels of appeal as outlined.

4

The Director's representative on standing committees have a two-fold responsibility: to keep the Director informed as to what is going on in a standing committee and to give professional assistance and experience whenever the committee needs it and asks for it.

Here again the responsibility for good personnel and public relations in programs lie with the students on the Board.

Students also have the primary responsibility of operating the House and Finance Committee and making its important decisions.

The Program Committee is also by necessity a committee on which students give the important leadership and make the final decisions.

Non-student members are vital to the operations of all these committees and are included in all policy and program decisions of these committees--there is no real distinction between students and non students on standing committees of the Board.

File

University of Minnesota Union Board of Governors
Meeting of November 6, 1956

Members Present:

John Bohanon, Dr. Moore, Terry Olofson, Mr. Richter, Dean Fenske, Nancy Fournier, Marilyn Fenske, Bob Whitlock, Jim Heltzer, Mary Jean VanValkenburg, Mary Ellen Wallerius, John Decker, Barbara Clark, Rae Shore, Jim Schimschock, Fred Katter, Dorothy Lea.

Members Absent:

Neil Swanson, Mr. Cheese, Mr. Pfleider

Others Present:

Don Finlayson, Beverly Yaunick, Cherry Kidneigh, Howard Seeman.

The meeting was called to order at 7:15 P.M.

Motion ~~K-826~~ ^{P-79}

It was moved to approve the minutes of the meeting of October 30, 1956.

Seconded and carried.

Executive Committee Report:

The following criterion which the Union Board will use in determining the desirability of co-sponsorship with other groups was presented to the Board for review and approval.

1. Does the organization pursue objectives which are of over-all value to the University or one of its colleges?
2. Will the program to be co-sponsored be of entertainment, cultural, or educational value to the total University population or the student body in particular?
3. Will this organization be able to provide the type of cooperation which is necessary in co-sponsoring a successful program.
4. Does the organization have the financial stability to safely co-sponsor such a program?

Jim Heltzer stated that the Union Board would judge whether the organization was able to fulfill these requirements.

A question was raised as to whether Union committees wanting to co-sponsor an event must bring such request to the Board. Jim stated that this would be the proper procedure.

The following informational material was distributed to the Union Board for review and approval.

1. A joint policy statement regarding the working relationship of area directors or the Union Board of Governors with the Program staff of the Department of Unions.
2. A presidential clarification of the policy statement regarding working relationship of area directors of the Union Board of Governors with the program staff of the department of student unions.

3. Information sheet on the Director's representatives on standing committees.
4. Determination of application of policy as set forth in the University Policy Manual for Student Organizations as drawn up by the Student Activities Bureau for the Senate Committee on Student Affairs, 1956.

(Because of length of copy, this material is not set forth here but is on file in the permanent record of the minutes.)

After careful review of all of the material and discussion

P-80
Motion K-827:

It was moved to approve the application of policy and working relationships as set forth in the above material.

Seconded.

P-81
Motion K-828:

It was moved to divide the question.

Seconded and defeated.

P-82
Motion K-829:

It was moved to call the question and that a roll call vote be taken.

Seconded and carried.

The voting was as follows: Aye - Robert Whitlock, Fred Katter, Mary Jean VanValkenburg, John Bohanon, Dorothy Lea, Jim Schimschock, Barbara Clark, Nancy Fournier, Terry Olofson, Marilyn Fenske, John Decker, Rae Shore, Dean Fenske, Mr. Richter, Mary Ellen Wallerius.

May - Dr. Forrest Moore

P-83
Motion K-827: Carried

House and Finance Committee:

It was the recommendation of the committee that the \$1,000 donation to the University Camp Fund be approved as the money had previously been transferred in accord with the minutes of the meeting of October 30, 1956. Therefore, the committee asked for approval of the following distribution of the 1955-56 net balance as follows:

\$1,000.00	Outing Center Camp
5,000.00	Automatic pin setting equipment
25,000.19	Renovation budget
4,627.00	Special budget for expansion and development of Coffman Memorial Union

\$35,636.19

The committee presented figures on the cost of keeping the building open on Sundays from 2:00 P.M. to 6:00 P.M. A minimum of three staff people would be necessary at a cost of about \$20.00. There was some discussion of the project and it was felt that the matter should be referred to the Program Committee to look into the possibilities of other facilities in the building being open at the same time.

Nancy Fournier, Music Area Director, asked if it would be possible to have the building open on one or two special Sundays when a program is planned, specifically a Jazz Concert. Her request was referred to the Program Committee for consideration.

P-84

Motion K-830-

It was moved to refer the Sunday operation of the Union building to the Program Committee.

Seconded and carried.

P-85

Motion K-831-

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

Seconded and carried.

Personnel Committee:

The display chart in the Union Board office will be up to date as soon as all the information is in on Committee chairman and committee members. The mail boxes for Committee Chairman are being stained and will be up soon.

Dorothy Lea presented to the Board for approval the following Committee Chairmanships:

Special Events - Ralph Marterie Dance - General Chairman: Tom Swedien
Publicity: Pat Sullivan
Ticket Sales: Barbara Joffe
Decorations: Kathleen Jordan

Co-Rec Nights - Sylvia Allen

Noon Program Co-ordinator - Bruce Olander

Filings for Mardi Gras and Stardust have been reopened.

The Committee found that the cost of serving coffee at committee meetings would be too excessive and, therefore, the plan will not be adopted.

The get-together at the Village Union will be on November 18, 1956 at 8:00 P.M. and is called "Getting to Know You". A song fest is planned with refreshment. All Committee Chairman and Committee members are invited to attend as well as Board members.

P-86
Motion K-832:

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Public Relations Committee:

Tours will be organized and begin soon. The Unioners meeting was not as well attended as expected. They defined their purposes as being, one, to get information to the living groups on campus, two, to discuss the programs and bring suggestions to the Union, and three, to be responsible for the weekly mailing of information to the student organizations.

John Decker reported that an advertising agency is being formed and publicity chairman in all areas should contact him. The agency will try to get better ads and will work with the Daily in preparing the copy.

Program Committee:

Fred Katter asked for approval of a contract for \$1,500.00 for Ralph Marterie and the Diamonds to appear at Coffman Memorial Union on November 14, 1956 as a special event.

The Program Committee suggested that the Men's and Women's Lounges be made co-educational as recommended by last year's Board.

P-87
Motion K-834:

It was moved to approve the report of the Program Committee.

Seconded and carried.

Program Directors Report:

Mr. Finlayson distributed copies of the Program Director's Evaluation of the programs thus far this quarter.

He stated that the total loss on the S.L.A. Week Dance was \$601.33 of which the Union agreed to pay half. Question was raised as to whether the S.L.A. Board would have money to meet their portion of the commitment and this matter was referred to the House and Finance Committee.

Next week there will be a report on the Homecoming Dance and the Homecoming Alumni Activities. It was suggested that the audit go through the House and Finance Committee.

Old Business:

Robert Whitlock passed out to Board members their Union Board of Governors membership pins.

The following motion was again read to the Board for action at the next meeting.

P-88
Motion K-835:

It was moved that the following amendment be made to the By-Laws:

Section III., Part A. add -

- 6. Policy Study Committee

Section III., Part E. add -

- 6. The Policy Study Committee shall be composed of the President

of the Union Board of Governors, who shall sit as Chairman, the Vice President of the Board, the Corresponding Secretary of the Board, the Member-At-Large to the Executive Committee of the Board, the House and Finance Committee Chairman of the Board, the Director of Student Unions, the Program Director of Coffman Memorial Union, the Vice President of Academic Administration of the University of Minnesota, and others as appointed by the University of Minnesota Union Board of Governors."

Section III. Part G. add-

6. The Policy Study Committee shall

- a. Study all University of Minnesota policies and determine, with such additional help as may be needed from time to time those that apply to the Student Unions.
- b. Study all internal policies of the Department of Student Unions and compile these into single bodies of facts when deemed necessary.
- c. Be responsible to the University of Minnesota Union Board of Governors and the Vice President for Academic Administration in all activities.

seconded.

New Business:

John Decker presented to the Board a statement of WPMR's finances for this year and last. The figures were substantially greater this year -

	Budget allotment	\$446.00
Income	Accounts paid	1,208.00
Income	Accounts receivable	<u>902.00</u>

Indicating that the station will sustain itself this year.

P-89

Motion K-835:

It was moved that the WPMR Advertising Salesmen receive 15% commission on all accounts they secure upon payment of such accounts, retroactive to October 1, 1956.

Seconded and carried.

P-90

Motion K-836:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:00 P.M.

Respectfully submitted:

Gordon L. Starr
Recording Secretary

University of Minnesota Union Board of Governors
Meeting of November 13, 1956

Members Present:

Jim Heltzer, Mary Jean VanValkenburg, Fred Katter, Mary Ellen Wallerius, Barbara Clark, Rae Shore, Marilyn Fenske, Bob Whitlock, John Bohanon, Terry Olofson, Dorothy Lea, Jim Schimschock, Dr. Moore

Members Absent:

John Decker, Nancy Fournier, Mr. Cheese, Dean Fenske, Mr. Pfleider, Mr. Richter.

Others Present:

Don Finlayson, Beverly Yaunick, Howard Seeman, Cherry Kidneigh, June Carlson, Betty Benedict, Scott Burton

The meeting was called to order at 7:15 P.M. The president asked for approval of the minutes of the previous meeting.

Motion ^{P-91} K-826:

It was moved to approve the minutes of the meeting of November 6, 1956.

Seconded and carried.

Executive Committee Report:

The following report was given by Mary Jean VanValkenburg:

Neil Swanson's letter of resignation was read and approved.

Jim Heltzer suggested these innovations at the Executive Committee meeting:

1. Fred Katter and Bob Whitlock will act as ex-officio members at as many of the various standing committee and area meetings as possible. The purpose would be to iron out any difficulty that may arise.
2. More morning coffee hours should be scheduled because there seems to be more people in the Union at that time. These coffee hours could be held in the co-ed lounges.
3. Better enforcement should be made of the weekly meeting between the area director and his program consultant and also the weekly meeting of the area director and the chairmen of his area.

Jim Heltzer reported that he had talked with Vice-President Willey concerning the policies approved at the November 6, 1956, Union Board meeting and that he commended these policies as being sound and workable.

It was decided by the Executive Committee to have an orientation meeting of the University leaders to acquaint them with the Union philosophy, organization and programs. The program is tentatively set for December 2, 1956.

Jim Heltzer also mentioned that he had discussed the policy question with Jim Greeno, President of the All University Congress, and that Mr. Greeno thought that there should be no organizational change in the Union, but a better exchange of information.

P-92
Motion K-827:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Dividend Night:

Betty Benedict reported that such publicity has gone out in the form of posters and that information has been sent to the Daily. A dance from 9:00-12:00 will be held with Jack Gabel's band and a style show at intermission. Half-price bowling and billiards will be featured as well as a gallery exhibit and a craft shop demonstration. She suggested that the Area Directors have Committee Chairmen at tables outside the Ballroom to publicize activities and possibly recruit committee members.

Betty asked for suggestions on getting a story in the Daily and she was referred to Marcia Koth, Administrative Fellow, and Howard Seeman, Daily reporter.

Union Movie:

The Union movie made the past summer by Virginia Mosacker, former Board member, was shown to the Board.

Program Committee:

Outings Area - John Bohanon

Co-Rec Nites are again functioning and attendance has picked up. They are having difficulty getting girls out. The committee plans to have some type of demonstration each week--swimming etc.

Minnesota Rovers have made eleven trips this fall. They have a large turnout, but a small nucleus of members and are working on increasing membership. They plan to purchase two aluminum canoes, and are working out better storage space in the office.

Fine Arts Area - Terry Olofson

Arts Craft Area

The arts craft area as of today does not have a chairman. A campaign will be started this week to obtain a chairman and a committee for this area. We will be sending out informational sheets to the Art department and Recreational Leadership areas. The Art Craft Shop is planning a noon program later on this month and will be open up during Dividend Nite for demonstrations.

Union Art Gallery

Filings for chairmanship of the Union Gallery have closed and a chairman will be picked in a few days. The 10th Annual Detroit Water Color Show is now up with additional exhibits scheduled for the rest of the quarter. A contest will be open to the student body very soon to choose a new name for the Art Gallery. Several requests have been already made by students wishing to have their own work exhibited.

The Humanities Forums

The Humanities Forums have had only two events this quarter with two more scheduled for the 15th and 29th of this month. The first event featured Rep. Judd and had very poor attendance. Part of this was due to the weather that day but a large share can be attributed to the last minute

planning of the event which was due to circumstances beyond our control. The second event was a discussion of Van Gogh and Expressionism. This program was very well attended, some 125 students being there. A film preview of the coming MGM release of Van Gogh's film "Lust for Life" contributed to this success.

A report was given on the Ralph Marterie Dance. Publicity has been good in the Daily, posters have been on display, and station WFR has given the dance publicity too. Only 324 tickets have been sold thus far and it is hoped that many will buy them at the door.

Fred Katter asked for approval of a Jazz Concert on December 2, 1956, Sunday, which would mean having the building open from 8:00 to 11:00. The concert will feature Harry Elons and Herb Philhofer. Advance tickets will be 7.75 and tickets at the door will be 1.00.

The pass list for the Ralph Marterie Dance was presented to the Board for approval. The list was in accord with the Pass Policy and included the Pom Pom girls and a number of football players to be given single passes. These people would take part in the pep fest during intermission.

The Program Committee is arranging a meeting for representatives from the various organizations on campus to evaluate Sno Week. Participation by the organizations is essential to the success of this event and unless participation is guaranteed, the committee may recommend cancelling Sno Week in 1957.

Gamma Sigma Sigma requested co-sponsorship of a noon program. The program Committee did not feel that on the basis of the criteria set up for co-sponsorship that the request could be granted, however, the program could be given by Gamma Sigma Sigma when time is available at a noon program.

A tentative budget was presented to the Program Committee by Tom Millot for a Sno Week show. This will be taken under consideration at the evaluation meeting.

P-93

Motion K-828:

It was moved to approve the report of the Program Committee.

Seconded and carried.

Public Relations Committee:

Barbara Clark reported that the new Board member pictures will be put up in the display this week.

Samples for the Union Christmas Cards will be brought to the next meeting. One will be selected by the Board for this year. The Unioneers will be sending them to the organizations on campus and others in the Twin Cities, etc.

Barry Carris and Con Katzenmeyer reported on the progress of the Unioneers. They are sending out information weekly to all the groups on campus. They will get information from the living groups on any questions that the Union has for them and bring back suggestions. It was suggested that they might help with the evaluation of Sno Week by getting the information out. The Unioneers will act as hosts and hostesses on Dividend Night.

There will be a report on the Advertising Bureau next week.

Personnel Committee Report:

The names of Chairmen and Committee members will be placed on the bulleting Board in the Union Board office very shortly.

The list of those attending the Get-Together at the Village Union must be in and Area Directors were urged to contact the Chairmen about this program.

Filings will be open for Union Board members and for Sno Week.

There will be a Chairman of the month selected each month and a short story will be in the Daily concerning the position and the person.

The following individuals were presented for approval as Committee Chairmen as follows:

Humanities Forum - Gail Taylor
Chess - Herbert Allers
Square Dance - James Watson

^{P-94}
Motion K-829:

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

House and Finance Committee:

The report on the Alumni Homecoming Program will be given at a later date as no bills have been received as yet.

The S. L. A. "Autumn Leaves" dance showed a total loss of \$718.30 and this matter will be taken up with the S.L.A. Board.

The Men's and Women's Lounges have never been approved for co-educational use as the survey taken last year was inconclusive. It was recommended that it be tried for a short time and discussion followed.

^{P-95}
Motion K-830:

It was moved to hold an open forum in the Men's and Women's Lounges to find out the desires of those using the lounges.

Seconded and carried.

Program Director's Report:

Mr. Finlayson mentioned that our share of the loss on the Autumn Leaves Dance will come from the Special Events Revolving Fund.

The budget review as of November 13, 1956, was presented to Board members. Any differences should be checked against the book in the program office.

Homecoming Dance:

The Homecoming Dance tickets were sold out on Friday before the dance. The committee recommended that tickets be on sale earlier and that the featured attraction be lined up very early, June 1 if possible. They also

recommended that the publicity be concentrated on the campus.

Total expenses (estimated) were \$3,308.41, and the total (estimated) profit was \$2,679.09.

P-96
Motion K-831:

It was moved to commend Scott Burton and the Homecoming Dance Committee for an admirable job.

Seconded and carried unanimously.

Old Business:

Mary Ellen Wallerius asked for the cooperation of Area Directors in putting on noon programs. So far this year we have had six cancellations which came in either the day before or the day the program was to be, and five of these were from Union Committees.

The Expansion and Development Committee will meet Thursday, November 15, at 1:30 p.m. Bob Whitlock read to the Board some of the past minutes of the committee giving their progress thus far.

Christmas Semi-Formal:

Jim Heltzer, Chairman of the Committee, made the following appointments and assignments on the committee. Rae Shore - tickets, Nancy Fournier - food, Mary Ellen Wallerius - Decorations and arrangements, Marilyn Fenske - special affects, Barbara Clark - publicity.

New Business:

June Carlson, new staff member at the information desk was introduced to the Board. She is planning to enter professional union work.

P-97
Motion K-832:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Don Finlayson, Acting
Recording Secretary

DF:by:tn

University of Minnesota Union Board of Governors
Meeting of November 20, 1956

Members Present:

Dr. Moore, Mr. Pfleider, Dean Fenske, John Decker, Jim Heltzer, Marilyn Fenske, Bob Whitlock, Terry Olofson, Barbara Clark, Mary Ellen Vallerius, Rae Shore, Nancy Fournier, Mary Jean VanValkenburg, Dorothy Lea, John Bohanon, Fred Katter

Members Absent:

Jim Schimschock, Mr. Cheese, Mr. Richter

Others Present:

Ron Barrett, Mr. Starr, Ken Langbell, Cherry Kidneigh, Don Finlayson, Beverly Yaunick

The meeting was called to order at 7:05 p.m. The following motion concerning the minutes was made.

P-98
Motion K-833

It was moved to approve the minutes of the meeting of November 13, 1956.

Seconded and carried.

Executive Committee Report:

Mary Jean VanValkenburg gave the report of the committee.

Fred Katter was appointed as representative on the Human Relations Committee of All University Congress.

A definite time was set for the program for University leaders meeting on December 2, 1956, from 2:00 p.m. to 5:00 p.m. and coffee served from 5:00 p.m. to 5:45 p.m. Included in this program will be a panel consisting of John Tomisch, Dean Moran, Ron Siminsky, Jim Greeno, Dean Williamson, and Paul Bloland. This panel will discuss the merits of the organization of the Union Board as it now is. The speakers following this panel will be Jim Heltzer, Mr. Starr, Don Finlayson, and Vice President Willey. The cost for this meeting will come from the fund set up for the Union Board monthly dinners.

P-99
Motion K-834

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Program Committee Report:

An open forum was held in the Men's Lounge November 20, 1956, on the Sno Week program, and the Program Committee met prior to the Board meeting to discuss this event. It was decided that the Ski Train would be scheduled for January 19, and that the other events would take place on January 24, 25, and 26. Programs planned now include the Sno Ball and a Holiday Inn program in the ballroom with a portable ice rink and a show. Competitive events will be directed toward individuals, although groups can participate. Buttons will not be sold.

P100
Motion K-835r

It was moved to approve the report of the Program Committee.

Seconded and carried.

All-University Camp Committee:

Bob Whitlock introduced Dr. Gerald Fitzgerald, Chairman of the Committee. Dr. Fitzgerald gave background on the committee which was set up by Dr. Morrill in January of 1953. The committee is composed of students and faculty members and is divided into two subcommittees, one to study and set forth the purposes and functions of such a camp and the other to review sites and give recommendations for selection. Mr. Starr has served as chairman of the sub-committee on purpose and function of the camp. The sub-committee report, which has been accepted by the committee, was read. Funds for the camp have been donated by the Union Board of Governors, All University Congress, Social Service Council and through Dr. Morrill's unrestricted gift fund. It is an official project of the Greater University Fund and is listed in all their literature.

The Committee advertised for camp sites and obtained about 90 leads, approximately 20 of which were selected to be visited. It is still possible that one of the sites may be given the University as a gift or that funds to purchase a camp site may be obtained from one of the large foundations. The Ford Foundation will be approached on this matter. The committee is now in the process of obtaining statements from University departments as to how they would use such camp facilities. These statements and other information will be presented to a foundation in an effort obtain their sponsorship.

Dr. Fitzgerald was asked by the Board what he could do to recommend a permanent student position for the Union Board on the Committee. Dr. Fitzgerald stated that he was charged by the President to recommend only faculty appointments, but that he would take the matter to the Camp Committee and should it meet with their approval he would make a recommendation to the President to this effect.

Personnel Committee:

Dorothy Lea reported that Nancy Fournier has volunteered to do the lettering on the Board Office chart which will save considerable money as it would otherwise be done by a professional poster painter.

Personnel Bureau is preparing lists of people who are now on Committees and the Committee Chairmen. Those who have not turned in their information were requested to do so.

The Personnel Bureau is also getting out names of students interested in activities. Dorothy urged Board members to contact any leaders they know regarding the open Board position.

Evaluation of - Get-Together

The Committee suggested that the program could have been more closely planned so that there would be no time lags. It was suggested that more adult mixers should be included and that name tags designating committee, area, and Village Union or Coffman Union, would help people get acquainted. It was also felt that a short summary of the Village Union operation should have been given and possibly a tour of the building. Most Board members felt that the evening was a lot of fun and helpful in knowing people and that the Get-Togethers should be continued.

P-101
Motion K-836

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Public Relations Committee:

Barbara Clark reported that the Dividend Nite had gone quite well. She was sorry to see that few Board members were present representing their areas and that no representative was present to take their places.

There will be a meeting for all Publicity Coordinators at 2:30 next Wednesday, November 26, 1956, in the Terrace Reading Room Office. Howard Seemans and Marcia Koth will give information on publicity.

Barbara asked that Board members notify Committee Chairmen that publicity should be placed in her box for the newsletter to all student organizations.

John Decker reported that the Advertising Agency will begin functioning on Monday. A meeting will be held Monday at 3:30 for all of the Advertising Agency Personnel and on Wednesday there will be a meeting at 3:30 for all Board members, publicity coordinators, and interested committee members concerning publicity problems for the Advertising Agency. The Agency will handle all paid ads at first and then will work into helping with stories, posters, and other publicity media. There will be a four day wait prior to publication deadline on all work so that the best possible job can be done. The Daily requires a day and a half of this time before publication.

P-102
Motion K-837

It was moved to approve the report of the Public Relations Committee including the Advertising Agency and the provision that all Union committee and Board publicity of any kind is to be coordinated through the Agency.

Seconded and carried.

Barbara Joffe of the Unioners Committee reported that in answer to the questions given them on Sno Week, many organizations felt that a week was too long for the event, competition should be on a group basis, that the event should be scheduled so that too many large projects do not fall in one quarter as students do not have time to support them all.

Program Director's Report:

Mr. Finlayson asked for the Board's feeling on the traditional decorating party for Christmas. It has been suggested that the Foreign Student Committee decorate the Union as various nations decorate for Christmas and the committee has accepted this project. Following discussion it was the consensus of opinion that the House and Finance Committee should direct the purchase of decorations for the Foreign Student Committee, set the date, and plan the refreshments for the party following. It was also the feeling of the Board that the second floor should be given to the Foreign Students and that the Main Lounge should be kept in the American tradition. The ballroom will be decorated for the President's reception by the president's office.

Director's Report:

Mr. Starr presented Dean Fenske with his Union Board of Governors pin and extended Thanksgiving wishes to the Board.

Mr. Starr commented on the fine way the Board members were presenting reports and also the exchange of questions and answers at the Board meeting. He also warned the Board of becoming top heavy with committee matters.

New Business:

It was announced that the Executive Committee meeting would be directly following the Board meeting as they will not meet on Thursday of this week.

P-103

Motion K-838r

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by:tn

Executive Committee Meeting

Report

Correction:

All members present except Fred Katter.

It was recommended by the Executive Committee that Nancy Fournier be changed from Personnel Committee to Public Relations Committee.

One of the feelings of the sub-committee of the Senate Committee on Student Affairs was that the faculty members ^{OF THE} ~~of the~~ UNIVERSITY HAVE LEFT OUT IN THE ~~UNION BOARD~~ ^{SEN} administering the affairs of the Union. Jim Heltzer's suggestion was that a luncheon meeting between the non-student members of the Union Board and the faculty members of the Senate Committee on Student Affairs could be arranged to clarify this matter.

Respectfully submitted,

Mary Jean VanValkenburg
Corresponding Secretary

MJVV:by

November 27, 1956

House and Finance Report

Members of the Committee:

Marilyn Fenske, Mr. Cheese, Mr. Starr, Bob Whitlock (ex-officio member),
Jim Schimschock (chairman).

Additional Personnel:

Steve O'Brian, Public Relations Co-ordinator.

I: Action Taken on Requests.

- A. Schoolmen's Week - request for use of rooms. Approved November 8, 1956.
- B. Brotherhood Week requested permission to put up a 40 foot display on religion in the basement February 17 - 24, 1957. Approved on November 8, 1956.
- C. Freshman Cabinet requested the use of Room 315 on Tuesdays at 6:30 for the remainder of the year. Denied on November 8, 1956.
- D. A. W. S. requested the use of rooms 320, 315, 325, 326, and 327, on January 8, 15, 22, and 29, and February 5, 1957 between 3:00 and 5:30 p.m. for Leader training sessions. Approved on November 15, 1956.
- E. Gamma Sigma Sigma will be given the use of the ballroom and its facilities for a program on the Christmas Seal Drive with the approval of this Board if they so desire.
- F. Medical Research Luncheon request for November 7, 1957--Approved November 15, 1956.
- G. Minnesota Home Economics Association requested use of the ballroom on Friday night, April 5, 1957. Approved November 8, 1957.

II. Progress in other areas of House and Finance Problems.

- A. We recommend that the Board pay the entire loss of \$718.33 for the S. L. A. Week Dance which we co-sponsored with them.
- B. We will begin our survey on the proposed co-ed lounges this week.
- C. A group from the Dance Area offered to clean up the Pody in return for some storage space --we jumped at this opportunity. We hear two of the volunteers are still lost down there.
- D. Our attention was called to a group of people who have been sitting all over the second floor lounge near the Alumni Office entrance. We asked them to congregate elsewhere, which they have done.
- E. Christmas Decorations on December 2, 1956 - Wait till you see what we've got in mind! Heh! Heh!

III. Mr. Starr's report on the Deer Committee!

November 27, 1956

To: Minnesota Union Board of Governors

From: Gordon L. Starr, Director of Student Unions

This fall quarter marks a most successful operation of Coffman Memorial Union. The keen interest of faculty, staff, alumni and students have brought forth better programs and more progress has been made during this period than many of our Boards have made in an entire year's operation. The Union Board and staff have moved together in a manner which has been encouraging to all. Some of the reasons for this success are:

1. Advanced planning and orientation. This includes summer Board meetings, workshops, retreats, and conferences.
2. Good participation by Board members at the "Big Ten" and "Regional Meeting". (Possibly of the Big Ten at Minnesota next year, election of Jack Decker as President of Region VII.)
3. Good attendance at Union Board and committee meetings.
4. Good Area directors reports! This includes presenting area information, evaluation of the areas and the opportunities for members to ask questions.
5. New program ideas.
UNESCO, Wednesday Nite Special Event, Sunday-Jazz Workshops, Improved Bowling and Games Tournaments, etc.
6. A concern for the over-all Union.
Recommended a study on staff salaries, report on the Outing Center Camp.
7. Top leadership in the Union Board offices.

In order to supplement the House and Finance Report and to inform the Board the following is submitted.

1. Income inclusive of all departments for the period through October, 1956, is \$135,164.28 as compared with \$124,840.84 for the same period--through October, 1955. Expenses through October, 1956, \$82,859.35, as compared with October, 1955, of \$80,882.95
2. The architects are now completing the details of plans for the new St. Paul Campus Union. The area of the plans must shrink 10% to keep with the estimated cost of \$957,000.00 for the building. Such problems as counter traffic, lines, incinerators, elevation, etc. are now being worked upon. It is expected that the building committee will review the plans in the coming week.
3. The Director of University Bookstores has recommended an increase in the amount which is given the Union annually. This should mean an addition of \$700 to \$800 to our budget.
4. One of the major problems confronting the Coffman Memorial Union is expansion and development. As the committee is getting more involved, it is recognizing that more staff and committee time will be needed to be devoted to the matter. The Campus Club and Food Service have had some meetings on this meeting. There is a definite need for a central committee on the entire development. (See news of Campus Club expansion.)

There seem to be three directions Coffman Memorial Union can expand.

These are:

1. Expansion of present facilities to the south of the present building. This has good potential as compared to expansion of the west wing of the building.

2. Expansion to the west bank of the river. This will depend directly upon the University development of that area.
(This has been referred to by some as the place for a "Junior" Union.
3. A Union on the north side of the campus.

It is evident that our present facilities which were built for 14,000 students is now sub-standard. The U. S. Office of Education recommended the standard adequacy minimum of 11.5 square feet per student. At present, Coffman Memorial Union has 10 square feet per student with definite deficiencies in meeting rooms, student office space and commuter lunchroom space.

In terms of doubling the present space for the year 1970 when enrollment will be approximately double what it is now, we must face the needs for building funds. It is obvious that we cannot double our building under the present fee structure and will be faced with finding new sources of income.

Other Universities in the Big Ten are contemplating increasing their present facilities for the period 1954-65 as follows:

<u>University</u>	<u>Gross Square Feet</u>	<u>Estimated Cost</u>
Wisconsin	34,446	\$514,150
Illinois	150,000	300,000
Indiana	279,978	6,250,000
Iowa	233,480	4,000,000
Michigan	52,000	2,900,000
Michigan State	?	?
Iowa State	40,000	800,000
Ohio State	A New Agricultural Union	
Minnesota	?	?

More consideration and time should be spent by the Expansion and Development Committee on this matter. After legislation, we will be in a much better position to judge where new facilities should be established.

Board Meeting Record

The Personnel Committee recommends the following people for chairmanships:

Arts & Crafts -- Co-chairmen

Carole Swanson

Ed Jr.

LaDonna Halvorson

SL A Soph

Art Gallery

Susan Greenfield

SLA SR

Coffman Musicale

David Rickert

GC FRESH

For the Board itself, we recommend:

Lawrence DeWitt

SLa Soph.

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)

University of Minnesota Union Board of Governors
Meeting of November 27, 1956

Members present:

Bob Whitlock, Jim Heltzer, John Decker, Rae Shore, Dr. Moore, Terry Olofson, Mary Jean VanValkenburg, John Bohanon, Fred Katter, Mr. Cheese, Mr. Pfeider, Jim Schimschock, Nancy Fournier, Dorothy Lea, Barbara Clark, Marilyn Fenske.

Members absent:

Mary Ellen Wallerius, Mr. Richter, Dean Fenske.

Others Present:

Leone Nelson, Cherry Kidneigh, Howard Seaman, Mr. Starr, Don Finlayson, Beverly Yaunick.

The meeting was called to order at 7:15 p.m..

^{P-104}
Motion K-839-

It was moved to approve the minutes of the last meeting with the addition of the approval of the Co-Chairmen for Sno Week, Judy VanValkenburg, and David Kelby.

Seconded and carried.

Executive Committee Report:

Mary Jean VanValkenburg presented the following report of the committee.:

It was recommended by the Executive Committee that Nancy Fournier be changed from Personnel Committee to Public Relations Committee.

One of the feelings of the sub-committee of the Senate Committee on Student Affairs was that the faculty of the University have been left out in the administering of the affairs of the Union. Jim Heltzer's suggestion was that a luncheon meeting between the non-student members of the Union Board and the faculty members of the Senate Committee on Student Affairs could be arranged to clarify this matter.

Jim Heltzer informed the Board that the Social Service Council is sponsoring a drive for aid to the Hungarian Students in Vienna. They would like the support of other campus organizations in the form of a statement of support and they would conduct the drive. Jim asked that the Board approve this request and he would write a statement and show it to all Board members before it is sent to the Social Service Council.

^{P-105}
Motion K-840-

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Public Relations Committee:

Barbara Clark reminded Board members to ask Committee Chairmen and members to attend the publicity meeting at 3:30 Wednesday in the Men's Lounge. Information on publicity, how to write things up for publicity, and where to get help on publicity will be given along with information on the Advertising Bureau. John Decker was asked to prepare an information sheet for Board members giving deadlines and individuals to be contacted in the Bureau concerning advertising.

House and Finance Committee:

Jim Schimschock gave information on action taken on room reservation requests and the following on the progress made in the other areas:

We recommend that the Board pay the entire loss of \$718.33 for the S.I.A. Week Dance which we co-sponsored with them.

We will begin our survey on the proposed co-ed lounges this week.

A group from the Dance Area offered to clean up the Pody in return for some storage space - we jumped at this opportunity. We hear two of the volunteers are still lost down there.

Our attention was called to a group of people who have been sitting all over the second floor lounge near the Alumni Office entrance. We asked them to congregate elsewhere, which they have done.

Christmas decoration on December 2, 1956. The following decorating assignments were given to Board members:

Second floor - Foreign Students - Marilyn Fenske, Chairman

Main Ballroom tree - John Bohanon, Chairman; Nancy Fournier, Rae Shore
Fred Katter

Main Lounge - Terry Olofson, Chairman; Barbara Clark, Dorothy Lea,
Bob Whitlock

Roving Decorating Committee - Jack Decker, Chairman; Jim Heltzer,
Mary Jean VanValkenburg

The House and Finance Committee will supervise distribution of decorations and general decorating. Lights will be put on the Christmas trees by the maintenance men as scaffolds are necessary.

It was suggested that December 2, 1956 be the time for decorating, but there are now two other events on that day. Following discussion, it was the consensus of opinion that the decorating should be done next Tuesday, December 4, 1956, following the Board meeting.

Question was raised on the payment of the S.L.A. Week dance and there was much discussion of the matter and it was felt that it would be desirable to pay this as the S.L.A. Board would have to borrow money to meet the debt and we would not wish to create ill will and poor public relations. The criteria for co-sponsorship with other groups should be sufficient to avoid any similar occurrence in the future.

Director's Report:

Mr. Starr reported on the progress and successful operation of the Union and the Board activities for the fall quarter, the additional financial data and information on the Expansion and Development Committee, the St. Paul Campus new Union, and the renovation for the Main Lounge of Coffman Union.

(A copy of the report is included for all members who were absent and is on file with the permanent record of the minutes.)

The Director also gave some background on the student Union movement and its beginnings in this country and at Minnesota.

He asked the Board what suggestions could be given as to the Christmas Get-Together for former Union Board members. It was suggested that invitations to the Christmas Semi-Formal be sent to those in the vicinity and a Christmas

card with a resume of the Board's activities be sent to those at a distance. The matter was referred to the Public Relations Committee for recommendation.

Mr. Starr announced that June Carlson will be leaving the Information Desk and a replacement will be needed. Judy DeYoung will be leaving after January and Ron Barrett may be drafted. We will be adding Dick Getchell to the staff as a Program Consultant. He is a former Union Board President.

Mr. Starr introduced Leone Nelson and Charlie Peterson to the Board. Mr. Peterson gave some interesting comments on other Unions in the country and on the Minnesota Unions. He presented Jim Heltzer with an "8 ball" paper weight.

P-106
Motion K-841:

It was moved to approve and accept the House and Finance Committee Report.

Seconded and carried.

P-107
Motion K-842:

It was moved to accept the directors report and that the Director requests the University administration to establish an official University Building Committee for the expansion of Coffman Memorial Union.

Seconded and carried.

It was mentioned that such a committee would include the Advisory Architect and the head of the Physical Plant. An official committee would be responsible for the making of plans in accord with the needs and funds available and the Expansion and Development Committee would still be responsible for establishing the needs.

Personnel Committee:

The following recommendations were presented;

P-108
Motion K-843:

It was moved to accept the following recommendations for Committee Chairmanships for a Union Board member.

Arts & Crafts - Co-Chairmen - Carole Swanson, LaDonna Halvorson

Gallery - Susan Greenfield

Coffman Musicale - David Rickert

Union Board Member - Games Area - Lawrence DeWitt

Seconded and carried.

There was some discussion of applications for Board member and it was mentioned that applications had been received after the Committee's decision had been reached.

P-109
Motion K-844:

It was moved to recall the vote on Motion K-843:

Seconded and carried.

P-110
Motion K-815:

It was moved to approve the following Committee Chairmanships.

Arts & Crafts - Co-Chairmen - Carole Swanson, LaDonna Halvorson
Gallery - Susan Greenfield
Coffman Musicale - David Rickert

Seconded and carried.

P-111
Motion K-816:

It was moved to approve the appointment of Lawrence DeWitt as a Board member for the Games Area.

Seconded.

Jerry Dowles was nominated from the floor for a Board member.

Seconded.

P-112
Motion K-817:

It was moved to hold a secret ballot.

Seconded and carried.

Lawrence DeWitt was elected a Board member.

P-113
Motion K-818:

It was moved that a unanimous ballot be recorded for Lawrence DeWitt

Seconded and carried.

It was the feeling of some Board members that the applications received following the Committee's decision should have been given more consideration and that better publicity on the opening and closing of filings.

Program Committee:

The Sno Week Co-Chairmen are now recruiting sub-chairmen and committee members and recommendations will be presented at the next meeting.

The pass list for the Jazz Contrast program December 2, 1956, was approved and is in accord with the Pass Policy.

Old Business:

P-114
Motion K-819:

It was moved that Motion K-821 be taken from table for discussion.

Seconded and carried.

P-115
Motion K-821:

It was moved that the following amendment be made in the By-Laws:

Section III., Part A. add -

6. Policy Study Committee

Section III., Part E. add -

6. The Policy Study Committee shall be composed of the President of the Union Board of Governors, who shall sit as Chairman, the Vice President of the Board, the Corresponding Secretary of the Board, the Member-At-Large to the Executive Committee of the Board, the House and Finance Committee Chairman of the Board, the Director of Student Unions, the Program Director of Coffman Memorial Union, the Vice President of Academic Administration of the University of Minnesota, and others as appointed by the University of Minnesota Union Board of Governors."

Section III. Part G. add -

6. The Policy Study Committee shall
 - a. Study all University of Minnesota policies and determine, with such additional help as may be needed from time to time those that apply to the Student Unions.
 - b. Study all internal policies of the Department of Student Unions and compile these into single bodies of facts when deemed necessary.
 - c. Be responsible to the University of Minnesota Union Board of Governors and the Vice-President for Academic Administration in all activities.

Seconded and defeated.

It was felt that the Executive Committee would normally handle the matters mentioned in the amendment and the membership of the Policy Committee includes the Executive Committee.

Mary Jean VanValkenburg passed out to Board members four names for each of them to call concerning the meeting of University leaders to be held on Sunday, December 2, 1956, at 2:00 p.m. in the Junior Ballroom.

New Business:

It was suggested that some review be made to determine why more applications are not received for Board positions. Mr. Starr suggested that this might be a good research project for a staff person. The matter was referred informally to the Public Relations and Personnel Committees for any recommendations they might have.

The following matters were referred to the House and Finance Committee.

1. Reallocation of office space in the Union with consideration given to additional Union Board Office space.
2. Should the lounges not be made co-educational consideration be given to use of the Terrace Reading Room for meetings.

3. A paid receptionist for the Union Board Office.

It was requested that the Christmas Semi-Formal Committee meet immediately following the Board meeting.

P-116

Motion K-850-

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:tn

Executive Committee Meeting Minutes

December 3, 1956

All members were present.

The following changes in personnel of the standing committees were recommended.

Personnel Committee - Dorothy Lea, Terry Olofson, Larry DeWitt,
Rae Shore.

Program Committee - Fred Katter, Mary Ellen Wallerius, Mary Jean
VanValkenburg, John Bohanon

It was also recommended that all standing committees meet at 5:30 to 6:30 p.m. Tuesday before the Board meeting. The four Executive Committee members will then act as members of the various committees, as follows:

Public Relations - Jim Heltzer

House and Finance - Bob Whitlock

Program - Fred Katter, and Mary Jean VanValkenburg

The Executive Committee would then meet after the Board meeting.

Respectfully submitted,

Mary Jean VanValkenburg
Corresponding Secretary

MJVW:by

December 5, 1956

Dear Unioneer:

The "magic spell" of finals is fastly overcoming us, and most students are checking textbooks hurriedly for vital information. But pause a moment and think! Amid all this scrambling for knowledge, shouldn't there be a time to relax and enjoy yourself? Well, here's your chance! This Saturday night, December 8, the Union is sponsoring its last big event for fall quarter--a Semi-formal Christmas dance with all the trimmings. Admission is \$1.25 per person, and Robert Anderson and his string quartet will provide the mood music for this pre-holiday dance. So bring your friends and dates to the Union Main Ballroom this Saturday night from 9:00 PM to 1:00 AM as the final week kick-off.

Do you know of anyone interested in pretty girls or latest fashions? Delta Upsilon fraternity is holding its "Dream Girl" judging and crowning Monday, December 10, at 12:30 PM. A style show, featuring the latest from Leamon's and Bjorkman's, will precede the crowning. A special star performance, The Four Coins, who popularized "Three Coins in the Fountain," will be an added attraction. To complete the program, a "Glamour Manor" trophy will be presented to the sorority with the nicest-looking pledge class. It is hoped that all sororities will send a representative on Monday, just in case her pledge class should win the trophy.

A coffee hour honoring the Social Science department will be held Monday, December 10, at 3:30, in the Men's Lounge. Urge anyone interested to attend.

The Unioneers will not be meeting again this quarter, but you will be notified in the early part of winter quarter as to the next meeting. We are looking forward to a big quarter with the Unioneers, and with your cooperation, this will be possible.

Merry Christmas--Happy New Year---but most important, happy studying and good luck in the finals!

Sincerely,

Connie Neuman

Connie Neuman

Jan. 19 & 20

Ski Train at Tel-mark

Jan. 23 Wed.

Style show 11:30 - 1:30

Faculty - Student Hockey 1:30 - 2:30
game

Co-ed Hockey Game 2:30 - 3:30

Jan. 24 Thurs.

Broom ball 11:30 - 1:30

Matinee 11:30 - 1:30

Snowshoes (Girls) 1:30 - 2:30

Co-ed hockey 2:30 - 3:30

Night Show

Jan. 25 FRIDAY

Matinee 11:30 - 1:30

Broomball 11:30 - 1:30

Snowshoes (Boys) 1:30 - 2:30

Dogsled 2:30 - 3:00

Night Show

Jan. 26 Sat.

Sno Fun Train

Sno Ball

University of Minnesota Union Board of Governors
Meeting of December 4, 1956

Members Present:

Bob Whitlock, Jim Heltzer, Mary Jean VanValkenburg, Marilyn Fenske, John Decker, Mary Ellen Wallerius, Fred Katter, Rae Shore, John Bohanon, Dorothy Lea, Jim Schinschock, Larry DeWitt, Barb Clark, Nancy Fournier, Mr. Pfleider.

Members Absent:

Terry Olofson, John Richter, Mr. Cheese, Mr. Fenske, (Mr. Moore-Dr. Layton representing him)

Others Present:

Don Finlayson, Mr. Starr, Judy VanValkenburg, Dave Kelby, Cherry Kidneigh, Howard Seeman, Jim Lynch, Dick Gitchell, Dr. Layton, Leone Nelson, Dr. ni-Shida from Japan, Dean Park - University of Seoul, Helen Hartwick, Jean Hiniker.

The meeting was called to order at 7:05

Motion K-117
Motion K-851

It was moved to approve the minutes of the last meeting.

Seconded and carried.

Executive Committee Report:

The following report was read:

All members were present.

The following changes in personnel of the standing committees were recommended.

Personnel Committee - Dorothy Lea, Terry Olofson, Larry DeWitt, Rae Shore.

Program Committee - Fred Katter, Mary Ellen Wallerius, Mary Jean VanValkenburg, John Bohanon

It was also recommended that all standing committees meet at 5:30 to 6:30 p.m. Tuesday before the Board meeting. The four Executive Committee members will then act as members of the various committees, as follows:

Public Relations - Jim Heltzer

House and Finance - Bob Whitlock

Program - Fred Katter, and Mary Jean VanValkenburg

The Executive Committee would then meet after the Board meeting.

The letter to the International Relations Club was read by Rae Shore concerning the aid to Hungary stated "We of the Union Board of Governors whole-heartedly support in any way we can, your Emergency Hungarian Appeal. Anything which we can do to help the heroic students of Hungary we will be only too happy to do."

Minnesota Union Board of Governors

Motion K-118
Motion K-852

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Personnel Committee:

Dorothy Lea reminded the board that the rating sheets for the chairmen are due Thursday, December 6, 1956. She also read the following names recommended as sub-chairmen of Sno Week:

Ski Train - Robert Boylan, SLA Jr.
Snow Fun Train - Nancy Schmidt, SLA Soph.
Style Show - Abigail Diamond, Ag. Soph.
Hockey - James Pools, SLA Soph.
Queens - Elston Nelson, IT Sr.
Publicity - Michael Pagen, SLA Jr.
Business Manager - Steve O'Brien, Bus. Ad. Jr.

Mr. Starr raised the question of eligibility of the sub-chairmen. Dorothy reported that all have been cleared.

P-119
Motion K-853+

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Public Relations Committee:

The deadline is December 15 for any brochures that the areas would like to get out for the beginning of winter quarter. Each area is to sign up for pictures of the area directors and chairmen. Barbara Clark will put notices in boxes after discussing the matter with Dorothy Lea.

John Decker explained the need for publicity coordinators to get more detailed information for the Advertising Agency. They are very willing to help with any problems.

Program Committee Report:

Fred Katter reminded the board that all the event reports are due Thursday, December 6th by 5:00.

Marilyn Fenske reported that Charm and the coffee hours have been well attended and very successful. The Creative Society and Theater Departments Coffee hour with Ruth Chatterton was also successful. Judith Anderson was unable to attend because of illness.

A coffee hour will be held in the Women's Lounge Wednesday, December 5, at 3:30 for the birth of a Graduate-Student Committee. All Board members are urged to come and help encourage the graduate students. Because of the different interests the Graduate students have compared to undergraduate students, the problem is to figure out just what their interests are. Any suggestions should be dropped in Marilyn Fenske's box. Two suggestions were to contact a group of graduate students with a Greek name, and to look into the Graduate program on the St. Paul Campus. Their program has been well attended.

John Decker reported on the Talent Area. One act plays will be one of the main attractions for next quarter with six of them to be used for a program.

The first of the year WMR will be broadcasting to the fraternities and sororities. WMR plans to have a more personalized program.

Rae Shore stated that the Wednesday and Saturday night dance attendance had fallen down. The Wednesday night dance should be made more informal and the Saturday night dance more formal with a night club atmosphere. The new names for the two dances are: Wednesday Nite Dance Party and Saturday Niteclub. A decorations coordinator would be very helpful by ordering the decorations, and getting new ideas.

Mary Ellen Vallerius reported on Noon Programs for the first half of fall quarter up to the Midquarter. The total attendance was 1,824 with 608 at each noon program. The two new noon program coordinators are Ann Smith and Larry Mitberg.

A new policy adopted is to have each outside organization sign a contract for expense incurred should the program be cancelled at the last minute.

Judy VanValkenburg and Dave Kalby reported on Sno Week:

January 19 and 20

Ski Train at Telemark

January 23

Style Show - 11:30-1:30

Faculty-Student Hockey Game - 1:30-2:30

Co-ed Hockey Game - 2:30-3:30

January 24

Broomball - 11:30-1:30

Matinee - 11:30-1:30

Sneshoes (Girls) - 1:30-2:30

Co-ed Hockey - 2:30-3:30

Night Show

January 25

Matinee - 11:30-1:30

Broomball - 11:30-1:30

Sneshoes (Boys) - 1:30-2:30

Dogsled - 2:30-3:30

Night Show

January 26

Sno Fun Train

Sno Ball

They explained how it will cost more this year per individual because there is no longer a group rate for lodging, towing, meals etc. A tentative budget of \$11,600 as the expense and \$11,300 as the income, was presented. Insofar as the budget was tentative it was referred to the Executive Committee with the House and Finance chairman included.

P-120

Motion K-854

It was moved to approve the report of the Program Committee

Seconded and carried.

P-121

Motion K-855

It was moved to commend the chairman of Sno Week and give them a vote of confidence.

Seconded and carried.

Director's Report:

There is one new member on the Deer Committee??

Mr. Starr brought the idea to the Board of remodeling room 346, so that it may be used as a permanent conference room where the Union Board could meet every Tuesday night, and other organizations who have similar needs may meet there. A three sectional table, desk at the back, and a carpet would be added. The reasons for this is that 320 could then be used by larger groups because of the larger capacity (125 people). Also 346 is isolated and is more sound proof. Mr. Starr also showed more refined plans of the St. Paul Campus Union. He presented Larry DeWitt with the Union Board membership pin.

House and Finance Committee report:

Jim Schimschook read the results of the survey of 250 students taken last Wednesday, Thursday and Friday in the mens, womens, main and balcony lounges.

1. Do you favor changing the men's and women's lounges to co-ed lounges?
NO - 69% YES - 31%
2. According to present policy, this would make the rooms available for meetings after 3:30 p.m. Would you be in favor of this?
NO - 71% YES - 26%
3. Do you favor leaving the men's and women's lounges at status quo for patronage, but making them available for important meetings when necessary at any time during the day?
NO - 58% YES - 42%

(Two questionnaires were thrown out because of invalid answers.)

A space was provided for comments by the students. These comments have been recorded and will be discussed when time allows.

Comment: The survey was conducted under just circumstances, in that the population sampled was proportionately divided between the users of separate lounges, and the potential users of coed lounges. A question may arise to the size of the population sampled. The main point to remember on this seemingly small sample size is the cross section to which it appealed. Both shifts, meaning the MWF group and the T Th group, were contacted, and any further sampling would have a repetition of these same concepts already reflected in the population contacted.

Approval was given Greek Week for a display on the main floor February 11-18.

The Executive Committee now has room 227 as their committee room. The conference room downstairs by the Rovers office is now open.

The building hours for Christmas vacation was presented.

Jim Schimschock assigned the faculty members to different areas for decorating after the Board meeting for Christmas.

^{P-122}
Motion K-856

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

Seconded and carried.

Program Committee:

Mr. Finlayson presented a preliminary report on fall quarter activities giving the high lights in various areas. The final fall quarter financial analysis will be present the first week of winter quarter.

Old Business:

Jim Heltzer appointed John Bohanon to drive around and announce the Christmas Semi-Formal.

The girls on the Board will serve punch at the Semi-Formal.

Jim Heltzer stated his feelings toward the Leadership meeting. He said we should publicize our successful programs so that in the future other organizations will be informed. The Board should let people know what they do and what they are going to do. He complimented the Board on taking leadership initiative. He felt that the Union and its activities have expanded and improved greatly in the past year and that there is no reason why it can't continue to become an organization with not only the responsibility but the means to carry out needed functions on campus.

New Business:

P-123
Motion K-857+

It was moved that in the case of any changes in the scheduling of events be taken to the program committee for approval.

Seconded and carried.

Don Finlayson explained to the Board members how important it is to have all reservations go through the program office first so a slip can be made up to put the reservation into the reservation book at the Information desk. This will prevent double reservations.

Jim Heltzer announced that he would like to meet with the Executive Committee following this meeting, also the Christmas Semi-Formal Dance Committee in the Union Board office.

The meeting adjourned at 9:10

The next Board meeting will be January 8, 1957.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ln

University of Minnesota Union Board of Governors
Meeting of December 11, 1956

Members Present:

Dean Fenske, Mr. Pfeleider, Marilyn Fenske, Barbara Clark, Fred Katter, Terry Olofson, Larry De'itt, Mary Ellen Wallerius, Mary Jean VanValkenburg, John Decker, Rae Shore, Bob Whitlock, Mr. Richter, Jim Heltzer.

Members Absent:

John Bohanon, Nancy Fournier, Dorothy Lea, Jim Schimschock, Dr. Moore.

Others Present:

Don Finlayson, Howard Seeman, Beverly Yaunick, Mr. Starr.

The meeting was called to order at 5:35 p.m.

^{P-124}
Motion K-858:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

New Business:

Bob Whitlock outlined to the Board the All University Hungarian Appeal Committee. It is planned that January 18, 1957, a fund drive will be held on the campus. The Union Board's contribution to the fund would be in the nature of use of facilities and programs with donations to be given to the relief appeal. Some of the program possibilities were Bowling, Billiards, and Chess Tournaments, Noon Programs, a 3:30 Program, Humanities Forums with guest speakers, possibly from the United Nations Organization, and a Telethon to be broadcast from the Main Ballroom. It was suggested that the Terrace Reading Room be used for office space for the All University Committee. It also was suggested that Talent Bureau Programs be available to student groups on campus for benefits. The organizations would take care of all details on the programs and getting people out and Talent Bureau would provide the programs.

^{P-125}
Motion K-859:

It was moved that the All University Committee for Hungarian Appeal be permitted to use the Terrace Reading Room for office space January 3, through 18, 1957.

Seconded.

There was much feeling that a precedent would be set in using the Reading Room and that some other place should be found.

^{P-126}
Motion K-860:

It was moved that the North Main Ballroom Balcony be used as office space for the All University Committee for Hungarian Appeal January 3, through 18, 1957.

Seconded and carried.

P-127
Motion K-861r

It was moved that the Union Board of Governors support in any way it can the All University Hungarian Appeal Committee to help the University of Sopron in Austria.

Seconded and carried.

Jim Heltzer appointed the following committee to work with the All University Committee on programs for the drive.

Bob Whitlock, Chairman
Mary Ellen Wallerius
Larry DeWitt

Anyone whose area is connected with the programs will automatically be on the committee.

John Decker mentioned that at the Duluth Regional Meeting some used records from WMMR were donated to the Kirby Student Center station KUMD. They have requested any equipment left over from the remodeling of WMMR.

P-128
Motion K-862r

It was moved that we send any extra equipment available and materials left over from station WMMR to the Kirby Student Center KUMD station.

Seconded and carried.

It was mentioned that the proper inventory transfers would be made before shipping and that WMMR Engineers would be consulted.

Barbara Clark mentioned that the alumni Board members Christmas Get-Together will not be held this year, but cards will be sent and a note asking alumni if they would care to participate in a Union event, as a group; possibly next Homecoming.

The Area Directors were asked to meet with Fred Katter following the meeting.

Jim Heltzer announced that a letter had been received from the Big Ten Conference and the Conference next fall will be held at Coffman Memorial Union.

Rae Shore asked if applicants for Chairmanships could be considered.

P-129
Motion K-863r

It was moved to refer all Chairmanship applications for Sno Week to the Executive Committee with power to act.

Seconded and carried.

Jim Heltzer announced that Mr. Alfred Cheese has resigned from the Board and that a letter of thanks for his fine work had been sent to him.

P-130
Motion K-864r

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:by:tn

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

January 4, 1957

Memo to: Union Board of Governors

From: Gordon L. Starr

Re: Report of Students from Frankfurt, Germany on student activities

The accompanying pages are a summary of a study made by six students from Frankfurt, Germany. The students came to the University of Minnesota to study student activities on our campus. The parts of the report concerning Coffman Memorial Union -- its program, organization and administration are quoted for your information. Comments in parentheses condense information that is already familiar to you.

I wrote to the students upon their return to Germany to see if we had been able to influence union development on their own campus. I recently received a letter from one of the students. This letter is also attached. I'm sure you will be pleased with the generally favorable comments of the report and the letter.

GLS

GLS:tn

Summary of Frankfurt Report
Comments about Union

Final Report of Fritz Encke

Coffman Memorial Union deserves special attention as it has become the center of student activities, the headquarters of social life on campus. Unions are common throughout the country by now and they are all in connection with each other. By national and regional conferences and meetings experiences are discussed and evaluated and new plans are made. The Unions are usually considered to be special departments of the Universities directly responsible to the Presidents or the Vice Presidents of the Universities.

Coffman Memorial Union, built in 1939 to replace a similar, but inadequate one, founded in 1913, is one of the biggest, most modern, and best equipped institutions of its kind. The main purpose is to plan, organize and realize an extensive social, recreational and cultural program within the frame of the University. But besides doing so, it goes beyond just campus facilities. It was purposely and expressly designed to furnish facilities for many activities not only of campus but of state-wide importance.

Consequently, the problems of management and use of Coffman Memorial Union involves relationships in addition to those of student organizations and activities. In this paper we shall pay attention to campus activities only. However, it seems only fair to mention the extension of the Union's scope. Thus, in setting up programs, the Union Board of Governors and its staff work at all times to correlate the Union's activities with those of other organizations on and off campus. This is achieved through frequent consultation between the staff and other organizations like the YMCA, YWCA, offices of the Dean of Students, etc. (Outlines extensive program put on in one week. Lists some of year's special events.)

Less obvious, but no less important for their social value, are the open lounges, television and radio programs which present very frequented opportunities for information gatherings of small and large groups of students. (Mentions other facilities like bowling and billiards, etc.)

In the following, I shall pay special attention to the composition and work of the Student Union Board. 5 non-student and 15 student members. Ratio of men to women is to be same as that of University and never to exceed 12 to 3.

Four of non-student members are appointed by Vice President of the University, 5th is by Alumni Association. Not eligible for more than 4 years in succession. (Gives organizational chart. Lists powers of board as set up in constitution.)

This set up and composition of the Board leaves major responsibility to the students on it and here actually contributes to the development of leadership qualities. The work is done to very large extent by committees and very effectively. This is something we can and should adopt to our own situation especially in our student government where committees still are rather the exception instead of the rule. The Union Board has the following standing committees; (Lists)

(Discusses factors on the personnel committee information sheets. Thought personnel system was very good.)

The observation of Coffman, its facilities and the way it is run have led our team to compose a memorandum to the U of Frankfurt, containing recommendations and propositions regarding the new Studenthaus which in some ways will resemble the functions of an American Student Union.

Final Report of Guenter Fredrichs:

The Union Board is in charge of the administration of the student union. The technical operation of fulfilling their task sets an example that has given us several inspirations and ideas.

Unfortunately, the democratic constitution of this committee is doubtful. Fifteen of its twenty members are students and five are faculty and staff. This means that 55 per cent of the votes are non-elected members and 25 per cent non-students. In a student government that justly carries this pretentious title, such a board can only be a subcommittee of the All University Congress.

Final Report of Eva Giersburg:

(Discusses form of merit questionnaire.) "The questions are very comprehensive and go into many details. It is a question, however, whether this exact listing is not very schematic-mechanical. They are extremely anxious to find able and efficient people and they have developed a system which is organized to the last detail. It is an experiment whose impact cannot yet be gauged. At any rate, it requires an increased administrative body which of necessity hampers initiative and limits independence. Because of the increasing bureaucratization the process is retarded and loaded with trivialities although the fundamental idea is very good. However, it can only be put into reality at a sacrifice."

October 25, 1956
Frankfurt am Main
Am Leonhardsbrunn 8

Dear Mr. Starr,

I was very interested to hear from your new project concerning Coffman Memorial Union. You remember how much we admired the Union with all its facilities when our group stayed at the U. of M. and that we sent a report on it to our University here as a help in planning the union, which was to be established at that time. We certainly had some influence though I do not know to what extent.

Largely, only on a much smaller scale, our union resembles yours, insofar as there are clubrooms, rooms to be used for movies, theatre and dancing parties or meetings and conferences, men's and women's lounges, sport facilities, cafeteria and so on. Unfortunately, a number of rooms are occupied by offices and students quarters. Also funds are very limited and the interests of faculty and student body is, sorry to say, non to great. Thus, it is hard for me, especially as a foreigner far away from Minnesota, to give you any help, or better, it is impossible to do anything but wish you success with your plans which I am certain you will have.

Please excuse me for writing so late, but I am very busy - still going to school and I want to finish my doctor thesis in a considerable length of time. With best regards.

Sincerely yours,

Eva Seib nee Giersberg

File

University of Minnesota Union Board of Governors

Meeting of January 8, 1957

AGENDA

- I. Approval of the minutes
- II. Executive Committee Report
 - a. State of the Union
 - b. Hungarian Situation
- III. Program Committee Report
 - a. Sno Week Report
 - b. Homecoming Report
- IV. Public Relations Report
- V. Personnel Committee Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

for Murphy's files

FALL QUARTER BUDGET - 1956

as of January 8, 1957

	1956-57 BUDGET	INCOME	EXPENSE	BALANCE
DANCE AREA				
Instruction	75.00	487.00	595.98	33.90
Saturday Nite Dance	NONE	1063.95	748.96	314.99
Variety Dance	NONE	502.10	197.79	304.31
Let's Dance	250.00	NONE	NONE	250.00
<i>Square Dance</i>	<i>NONE</i>	<i>212.00</i>	<i>159.87</i>	<i>20.13</i>
FINE ARTS AREA				
Gallery	400.00	NONE	45.22	354.78
Humanities Forum	100.00	NONE	38.52	61.48
Artcraft Shop	200.00	NONE	5.46	194.54
GAMES AREA				
Bridge	100.00	64.00	81.55	82.45
Billiards	100.00	NONE	54.13	45.87
Bowling	100.00	NONE	31.78	68.22
Chess	150.00	31.50	.75	129.25 <i>179.25</i>
Table Tennis	25.00	NONE	6.25	18.75
Big Ten Tourney	300.00	NONE	NONE	300.00
MUSIC AREA				
Coffman Musicale	255.00	NONE	15.17	239.83
Listening Hours	50.00	NONE	24.41	25.59
Song Fests	50.00	NONE	NONE	50.00
Jazz Workshop	300.00	519.25	414.30	104.95 <i>404.95</i>
Christmas Sing	35.00	NONE	26.71	8.29
NOON VARIETY AREA				
Noon Movies	400.00	} NONE	301.04	498.96
Noon Program	300.00			
Noontime Canteen	100.00			
OUTINGS AREA				
Minnesota Rovers	750.00	15.25	262.52	9.80
Co-Rec Activities	25.00	NONE	15.20	502.73 <i>↙</i>
SOCIAL SKILLS AREA				
Charm, Inc.	325.00	171.00	341.08	154.92
Student-Faculty Relations	500.00	NONE	316.92	183.08
Foreign Students	300.00	NONE	10.31	289.69
Toastmasters	100.00	NONE	53.33	46.67
Graduate Students	300.00	NONE	121.25	178.75
TALENT DEVELOPMENT				
Creative Society	300.00	NONE	17.15	282.85
Talent Bureau	50.00	NONE	28.63	21.37
WMMR	NONE	2261.00	1225.40	1035.60
Special	3000.00	NONE	3208.59	208.59

	1956-57 BUDGET	INCOME	EXPENSE	BALANCE
PROGRAM DEVELOPMENT				
Recreational Reading	100.00	NONE	NONE	100.00
Program Expansion	400.00	NONE	NONE	400.00
PUBLICITY				
Photo Service	250.00	NONE	.60	249.40
Gopher	400.00	NONE	NONE	400.00
Union Relations	570.03	NONE	563.56	6.47
Date Digest	150.00	NONE	212.59	62.59
Brochures	2000.00	NONE	145.99	1854.01
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	NONE	252.83	52.83
Christmas Cards	50.00	NONE	62.23	12.23
Christmas Decorating Party	25.00	NONE	NONE	25.00
Christmas Decorations	175.00	1.60	61.25	115.35
Board Activities	400.00	NONE	348.45	51.55
Alumni Reunion	50.00	NONE	NONE	50.00
Merit Reception	750.00	NONE	NONE	750.00
Fall Leadership Retreat	150.00	111.00	276.58	15.58
Spring Board Retreat	150.00	NONE	NONE	150.00
Personnel General	NONE	NONE	42.82	42.82
Open Houses	300.00	NONE	248.99	51.01
Welcome Week	779.97	NONE	779.97	
CONTINGENCY FUND				
	300.00	NONE	NONE	300.00
SUMMER EXPENSES				
Summer Program	400.00	193.00	578.82	24.28
Summer Office Expenses	300.00	NONE	299.09	92 .91
Orientation	100.00	NONE	142.98	42.98
SPECIAL EVENTS REVOLVING FUND				
	NONE	8179.00	7706.73	472.27 <i>280.87</i>
PROGRAM ADMINISTRATION				
Supplies	360.00	101.45	223.21	238.24
Telephone	400.00	NONE	112.04	288.96
Postage	75.00	18.27	77.18	26.09
Travel	500.00	NONE	275.72	224.28
Equipment	450.00	NONE	272.35	177.65
GRAND TOTALS	16275.00	13921.37	21032.25	8,883.05

*This does not include Alumni

	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
DANCE AREA						
Saturday Nite Dance	5	2880	576	5	1673	335
Variety Dance	6	2763	461	7	1962	280
Square Dance	9	989	102	6	675	113
Dance Instruction	23	<u>644</u>	84	37	<u>-1454</u>	39
TOTAL		7822			5764	
FINE ARTS						
Gallery 8	2	1643	822	4	3000	750
Humanities Forum	4	196	49	3	290	97
Craft Shop		2750		11	879	80
TOTAL		<u>4589</u>			<u>4169</u>	
GAMES						
Billiards				1	950	950
Bowling				6	153	26
Bridge	15	369	50	10	191	19
Chess Exhibition				7	218	31
Table Tennis				1	31	31
TOTAL		<u>369</u>			<u>1543</u>	
MUSIC						
Musicales	1	425	425	4	2015	504
Song Fests	1	200	200	0	0	0
Listening Hours	28	1400	50	4	97	24
Union Jazz Workshop				7	3250	464
Record Lending Library	16	<u>297</u>	19	9*WMTA	<u>135</u>	15
TOTAL		2322			5497	
NOON PROGRAM						
Movies	2	1162	581	11	7144	649
Misc. (other than Union Comm.)				7	2840	406
Union Varieties	7	5058	726			
Quarterbacks	10	<u>1878</u>	185			
TOTAL		8098			<u>9984</u>	
OUTINGS						
Rovers Meetings & Trips	10	206	21	27	574	21
Co-Rec Nites	1	<u>115</u>	115	3	<u>454</u>	151
TOTAL		321			1028	
SOCIAL SKILLS						
Charm	16	1220	75	23	1321	57
Student-Faculty	8	689	85	13	1033	79
American-Foreign Student	2	151	76	1	35	35
Toastmasters	8	122	15	8	114	14
Graduate Students				1	30	30
Toastmistress	5	<u>55</u>	11			
TOTAL		2237			<u>2533</u>	
TALENT DEVELOPMENT						
Talent Bureau				4	1327	332
Creative Society				1	<u>100</u>	100
TOTAL					1562	

	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
SPECIAL EVENTS						
Coming Dance	1	4182	4182	1	4138	4138
Christmas Sing	3	1050	350	3	2380	793
Christmas Semi-Formal	1	400	400	1	400	400
Welcome Week	1	2500	2500	1	4792	4792
Decorating Party	1	55	55	1	50	50
Open House	1	8512	8512	1	700	700
15th Anniversary						
Leadership Retreat	1			2	153	76
Autumn Leaves (SLA)				1	873	873
Unioneers				2	50	25
Diamond Caravan				1	576	576
Public Relations				1	175	175
TOTAL		<u>16699</u>			<u>14287</u>	
GRAND TOTAL		<u><u>162457</u></u>			<u><u>146367</u></u>	

University of Minnesota Union Board of Governors
Meeting of January 8, 1957

Members Present:

Jim Heltzer, Bob Whitlock, Mr. Richter, Mary Ellen Wallerius, Marilyn Fenske, Nancy Fournier, Barb Clark, Larry DeWitt, Rae Shore, Terry Olofson, Jack Decker, Jim Schimschock, Mary Jean VanValkenburg, John Bohanon, Fred Katter, Mr. Fenske, Dr. Moore.

Members Absent:

Mr. Pfeleider.

Others Present:

Mr. Starr, Jim Lee, Kathy Besat, Judy VanValkenburg, Dave Kelby, Don Finlayson, Cherry Kidneigh, Leone Nelson.

The meeting was called to order at 7:15.

P-131
Motion K-864:

It was moved to approve the minutes of the last meeting.

Seconded and carried.

Executive Committee Report:

Jim Heltzer read the letter to Mr. Frank Pearce from Mr. Willey appointing him to take Mr. Cheese's place.

P-132
Motion K-865:

It was moved to accept the resignation of Dorothy Lea from the Union Board.

Seconded and carried.

Bob Whitlock reported on the Hungarian situation. He stated that any fund-raising program to be carried on by the Union looks rather doubtful.

P-133
Motion K-866:

It was moved to allow brochures and other information about the Hungarian situation to be on display around the Union (at the information desk, etc.) for people to take if they want.

Seconded and carried.

P-134
Motion K-867:

It was moved that the Union Board of Governors support ideas behind the drive to cooperate on the drive.

Seconded and carried.

Mr. Starr stated that Marcia Koth was working on the Hungarian Drive as an individual student and not as a staff member.

Program Committee Report:

On February 16, Les Brown's Band will be playing here. It will be under the Special Events Revolving fund, but the Saturday Nite dance committee will be responsible for the dance.

Kathy Bezat, chairman of the Homecoming Alumni Relationship Committee, submitted her recommendations for future Homecoming. She will be making a report on last year's Homecoming showing the loss of \$383.80 which was divided between the Union Board and the Homecoming Committee.

P-135
Motion K-868:

It was moved to give Kathy Bezat and Jim Poole a vote of confidence.

Seconded and carried unanimously.

Judy VanValkenburg and Dave Kelby reported on Sno Week. They urged everyone to buy their Ski Train tickets which are on sale Wednesday, January 9, and Thursday, January 10. The tickets cost \$17.75 and include free ski instruction, lodging and meals, ski tow, dancing, door prizes, transportation, which equals a weekend of fun at Mt. Telemark. The style show is January 23 from 11:30 to 12:30 in the Main Ballroom. Wednesday, January 24, through Friday, January 26, is the competitive events. Boots Nelson is chairman of the Queen committee. They will accept the first 50 applications. Then judges will eliminate the 50 to 15, the 15 to 3, and the 3 to the lucky one. The crowning will be held during the intermission of the Sno Ball dance on January 26. The budget for publicity is to be \$650 although right now it is \$750. \$470 is for ads in the daily, \$100 for posters, \$80 for flyers, and \$100 for emergencies. The estimated budget right now for Sno Week, 1957, shows a \$50 loss. \$11,230 as the expense and \$11,180 as the revenue. There was discussion about the ice rink and the board decided to support the event whole-heartedly.

Don Finlayson explained to the board the new idea about having the Ralph Marterie orchestra play, which would be nationally televised and sponsored by Chesterfield. The board wanted him to look into this possibility as they thought it sounded good.

P-136
Motion K-869:

It was moved to approve the Program Committee Report.

Seconded and carried.

Public Relations Committee Report

Barbara Clark asked the area directors to turn in by Friday a summary of what they did last quarter and what they accomplished on their events.

She told the board about the suggestion boxes around the Union and said that they are going to answer any questions that the people ask, providing they put their name and address on the paper. She asked the feeling of the board on a newsletter about the people in the Union. No action was taken.

Jack Decker reported on the Advertising Agency saying that it is making progress.

Personnel Committee:

Rae Shore reminded the board that the filings close Friday, January 11, at 3:30 for a new board member. By next Tuesday night, they should know who it is. The area directors should let her know if there are any chairmanships that they have that are open.

House and Finance Committee:

A meeting for revision of fall quarter program budget will be held at 10:30 Friday morning. The place will be posted in the Board office. Jim Schimschock explained the fall quarter budget as of January 8, 1957.

and made the necessary corrections. The board asked questions about different areas and Jim explained the amount spent and the balances. Mr. Finlayson stated that we have spent about what was expected for fall quarter.

Presidents Report:

Jim Heltzer presented his "State of the Union" 1957 message. There are three goals which he wants every board member and committee member to set. They are:

1. Each one of us will be prepared to be a leader in our community through the training which we will acquire in the performance of our duties.
2. We will provide each student with the best program fifteen dollars ever purchased.
3. We will establish, with permanance, the strongest and most unique student government organization this country has ever known.

He said that the Union needs from fifty to one-hundred additional personnel to work on the committees right now. He stressed that the board must draw upon the best talents of the Twin Cities to build a strong personnel program. He urged a series of membership drives and recognition, publicity and special Union privileges for active Union Committee members. One of the biggest problems he said, "is the complete ignorance of what kind of an organization we are that exists in the minds of so many persons at this University. We must tell the Union story to an increasing number of these people! Through the public relations committee, we will get the story across to the student body in general. We should also select one hundred faculty, administration, and student leaders, and by personal contact we will individually attempt to sell our story to these leaders. A definite program will be developed by the executive committee to handle this phase of the problem.

He stated that he believed that more requirements should be added for a person to become a board member. Certain scholarship requirements, Union background and experience should be added in order for a person to carry out the many responsibilities of a Union Board member.

His final suggestion was that: "We seniors form a Union Board Alumni Association. The purpose of this association will be to see that our goals are achieved in the years to come. I think that it would be best to structure the association with a constitution.

Old Business

Mr. Starr reported that the deer committee has increased to four.

Don Finlayson told the board that a new staff member, Dick Getchall, has been added and his office is in the basement with Ron Barrett, opposite the Art-craft Workshop. A new meeting room down there can be used.

New Business:

It was suggested that the glass case in the Union Board office be used for committee personnel. They decided to refer it to the Personnel Committee.

Motion K-870:

It was moved that the Union Board nominate a Sno Week queen candidate representing the Board.

The motion was defeated.

Jim Heltzer said there was to be an Executive Committee meeting in room 227 following this meeting.

P-138
Motion K-871:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

In:ny

MINNESOTA UNION BOARD OF GOVERNORS MEETING

AGENDA

January 15, 1957

- I. Approval of Minutes
- II. Executive Committee Report
- III. Standing Committee Reports
 - a. Personnel Committee
 - b. Public Relations Committee
 - c. Program Committee
 - d. House and Finance Committee
- IV. Program Director's Report
- V. Jazz Workshop Report - Tom D'Andrea - Objectives and Goals
- VI. Sno Week - Fred Katter
- VII. Old Business
- VIII. New Business
- IX. Adjourn

UNION BOARD OF GOVERNORS
EXPANSION AND DEVELOPMENT COMMITTEE
January 15, 1956

Dear members of the committee;

this is a copy of a proposed questionnaire to be submitted to the student body for Spring Quarter registration. Will you please check over this carefully, writing in any relations or additions, or changes which you would like to make. It is imperative that this be made ready as soon as possible for distribution, therefore I would like to call a meeting of the committee on Tuesday, January 22, 1957 at 2:30 in Mr. Starr's office.

Bob

1. In an expansion of Coffman Memorial Union do you feel that any of the following facilities should be increased?
 - a. Bowling alleys
 - b. Billiard room
 - c. Card room
 - d. table tennis
 - e. Aircraft shop
2. Would you like to see a small auditorium and theater, suitable for student productions, part of any expansion of the Union?
3. Would you like to see Union facilities located in some other area of the campus? If so, please check those you would like to have:
Eating facilities on North side of campus (University ave. side)
More facilities for eating located in Coffman Memorial Union.
4. Would you like to have a "Junior" Union located on the North side of campus?
5. Do think it is necessary to have more student organizational office space in Coffman?
6. How many more student meeting rooms do you think are necessary in a new Union or an addition to the present Union?
5 to 10
11 to 15
16 to 20
7. Do you think it would be ~~beneficial~~ beneficial to have locker rooms for commuters (where commuters could leave clothes for the day, showers etc) located in a new Union?
8. Do you think that there should be improved music listening facilities located in the Union?
9. Do you think it would be beneficial to have a number of rooms and dormitories located within the Union for use of people who are here to conduct interviews, guests of students, and people attending the different conventions and conferences sponsored by campus groups?
10. Do you think the Union should provide study area for commuters?
11. Do you think that the main ballroom should be enlarged?

1956
Winter Quarter Program Budget
Coffman Memorial Union

	1956-1957 Budget	Dec. 31 Balance	Re-Allocation	Jan. 15 Balance
DANCE AREA				
Instruction	75.00	33.98	133.98	100.00
Saturday Nite Dance	None	314.99	214.99	100.00
Variety Dance	None	304.31	204.31	100.00
Square Dance	None	52.13		52.13
Let's Dance	250.00	250.00	250.00	
FINE ARTS				
Gallery	400.00	354.78	100.00	254.78
Humanties Forum	100.00	61.48	100.00	161.48
Artcraft Shop	200.00	194.54		194.54
GAMES AREA				
Bridge	100.00	82.45		82.45
Billiards	100.00	45.87		45.87
Bowling	100.00	68.22		68.22
Chess	150.00	179.25		179.25
Table Tennis	25.00	18.75		18.75
Big Ten Tourney	300.00	300.00		300.00
MUSIC AREA				
Coffman Musicals	255.00	239.83		239.83
Listening Hours	50.00	25.59	8.39	33.98
Song Fests	50.00	50.00	25.00	25.00
Jazz Workshop	300.00	404.95	25.00	429.95
Christmas Sing	35.00	8.29	8.39	
NOON PROGRAM AREA				
Noon Movies	400.00	498.96	100.00	598.96
Noon Program	300.00			
Noontime Canteen	100.00			
OUTINGS AREA				
Minnesota Rovers	750.00	502.73		502.73
Co-Rec Activities	25.00	9.80	10.00	19.80
SOCIAL SKILLS AREA				
Charm, Inc.	325.00	154.92		154.92
Student Faculty Relations	500.00	183.08	200.00	383.08
Foreign Students	300.00	289.69	50.00	339.69
Toastmasters	100.00	46.67		46.67
Grad Students	300.00	178.75		178.75
TALENT DEVELOPMENT				
Creative Society	300.00	282.85		282.85
Talent Bureau	50.00	21.37	30.00	51.37
MSR	None	1,035.60	208.59	827.01
Special	3,000.00	208.59	208.59	
PROGRAM DEVELOPMENT				
Recreational Reading	100.00	100.00		100.00
Program Expansion	400.00	400.00		400.00

PUBLICITY				
Publicity (including Ad Agency) None		None	631.47	631.47
Photo Service	250.00	244.60	244.60	
Union Relations	570.00	6.47	6.47	
Date Digest	150.00	62.59	62.59	
Brochures	2,000.00	1,854.01	1,000.00	854.01
Copier	400.00			400.00
UNION BOARD ACTIVITIES				
Big Ten Convention	300.00	52.83	52.83	
Christmas Cards	50.00	12.23	12.23	
Christmas Decorating Party	25.00	25.00	25.00	
Christmas Decorations	175.00	115.35	115.35	
Board Activities	400.00	87.35	190.35	277.70
Alumni Reception	50.00	50.00	50.00	
Merit Reception	750.00	750.00		750.00
Fall Leadership Retreat	150.00	15.58	15.58	
Spring Board Retreat	150.00	150.00		150.00
Personnel General	None	42.82	42.82	100.00
Open House	300.00	51.02	100.00	151.02
Welcome Week	779.97			
CONTINGENCY FUND	300.00	205.72	296.06	501.80
SUMMER EXPENSES				
Summer Program	400.00	24.28	24.28	
Summer Office Expenses	300.00	.91	.91	
Orientation	100.00	42.98	42.98	
SPECIAL EVENTS REVOLVING FUND	None	280.87		280.87
PROGRAM ADMINISTRATION				
Supplies	360.00	238.24		238.24
Telephone	400.00	288.96		288.96
Postage	75.00	26.09	25.00	51.09
Travel	500.00	224.28		224.28
Equipment	450.00	177.65		177.65

UNIVERSITY OF MINNESOTA
Union Board of Governors
Meeting of January 15, 1957

Members Present:

Jim Heltzer, Bob Whitlock, Terry Olofson, Dr. Moore, Mr. Pearce, Mr. Richter, Jim Schimschock, Mary Ellen Wallerius, Mary Jane VanValkenburg, Fred Katter, John Decker, Marilyn Fenske, Larry DeWitt, Barbara Clark, John Bohanon, Nancy Fournier, Rae Shore, Mr. Pfeleider.

Members Absent:

Dean Fenske.

Others Present:

Carol Gunn, Dave Kelby, Don Finlayson, Judy VanValkenburg, Beverly Coyne, Steve O'Brien, Eddy Barnett, Tom D'Andrea.

The Meeting was called to order at 7:15 p.m.

^{P-139}
Motion K-872:

It was moved to approve the minutes of the last meeting with the following correction "It was suggested that the glass case in the Union Board office be used for names of Committee personnel."

Seconded and carried.

Personnel Committee Report:

^{P-140}
Motion K-873:

It was moved to approve the following appointments.
Larry Swandby, Head Program Coordinator for Noon Programs
Jerry Dols, Union Board member.

Seconded and carried.

Public Relations Committee Report:

The Ad Agency is presently building up undergraduates personnel to have a carry over staff for next year. Nancy Fournier asked that information for the weekly newsletter be placed in her box along with any questions which should be presented to the Unioners for their next meeting. A program is being planned for the opening of the new Main Lounge and information about it will be given at a later date.

Program Committee Report:

The Program Committee would like to begin evaluating programs thus far for the year and will be calling on Area Directors for reports. A new program with a new committee within the Outings Area is being formed for Water Skiing. Area Directors were called on to give outlines of new programs in their areas for the approval of the Board.

Nancy Fournier asked that Listening Hours program be held for two hour periods with a phonograph and a small selection of records on hand for request playing. A hostess would be there to play the records and take any requests for the next session so that the records could be available. The Terrace Reading Room was suggested as the place these Listening Hours and the allocation of the room was referred to the House and Finance Committee. Possibly the Hi-Fi set would be used for the Listening Hours and the use of the equipment was also referred to the House and Finance Committee.

Barbara Clark reported that the two dance instructors have volunteered to be on hand for a canteen type program for free dance instruction help. Informal record dancing with coffee and soft drinks on hand would be the program. Many of the dance class members would be interested in practicing steps between the regular lessons and this would provide a "coffee break" gathering place for students. The Game Room, Lounges, or Commuters Lunch room were suggested places for the program. The room scheduling was referred to the House and Finance Committee.

The new programs were approved by the Program Committee with the exception of the use of rooms.

House and Finance Committee:

Jim Schimschock read to the Board the balances in the budget as of January 15, 1957. Copies of the summary will be distributed during the week.

The arrangements have been made to have the Bowling Alley open Sunday, January 20, 1957, and the committee asked for the approval of the Board.

There is a Soccer Game in the Billiard Room at present and the Committee suggested purchase of this equipment. At present the Union receives 50% of the receipts and the machine may be purchased for \$350.00. If it is purchased we will receive 100% of the receipts.

The machine has been in the Billiard Room only a few days and 900 games have been played on it thus far at .10¢ per game.

^{P-141}
Motion K-874

It was moved to refer the purchase of the Soccer machine to the Program Committee.

Seconded.

There was discussion as to whether purchasing the machine might encourage the purchase of other similar machines to give the appearance of a penny arcade. It was also mentioned that the popularity of the machine would probably dwindle.

^{P-142}
Motion K-875

It was moved to called question.

Seconded and carried.

~~Motion K-874~~ - Defeated.

It was the feeling of the Board that the machine should remain in the Billiard Room for the time being and further information be brought to the Board by the House and Finance Committee at a later date.

^{P-143}
Motion K-876

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

Seconded and carried.

Jazz Workshop Report:

Tom D'Andrea reported on the activities of the Jazz Workshop. At the present the budget is very low and they find that it is difficult to obtain name talent for their programs at present costs when they are not charging any admission fee. The Jazz programs during the noon hour have been very well attended with 1,800 at the Chet Baker program.

The Committee is trying to educate the students to what Jazz is and is presenting nationally known artists who appeal to a great number of people. They also present campus and local musicians who appeal particularly to the Jazz fans.

After discussion of the Committee, Tom D'Andrea was commended for the fine programs and work the committee has done.

^{P-144}
Motion K-877:

It was moved that the Director work out relationship between the Union and Concerts and Lectures regarding admission charges for Jazz Concerts in the Union.

Seconded and carried.

Sno Week Committee Report:

Dave Kelby, Steve O'Brien, Judy VanValkenburg, reported thus far 80 tickets out of 292 have been sold for the Sno Train. No Obligation is incurred for any tickets outstanding. In the past the tickets are sold in the last few days.

The skating rink for the Ballroom "Holiday Inn" program has been secured at a cost of \$2,300. The budget has been cut down in other areas to cover this increase in cost.

The Committee asked that Sno Week be plugged at other Union events. Volunteers were asked for to speak at fraternity and sorority meetings next Monday on behalf of Sno Week.

^{P-145}
Motion K-878:

It was moved to give the Sno Week Committee a vote of confidence.

Seconded and carried unanimously.

New Business:

Jim Heltzer read the new assignments for Board members.

Nancy Fournier, Public Relations Chairman
Rae Shore, Personnel Committee Chairman
Barbara Clark, Dance Area Director
Jerry Dols, Music Area Director, Member Personnel Committee.
Mr. Frank Pearce, Member House and Finance Committee

Chairmen of standing committees were asked to inform their members of the regular meeting time this quarter.

Jim Heltzer appointed the following Committee to work on the Big Ten Student Union Conference to be held at Minnesota next year. The president of the Union Board at the host school is the chairman.

Big Ten Student Union Conference Committee:

Jim Heltzer, Chairman
Bob Whitlock
John Decker

John Bohanon
Mary Ellen Wallerius
Nancy Fournier

A committee to work on the participation in the Regional Association of College Union Conference was appointed as follows:

John Decker, Chairman
Larry DeWitt
Mary Jane VanValkenburg

Fred Katter
Jim Heltzer

Mr. Heltzer asked that interested people contact him in regard to working on the summer program. Information may be given to Carol Gunn also.

P-146
Motion K-879:

It was moved that the House and Finance Committee look into the possibility of having a dinner meeting for each Board meeting.

Seconded and defeated.

P-147
Motion K-880:

It was moved that a Board dinner meeting be planned within the next three weeks.

Seconded and carried.

Mr. Finlayson commented on the fine job the Sno Week Committee is doing and asked that the Board support them in any way it can. It was suggested that any Committee people who can distribute flyers and put up posters on campus contact the Sno Week Office. It was also suggested that flyers be obtained from the Sno Week Office to have on hand at other Union programs to advertise Sno Week.

It was announced that the House and Finance Committee and the Executive Committee Meetings would be held following the meeting.

P-148
Motion K-881:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:10p.m.

Respectfully submitted,

Don Finlayson,

University of Minnesota Union Board of Governors

Meeting of January 22, 1957

Agenda

- I. Approval of Minutes
- II. Executive Committee Report
- III. House and Finance Committee Report - Report on Soccer Machine
- IV. Personnel Committee Report
- V. Public Relations Committee Report
- VI. Program Committee Report
 - A. Sno Week Report
- VII. Director's Report
- VIII. Program Director's Report
- IX. Old Business
- X. New Business
- XI. Adjournment

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

January 22, 1957

MEMORANDUM TO: Minnesota Union Board of Governors

From: Gordon L. Starr, Director of Student Unions

Subject: Union Board Orientation Information

The budget of Coffman Memorial Union is an estimate of expenditures for a given year. It is based upon predicted information and known facts. This is an administrative matter and the responsibility for preparation of the budget lies directly with the Director of Student Unions. Many individuals and staff members are consulted in the preparation of the budget. For example:

- A. The Program budget is prepared with consultation with the Union Board, especially the Program Committee, and with the Program Consultants who have a long range view.
- B. Bowling, Billiards, rentals, and miscellaneous sources of income are estimated after consultation with the Assistant to the Director, the Manager of the Billiard Room, and the Bowling Alley Manager.
- C. The Administrative budget is prepared after consultation with such departments as Civil Service on salaries, Admissions and Records on predicted enrollment, Summer Sessions, etc.
- D. The Village Union budget is part of the Coffman Memorial Union budget and is prepared after consultation with the Village Union Board and the Village Union Manager.
- E. The St. Paul Campus Union budget is a section of the total budget of the Department of Minnesota Student Unions. This section is prepared after consultation with the St. Paul Campus Union Board and the Manager.

The completed budget is ^{then} forwarded to Mr. Malcolm M. Willey, Academic Vice President, for review and approval as are the budgets of the other departments under him.

University purchases are made by submitting the proper information on a Requisition. This information not only includes the specifications, but indicates the proper budget to be charged. (See sample Requisition) The purchasing office sends this information to the vendor, who in turn submits his bid. The approved bid is selected by the University Purchasing Agent and is usually based on cost, quality, and delivery factors.

The non-teaching positions on campus are Civil Service positions. The Civil Service Office has the responsibility for recruitment of employees, classification of employees, employees' records and other matters concerned with personnel. The Civil Service Office works in cooperation with the various departments of the University on personnel matters.

January 22, 1957

Students can be of great assistance with the program budget which fluxuates from year to year and gives the Board and Committee members excellent business experience. It has always been the Minnesota philosophy that Union Boards be consulted in regard to long range plans and policies.

GLS

GLS:bc

January 22, 1957

Union Board

Students can be of great
fluxuates from year to year and
business experience. It has all
Boards be consulted in regard to

GLS:bc

F. The Coffman Memorial Union budget is prepared in cooperation with the
X Union Board and especially the House and Finance Committee.

Ex The Coffman Memorial Union budget first must be approved by the
Minnesota Union Board of Governors.

with the program budget which
and Committee members excellent
Minnesota philosophy that Union
plans and policies.

January 22, 1957
Program Committee--- Minority Report

On the subject of the coin operated device now making its home in our Billiard Room.

It is my personal feeling, although not the feeling of the rest of the Program Committee, that the machine now in the Billiard Room is not in keeping with the atmosphere of our Billiard Room. This I believe for a number of reasons. The machine is not such that it develops any social skill for those that are playing it, such as Billiards, pool, or cards, which are the other activities of the Games Area. True, we will make a great deal of money from the students playing this machine, but we must always remember that we are supported primarily for monies gained from student fees. Money is also charged students to participate in those activities that do develop social skills of some nature due to participation. We cannot rationalize that this is only one machine, for, as Mr. Pearce suggested in the Program Committee meeting tonight, if this is our criterion we should buy two or more of these machines. Money made on the machine is of no importance whatsoever. The only things that should be considered in voting on whether or not we should have this machine in our building are: 1) do you really think that this is a service to the students, 2) do you really think that this machine is in keeping with the general notions of services to be provided by the Union Board to the students, and 3) doesn't this machine really represent an imposition upon the students, requiring them to spend an exorbitant amount of money on a machine that by all rights belongs in a penny arcade or a cheap Hennepin Avenue bar?

JANUARY

			3 Orientation, Registration	4 8:30 Symphony	5 8: Basketball Illinois
7 Winter Quarter classes begin. Sign up for Dance Instruction Classes - 231 Union	8	9 11:30-1:30 Noon Program MBR	10 Convocation 12:30-1:30 Noon Program MBR	11 11:30 Noon Prog. MBR	12 8-11 Village Bingo Party
			7: Chess Match, Women's Lounge	8: Hockey - No. Dakota U. 8-11 Sq. Dance, MBR 8:30 Symphony	9-12 Sat. Nightclub, MBR
14 Gallery----- March of Dimes----- Noon Programs 11:30-1:30,	15 MBR----- 2-5 Bridge Tourney 3:30-5:30 Charm 343, 4, 5 7:30-9:30 Bridge Inst. 6:30-8 Beg. Dance, Game Room 8-9:30 So. Am. Dance, GR 7-9 Rovers Meeting	16 3:30-5:30 Charm, 320 6:30-8 Int. Dance, Women's Lounge 8-9:30 Adv. Dance, WL 8-11, Wed. Dance Party MBR Artists Course	17 Convocation 7-10 Bridge Tourney GR 3:30-5:30 Humanities Forum, Men's Lounge 3:30-5:30, Charm, Women's Check Room. 7-8 Bridge Inst., Men's L. 1:30-3:30 Music List., 315	18 Noon Program 11:30-1:30 8: Hockey-Michigan Tech. 8-11: Square Dance, MBR 8:30 Symphony	19 9-12 Sat. Nightclub Jr. Ball Rm.
21 Gallery----- Noon Programs, 11:30-1:30, 8: Basketball -Marquette	22 MBR----- 3:30-5:30 Charm 343, 4, 5 6:30-8 Beg. Dance GR 8-9:30 So. Am. Dance GR 7:30-9:30 Beg. Bridge Women's Lounge 7-9 Rover's Meeting	23 3:30-5:30 Charm, 320 6:30-8 Int. Dance WL 8-9:30 Adv. Dance WL Chess Match Men L.	24 Convocation SNO WEEKEND----- 2:30 Student-Fac. Coffee Hour, Women's Lounge 1:30-3:30 Music List. 315 3:30-5:30 Charm 343, 4, 5 3:30-5:30 Hum. Forum ML 7-8 Bridge Inst. M. Lounge	25 8-11 Square Dance- Cafeteria	26 8: Basketball Mich. St.
27 -Sunday 8-11 Jazz Contrasts MBR	28 Noon Programs, Gallery-----	29 11:30-1:30----- 6:30-8: Beg. Dance GR 8-9:30 So. Am. Dance GR 3:30-5:30 Charm 343, 4, 5 7:30-9:30 Beg. Bridge 7-9 Rover's Meeting	30 3:30-5:30 Charm, 320 6:30-8, Int. Dance WL 8-9:30 Adv. Dance WL 8-11 Wed. Dance Party MBR	31 Convocation Theater - Scott Hall - "Finian's Rainbow" 1:30-3:30 Music List. 315 3:30-5:30 Hum. Forum, ML 3:30-5:30 Charm 343, 4, 5 7-8 Bridge Inst. Men L. -10 Card Night, GR	

University of Minnesota Union Board of Governors
Meeting of January 22, 1957

Members Present:

Jim Haltzer, Jerry Dols, John Bohanon, Mary Ellen Wallerius, Mr. Pearce, Fred Katter, Bob Whitlock, Mary Jane Van Valkenberg, Nancy Fournier, Marilyn Fenske, Larry DeWitt, Barbara Clark, Rae Shore, Mr. Pfeleider, John Decker, Jim Schimschock, Bob Whitlock

Members Absent:

Mr. Richter, Terry Olofson, Dean Fenske, Dr. Moore

Others Present:

Mr. Starr, Carol Gumm, Dave Kelby, Judy Van Valkenberg, Jim Lee, Beverly Coyne, Dolores Winston

The meeting was called to order at 7:15 p.m.

The minutes of the meeting were approved with the correction as noted.

Motion K-582^{P-149}

It was moved to approve the minutes of the meeting of January 15, 1957, with the correction that Motion K-574 referring the purchase of the Soccer machine to the Program Committee to be recorded as carried.

Seconded and carried.

Executive Committee Reports:

A letter from a student was read to the Board members by Jim Haltzer. It gave suggestions on many areas of the building. The letter will be referred to the proper Area Directors for action and reply.

House and Finance Committee:

The House and Finance Committee presented to the Board the following recommendations:

That the North Star room be opened for study purposes from 8:00 a.m. to 10:30 a.m. and from 2:30 p.m. to 5:00 p.m. each weekday. The room is not adaptable to many programs and is not in use during this time. It would still be available for the lunch period.

That the Brotherhood Week be permitted to use the Main Ballroom on February 20, 1957, from 6:00 to 10:00 for a banquet.

It was suggested that signs be placed in the lounges informing students of their recreational purposes and directing them to the study area. It was also suggested that the Union Host refer students who wish to study to the North Star Room.

It was recommended that \$80.00 be transferred from the Humanities Forum budget to the Gallery budget. Terry Olofson recommended the transfer after consultation with both committees; the committees are in agreement.

Motion K-583^{P-150}

It was moved to approve the report of the House and Finance Committee and to refer the matter of making appropriate signs referring students who wish to study to the North Star Room, to the Public Relations for action.

Seconded and carried.

Personnel Committee:

Rae Shore reported that black letters with glue on the back have been ordered for the personnel roster in the Board office and should be received soon.

The committee plans a membership drive offering a prize of \$10.00 first place and \$5.00 second place to the person bringing in the most new committee members during the weeks of January 30 through February 15, 1957.

It was the feeling of most Board members that offering a cash prize would not be good public relations and other suggestions were given such as - Coke parties with committee personnel on hand to explain the activities, contacting the Panhellenic Council about pledges working on Union committees, highlighting a specific area or committee with publicity in the Daily, contact the freshman scholarship winners who were given a coffee hour this past fall.

P-151

Motion K-884:

It was moved to refer the Personnel campaign to the Personnel and Public Relations Committee for review and presentation at the next meeting.

Seconded and carried.

Program Committee:

The program evaluation will begin next week. Program Committee meetings will be held at 4:30 p.m. and 6:15 p.m. The Fine Arts Area will be considered at 4:30 and the Games Area at 6:15. Area Directors were asked to have their consultant present at the meeting if possible.

The Program Committee recommended that the Soccer Machine be purchased for the Billiard Room.

A minority report was presented by Bob Whitlock on the Soccer Machine.

The Sno Pass list was presented to the Union Board for approval by Dave Kalby and Judy Van Valkenberg. The Ski Train was a success and a profit of approximately \$115 is expected. Tickets are being sold on the Holiday Inn show and 166 to date have been sold on the Sno Ball.

P-152

Motion K-885:

It was moved to approve the report of the Program Committee.

Seconded and carried.

P-153

Motion K-886:

It was moved to divide the question.

Seconded and defeated.

P-154

Motion K-887:

It was moved to have a roll call vote.

Seconded and defeated.

Motion K-885: Carried.

President Jim Heltzer introduced Mrs. Delores Winston, our representative on the Village Union Board, to the Board. Mrs. Winston explained that she

would give a full report at a later meeting. Presently the Village Board program committee is working on a Semi Formal dance and the Kiddie Karnival as major events. She commended the Union Board as to how well the meeting was being run.

Director's Report:

Mr. Starr presented the following report to the Board:

The budget of Coffman Memorial Union is an estimate of expenditures for a given year. It is based upon predicted information and known facts. This is an administrative matter and the responsibility for preparation of the budget lies directly with the Director of Student Unions. Many individuals and staff members are consulted in the preparation of the budget. For example:

- A. The Program budget is prepared with consultation with the Union Board, especially the Program Committee, and with the Program Consultants who have a long range view.
- B. Bowling, Billiards, rentals, and miscellaneous sources of income are estimated after consultation with the Assistant to the Director, the manager of the Billiard Room, and the Bowling Alley manager.
- C. The Administrative budget is prepared after consultation with such departments as Civil Service on salaries, Admissions and Records on predicted enrollment, Summer Sessions, etc.
- D. The Village Union budget is part of the Coffman Memorial Union budget and is prepared after consultation with the Village Union Board and the Village Union Manager.
- F. The Coffman Memorial Union budget is prepared in cooperation with the Union Board and especially the House and Finance Committee.

The Coffman Memorial Union budget must be approved by the Minnesota Union Board of Governors.

The completed budget is then forwarded to Mr. Malcolm M. Willey, Academic Vice President, for review and approval as are the budgets of the other departments under him.

University purchases are made by submitting the proper information on a Requisition. This information not only includes the specifications, but indicates the proper budget to be charged. The purchasing office sends this information to the vendor, who in turn submits his bid. The approved bid is selected by the University Purchasing Agent and is usually based on cost, quality, and delivery factors.

The non-teaching positions on campus are Civil Service positions. The Civil Service Office has the responsibility for recruitment of employees, classification of employees, employees' records and other matters concerned with personnel. The Civil Service Office works in cooperation with the various departments of the University on personnel matters.

Students can be of great assistance with the program budget which fluctuates from year to year and gives the Board and Committee members excellent business experience. It has always been the Minnesota philosophy that Union Boards be consulted in regard to long range plans and policies.

The Building Committee meeting for the new St. Paul Campus Union has been postponed a week and will meet on January 29, 1957. A report will be made on the outcome of the meeting.

Mr. Starr mentioned that he had had requests for the film of Coffman Union but had declined to send the film as he did not feel it would present the best picture of the Union. He suggested that the Board consider making a good film which could be used for Orientation and other purposes.

The Sunday operation of the bowling alley shows 371 lines bowled. The afternoon and evening were both busy. Bowling is up 29% over last fall quarter and 70% winter quarter over last winter quarter.

Mr. Starr suggested that the teletype machine in the phone booth on third floor be made visible to the students. WTRR could still use it but it would be another service.

Mr. Starr invited the Board to his home on February 5, 1957, for a dinner meeting. Through the efforts of the Dear Committee, a fine dinner is planned. Committee members are as follows: John Bohannon, General Chairman; Terry Olofson, Assistant Chairman; Jim Heltzer, Assistant to the Assistant Chairman; Nancy Fernier, Assistant to the Assistant Chairman; Mr. Frank Pearce, Assistant to the Assistant to the Assistant Chairman.

P-155

Motion K-888:

It was moved to accept the Director's report.

Seconded and carried.

Public Relations Committee:

John Decker reported that the Unioners will be making the biennial traffic count next week.

The suggestions boxes will be going up soon and answers will be written to contributors.

P-156

Motion K-889:

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

Program Director's Report:

Mr. Finlayson gave the Board a review of the fine job the WTRR Committee is doing in putting on programs and running a professional type station. He suggested that Committee Chairman stop at the station to tape interviews publicizing their events. These can be played many times and will be good publicity. He also told of the Disc parties planned for the dormitories which will be broadcast live from the dorms with the residents participating.

A Personnel Training plan will be presented by Mr. Finlayson at the next meeting. He asked that all Board members be thinking about methods of getting and training personnel to be prepared for the discussion next week.

Old Business:

John Decker reported that the Literary Magazine is ready to go and will soon be printed. A contest was held to get material for the first publication and the copy is now assembled. The first issue will be free in an effort to

establish a market. Mr. Starr raised the question as to whether the Board of Publications be informed of this new venture-should there be any question concerning this matter. Financial arrangements for printing were previously made through the Board.

Nancy Fournier asked that all Area Directors give her a list of their committee meeting dates and times and any events coming up so that pictures for the Gopher may be arranged. The Board pictures will be taken in the future and the Board members will be notified in advance.

Nancy also asked that any questions for the Unioners or publicity for them to distribute be given to her.

New Business:

Jim Schinschock suggested that Board members sign up for Freshman Camp Counselors, the deadline is the first part of February. Applications can be made in Room 213 Union.

Jim Heltzer announced that the Executive Committee meeting would be held immediately following the Board meeting.

^{P-157}
Motion K-896+

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bstn

*Union Board agenda
Book*

University of Minnesota Union Board of Governors
Meeting of January 29, 1957

Agenda

- I. Approval of the Minutes
 - II. Executive Committee Report - Mary Jean VanValkenburg
 - III. University Village Union Report - Dolores Winston
 - IV. House and Finance Committee Report - Jim Schimschock
- Financial policies and procedures of the Union
Budgetary Study
Civil Service Procedures of the University

- V. Personnel Committee Report - Rae Shore
- VI. Public Relations Committee Report - Nancy Fournier
- VII. Program Committee Report - Fred Katter
- VIII. Program Director's Report - Don Finlayson

Personnel Training Program

- IX. Director's Report - Gordon Starr
- X. Old Business
- XI. New Business
- XII. Adjournment

"Ozymandias"

I met a traveller from an antique land
Who said: Two vast and trunkless legs of stone
Stand in the desert...Near them, on the sand,
Half sunk, a shattered visage lies, whose frown,
And wrinkled lip, and sneer of cold command,
Tell that its sculptor well those passions read
Which yet survive, stamped on these lifeless things,
The hand that mocked them, and the heart that fed:
And on the pedestal these words appear:
"My name is Ozymandias, king of kings:
Look on my works, ye Mighty and despair!"
Nothing beside remains. Round the decay
Of that colossal wreck, boundless and bare
The lone and level sands stretch far away.

Shelley

University of Minnesota Union Board of Governors
Executive Committee Report
January 29, 1957

Meeting of January 23, 1957

Members Present: Mary Jean Van Valkenburg, Jim Heltzer, Bob
Whitlick

Members absent: Fred Katter

Others present: John Decker

The February 5, 1957, meeting at Mr. Stang's home has been designated as an "idea" session for raising the number and caliber of Union committee personnel.

Life passes for alumni members of all three Union Boards were approved admitting these individuals to all Union sponsored events.

Respectfully submitted,

Mary Jean VanValkenburg
Corresponding Secretary

MJVW:bc

University of Minnesota Union Board of Governors
Meeting of January 29, 1957

Members Present:

Jim Heltzer, Marilyn Fenske, Dean Fenske, Jim Schimschock, Jack Decker, Rae Shore, Terry Olofson, Barbara Clark, John Bohanon, Jerry Dols, Bob Whitlock, Larry DeWitt, Fred Katter, Mary Ellen Wallerius, Mr. Pfeider, Mr. Richter, Nancy Fournier, Mary Jean VanValkenburg.

Members Absent:

Mr. Pearce, Dr. Moore

Others Present:

Mr. Starr, Dolores Winston, Village Union Representative, Jim Greeno Jim Lee, Carol Gunn, Beverly Coyne, Dan Blunkenship, Roger Anderson, Barbara Farrand, Jinx Carlson, Jaydee Miller, Spencer Wright

The meeting was called to order at 7:15 p.m.

The minutes of the last meeting were approved as follows:

^{P-158}
Motion K-891-

It was moved to approve the minutes of the last meeting with the correction that the transfer of funds from the Gallery to the Humanities Forum be referred back to the Program Committee.

Seconded and carried.

Executive Committee Report:

Mary Jean VanValkenburg reported that the February 5, 1957, meeting at Mr. Starr's home has been designated as "idea" session for raising the number and caliber of Union committee personnel. Life passes for alumni members of all three Union Boards were approved admitting these individuals to all Union sponsored events.

Letters were read from the Kirby Student Center thanking the Union Board for the equipment for their radio station, and from the Continuation Center for the use of facilities for the Elementary School Principles meetings held in the Union.

Bob Whitlock presented information on a study tour of Chinese culture and scenery received from Peking, China. Anyone interested in the tour was asked to contact Bob.

^{P-159}
Motion K-892-

It was moved to approve the report of the Executive Committee;

Seconded and carried.

The meeting adjourned temporarily and pictures of the Board were taken for the Minnesota Gopher.

Village Union Report:

Dolores Winston presented the report on the Village Union for the fall quarter. The total attendance for fall quarter activities was 4,816 as compared with 4,064 in 1955. Total fountain income for fall quarter was \$5,550.59 as compared with \$4,181.50 in 1955. Many improvements have been made in the Lounge Area, i.e. painting, carpeting, new drapes, and furniture from Coffman Union.

The Coffee Shop now has a large electric griddle so that more hamburgers can be made at one time for take out orders. A skating rink 100 x 50 feet was installed at the Village Union using the former T.V. room as a warming room for the children. The former sewing room was converted to a Board room with lounge furniture, lamps and table. The Well Baby Clinic is now held weekly at the Village Union making it more convenient for the Village mothers.

The outstanding event full quarter was the Spaghetti Dinner on October 6, 1956. Children's parties have been very successful as well as children's and adult dancing classes.

Coming events include an Ice Show on February 3, and a Formal on February 16, 1957. A Pancake Supper is planned, but a definite date has not been set.

House and Finance Committee Report:

Jim Schimschock presented the report of the House and Finance Committee. (a copy of the approved requests is on file with the permanent copy of the minutes.) Approved requests were reviewed by the Board. The following projects were presented to the Board as a progress review:

Furniture for Main Lounge - - \$25,000 to be allocated by deficit finance from this year's over-income surplus.

Traffic Survey - after discussion of several alternatives, the House and Finance Committee decided to approach the Unioneers to inquire whether or not they would be willing to undertake this job. They will be given \$100 upon successful completion of this project.

Bowling Alleys to be opened on Sunday afternoon and evening. Approved by the Board January 14, 1957.

Soccer Game. Enough has been said about this - refer to your minutes of the last two weeks.

North Star Room. After discussion the Committee decided to present the following proposal to the Union Board of Governors:

That the North Star Room be used as a study area from 8:00 to 10:30 a.m. and 2:30 to 5:00 p.m. due to the University wide shortage of study space. Approved by the Board on January 22, 1957.

Name for the basement conference room discussed with no final decision. Suggestion would be appreciated.

Daytime Dance Program - Idea was approved, but the problem of space necessitated tabling of this request for further suggestions.

Hungarian Relief Fund Ad to go into Daily on Thursday, January 17, 1957 for Humanities Forum to be paid from Program budget.

The furniture for the main lounge was discussed. Mr. Starr stated that it had been requisitioned and bids were being submitted. The main lounge paneling is expected to be finished the end of the week. Some painting and other work will remain and at present it is not known when the furniture will be delivered.

Director's Report:

Mr. Starr commented on the fine follow through of the students and faculty members on the Board. He felt that more thought should be given to long range planning for the next quarter and the next year. He was very happy about the activity and interest in the Regional Association of College Unions. At the national meeting of the Association there will be a conference to determine whether or not the Big Ten Student Conference will be continued.

Material on the Civil Service Classification of positions taken from the University Procedures Manual was presented to the Board for review. It was mentioned that the University of Minnesota pays student employees the same rate as full time employees for the same work. It was also pointed out that University Civil Service is not the same as State Civil Service, but because of a rider attached to University appropriations, the University must conform to State Civil Service in the classification and pay ranges for similar work.

The 1955-56 and 1954-55 Budget breakdown was presented to the Board for review in preparation for the preparation of the 1956-57 budget in the spring. (A copy of the material is on file with the permanent record of the minutes.) Bob Whitlock and Mr. Starr met with the Building Committee for the new St. Paul Campus Union today.

Mr. Starr gave a brief summary of the St. Paul Campus Union plans and showed the sketches for alternative exterior designs and the plans for the interior of the building. Some sketches gave a view of the planned dormitory and food center and showed the connection with the new Union building.

These new plans will be reviewed by the building committee. It is anticipated that construction will begin in the spring.

Jim Schimschock reported that from past experience on the breakdown of last year's over income and the misunderstandings which may arise from the task the House and Finance Committee has been prompted to prescribe the breakdown percentage-wise for next year with the Board's approval.

Mr. Starr reported that last Sunday operation of the Bowling Alley was successful and there was an increase in the lineage over the previous Sunday.

Minnesota Rovers:

The Minnesota Rovers reported that during fall quarter 466 man days were spent on trips as compared to 257 last fall quarter. Last year the total number of individual participants was 144 and it is expected that this year the number will be over 200.

The committee has been trying more extensive publicity and next week an article will appear in the Ivory Tower, movies will be shown on Tuesday and information will be given out at the Wednesday Nite Dance. In the spring a 10 day trip to Florida is planned for about \$30.00 each. This includes sleeping out and cooking your own food.

The Rovers asked if posters could be placed on the Mall. Mr. Finlayson stated that at present only major all campus events can place posters on the mall. It was suggested that the Rovers consult with the Public Relations Committee on their publicity campaign.

The Rovers are having difficulty getting women chaperones and asked for suggestions. The downtown Y.W.C.A was suggested and the Village Union Board as possible sources.

^{P-160}
Motion K-894

It was moved to refer the matter of chaperons for the Rovers' trips to the Program Committee to be worked out in cooperation with the representatives from the Rovers Committee and the Program Director.

Seconded and carried.

John Bohanon, Outings Area Director, commended the Rovers for the fine work they have done.

Personnel Committee:

^{P-161}
Motion K-894

It was moved to approve the following Committee Chairmanships.

Shelby Grabek, Co-Rec Nites
Charles Erickson, Toastmasters
Jack Weber, Personnel Bureau

Seconded and carried.

Public Relations Committee:

The Advertising Agency will now handle the publicity for WMR and is able to handle publicity for other committees. Stories, news items, announcements may be turned in to them.

The Traffic Count is being taken this week by the Unioneers. Results will be available at a later date.

Next Wednesday, or sooner, will be the Lounge opening and following discussion it was the concensus of the Board that a decorated booth with several Board or committee people there with brochures and information for prospective committee people. Coffee Hours are also planned as part of the Lounge opening activities.

Pictures are being scheduled for the Gopher. Nancy Fournier asked that Board members give her a list of the times Committees meet and activities which will be held so that pictures will be taken.

Program Committee Report:

Fred Katter reported that \$100 has been allotted from the Program Development fund for the Graduate Student Program. The Program Committee has also allotted sufficient funds, approximately \$6.00, for a letter to individuals about water skiing to determine the interest in this activity.

Terry Olofson reported on the Fine Arts Area. The Gallery has no chairman, but it is anticipated that one will be chosen by next Tuesday. If a Chairman is not chosen he recommends that the Gallery activities be discontinued until a Chairman is selected as he does not feel he can maintain himself the high quality of work necessary.

The Humanities is considering a change of name as they plan to broaden their program and include current topics of interest not necessarily in the humanities field.

The Artcraft Workshop will begin classes this week in Ceramics and Jewelry making and they plan an Open House next week.

The Area is definitely lacking personnel and most of the problems could be solved if adequate personnel were available.

Larry DeWitt reported on the Games Area. The personnel problem is evident in this area also and is a definite handicap. He is hopeful that qualified and sufficient personnel will be found in the future.

A Billiard Tournament is being held at present. During fall quarter Charlie Peterson gave an exhibition and instruction. Four events are planned in the Bowling area --Co-ed tournament, staff and faculty tournament, instruction, and the Big Ten Tournament.

Larry felt that a Publicity Co-ordinator for the Area would be very helpful.

He gave some suggestions received from Jim Gainsley on the Table Tennis area concerning lighting, balls and paddles. These suggestions were referred to the House and Finance Committee.

The Program Committee recommended that the \$100 previously allotted to the Humanities Forum from the Gallery Committee be returned to the Gallery budget. The committee felt this was the best plan as the Humanities Forum programs are scheduled for the rest of the year and the Gallery will need the money to cover insurance and handling on exhibits.

P 162
Motion K-895:

It was moved to approve the report of the Program Committee.

Seconded.

Question was raised as to the status of the Mardi Gras and some discussion of the event was held. It was the feeling of some that it should be cancelled because of the poor turnout last year and the limited budget this year.

Amendment to Motion K-895:

The Mardi Gras be referred to the Program Committee for review and presentation to the Board in the near future.

Seconded.

P
Motion K-895:
Carried.

Program Director's Report:

Don Finlayson presented to the Board a plan for training and leadership guidance for Union personnel. Board members were asked to study the material prior to the discussion on it which will be held next week at the Board meeting.

He distributed to the Board the February activities calendar.

Old Business:

Jim Schimschock again urged Board members to sign up for counselors at the Freshman Camps as this provides a good public relations and publicity outlet for the Board and is good experience for Boardmembers.

New Business:

Mr. Starr announced that the Deer Committee would meet immediately following the meeting.

Jim Haltzer announced that the Executive Committee would meet after the Board meeting.

P-163
Motion K-090:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bsta

STEPS TO LEADERSHIP

A program of experience and training with intelligent leadership the end result based on the elements of good training: paced-responsibility commensurate with experience, maturity, and knowledge.

RESPONSIBILITY	TRAINING		EXPERIENCE (MINIMUM)
	FORMAL	INFORMAL	
<u>STEP # 1</u> Committee Member	Leader Workshop Fall Retreat BASIC CARD (preferred)	Chmn. Counsel	High School pref. or none.
<u>STEP # 2</u> Sub-Comm. Chairman	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD	Chmn. Counsel	Committee member (1 Quarter)
<u>STEP # 3</u> Committee Chairman	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD	Staff Counsel Board Counsel	Committee member (1 Quarter) Sub-Committee Chmn. (2 Quarters)
<u>STEP # 4</u> Special Events Comm. Chmn.	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD	Chmn. Counsel Board Counsel	Committee member (1 Quarter) Sub-Comm. Chmn. (2 Quarters) Chairman (2 Quarters)
<u>STEP # 5</u> Special Events General Chmn.	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD	Staff Counsel Board Counsel	Committee member (1 Quarter) Sub-Comm. Chmn. (2 Quarters) Chairman (2 Quarters) Special Events Comm. Chmn. (1)
<u>STEP # 6</u> Board Candidate	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD CANDIDATE CARD	Staff Counsel	Committee Member (1 Quarter) Sub-Comm. Chmn. (2 Quarters) Chairman (2 Quarters) Special Events Comm. member (1)
<u>STEP # 7</u> Board Member	Leader Workshop Fall Retreat Spring Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD CANDIDATE CARD	Staff Counsel Area Orientation Area Survey Board Mtg. Trng. Conference	

STEPS TO LEADERSHIP

TYPES OF TRAINING OFFERED:

1. LEADER WORKSHOP

A one-day skill-session designed to teach the skills of committee leadership using the workshop plan of presentation followed by practical problem and solution. The workshop to be divided into the major areas of committee operation and headed by a staff of highly-qualified leaders in the workshop areas.

2. FALL RETREAT

A one-day workshop session for prospective or appointed committee members primarily planned for orientation and camaraderie.

3. BASIC LEADERSHIP

A one-shot session designed to learn general skills of Union committee membership on the committee level. Basic skills applicable to any committee of the Board.

4. SPECIALIST LEADERSHIP

A one-shot session designed for a specialized function on Union committees utilizing the workshop plan. This program to be limited to the skills required for the job to be performed: ex: publicity, decorations, etc.

5. ADVANCED LEADERSHIP

Designed exclusively for the position of Committee Chairman concerned primarily with the skills of group leadership, administration, and supervision.

6. CANDIDATE LEADERSHIP

A preparatory session for prospective Board members designed to orientate the candidate to the Board and to teach the skills of board leadership including administration, supervision, and University liaison on the Board level.

TEMPORARY CERTIFICATES

To be issued in cases of exception but valid only until the next appropriate training program is offered. These to be issued only in lieu of training and not in lieu of experience requirements.

TRAINING SCHEDULE

Workshops to be offered quarterly with the exception of the Retreats and the Leader Workshop which will be offered annually.

UNIVERSITY VILLAGE UNION

Fall Quarter--Reported Attendance

Union Board Activities	1956	1955
Adult Programs		
Scavenger Hunt	30	0
Arts & Crafts	100	222
Adult Dancing Instruction	78	0
Spaghetti Dinner	575	150
Open House	150	265
Bridge	16	36
Exchange Sale	150	170
Adult Christmas Party	18	0
Bingo	255	
Sunday Coffee Hours	284	259
Playcenter Mothers	209	75
Total	1865	1477
Children's Programs		
Children's Christmas Party	200	106
Children's Halloween Party	205	0
Sweethearts	0	32
Cub Scouts	0	15
Underprivileged Children's Party	0	106
Bluebirds	0	24
Nursery School	1265	1265 (estimate)
Total	1670	1548
Other		
Coffman/Village Union & Committee Meeting	120	0
Union Board Meetings	58	70
Hamburger Fry	227	0
Union Committee Meetings	14	2
Total	419	72
Non-Board Activities		
Council Meetings	55	55
Great Books Discussion	15	17
Gamma Delta Sunday School	334	515
Study Groups	12	0
Ag Ettes	78	0
Birthday Parties	55	41
Co-op Board Meetings	7	25
Veterinarian Wives	0	161
Hospital Administration	0	7
Business & Distributive Education	0	20
Men's Elementary Education	0	32
Knitting Club	0	5
Law Wives	109	89
Well Baby Clinic	197	0
Total	862	967
Aggregate total	4816	4064

TOTAL FOUNTAIN INCOME

Fall Quarter 1956-1955

1956 September 25 - December 23

Total Income \$5,550.59

Weekly Average 426.95

Daily Average 60.99

1955 September 25 - December 23

Total Income \$4,181.50

Weekly Average 321.66

Daily Average 45.91

Schedule III Summary of Union Facility Changes

As changes in the building and its arrangement are important to the total utility of the building, the changes will be listed and briefly described; their utilization is reflected in Part I, "Reported Union Attendance".

- Lounge area
1. Painting of all rooms by University painters except the playcenter, rest rooms, and area behind fountain. Colors consist of: Red, yellow, grey, green, and shades thereof.
 2. New drapes on all lounge windows. Material furnished by Coffman Union and sewn by volunteer committee.
 3. Three large paintings hung on west wall of lounge, painted and loaned to Union by Villagers.
 4. All floor lamps refinished, shades painted to match lounge color scheme.
 5. Library screened, old and useless books donated to charity, remainder catalogued.
- Coffee Shop and adjacent area
6. Radio alcove carpeted to match lounge.
 7. Porch painted with sealer, Union sign and door painted.
 8. Large electric griddle procured for fountain.
 9. Hood and fan installed for cooking fume exhaustion.
 10. Toy display cases rearranged for maximum effectiveness.
- Sewing room
11. Lockers built in to provide a dividing wall in T.V. room.
 12. South end of T.V. room converted into sewing room through construction of two large layout tables, painting lockers to match color scheme. Linoleum installed on unfinished floor.
 13. Cafe curtains made for the two windows in sewing room.
 14. New storage shelves constructed. Misc. debris disposed of.
 15. Partial false ceiling hung in basement to provide better lighting.
 16. All debris and misc. equipment removed from basement to permit utilization as Arts and Crafts workshop.
 17. Table constructed and lockers set up to create a room for mimeo machine.
 18. All lockers inventoried, locker contents list filed.
- Skating Rink
19. 100 x 50 foot skating rink, dirt containing walls built. Valve installed in basement and fire hose provided for flooding. T.V. room converted to warming room. Outside lights altered to provide illumination.
- Tablecloths
20. Twenty tablecloths made by program committee.
- Board Room
21. Board room carpeted (Formerly sewing room), lounge furniture, lamps, table, and drapes hung.
- Old Drapes
22. All old drapes cleaned and hung in the two meeting rooms and T.V. room.
- Well Baby Clinic
23. Utilization of Sewing Room and T.V. Room for weekly Well Baby Clinic.

Part IV Evaluation of Program, Fall Quarter, 1956

Reference to Part I, Reported Union Attendance, and Part II, Fountain Operations, is directed for numerical and dollar comparison with Fall Quarter, 1955. Total Village population during compared periods are virtually identical.

Areas of Programming are divided into roughly the adult section and the children's section, with the Union Programming committee members responsible for providing program recommendations for the Union Board. In both the children's and adult social event area, the program planned is essentially similar to years previous, dinners, dances, bingo, parties appropriate to the season or holiday.

This is the traditional pattern of program activity, its success in relation to last fall's operations is obvious. This in itself is not entirely satisfactory as the program as it stands could be more successful, and in two areas has been definitely deficient. These deficient areas are in the activities which could be organized to continue over a matter of weeks, with little or no direction required. This has been partially met by organizing a table tennis tournament for the adults. If any success is encountered in this area, it is hoped that it will be expanded to include a young people's tournament, and possibly tournaments in other activities. A non-programming activity that is now in progress, is the furnishing of a bridge club of villagers with the room and equipment for their use on standing reservation. Fuller utilization of the union facilities could be gained by consideration of activities of this nature and through tournaments and/or organized competition. The second area is activity directed at the male students, this will be elaborated upon later in the report.

The quarter's outstanding success was the Spaghetti Dinner held on October 6. Catered by Cafe di Napoli, the food was well prepared and well served. The villagers were confident of getting their money's worth and the prestige name of the caterer made the activity more enhancing. Organization of the activity was excellent, door-to-door contacts with all the villagers and good publicity complimented the first factors mentioned. Baby-sitting service was supplied in the playcenter by the committee so that parents could enjoy the dinner in peace.

Arts and Crafts program got off to a late start due to organization difficulties. Present make-up of the arts and craft group is transient in nature, individuals come and go as the projects they are interested in come up. Lack of publicity and diversified projects, and lack of equipment (especially the latter) make it doubtful that this organization will be more effective than in the past. Use of guest lecturers has been successful and appreciated by the villagers.

Children's parties are headed by an enthusiastic and ambitious village mother. Both the children's Halloween Party and the Christmas party were very successful. The Christmas Party was made much too difficult for the committee formed, taking in a great deal of sewing, dyeing, and cutting which could have been done much easier. This made a number of villagers extremely reluctant to get involved in union work. Liaison between this chairman and the programming committee should prevent this in the future, a very strong possibility of real development in this area.

Both adult and children's dancing instruction groups have been well received. Although the number attending is relatively small, it is about the maximum which can effectively be handled. Adult dancing series will be run again in the Winter quarter to meet the demand of the village.

Bingo parties have been held on both occasions during the week; this limits attendance strictly to the wives due to study habits of the students. The next bingo party is scheduled for a Saturday night to see if attendance will increase. Attendance has been quite satisfactory, organization fair. Little solicitation for prizes has been carried out in the past but is being considered for future events. A complete log of contributors is maintained to prevent "over-asking".

Young people's organizations taking in the age groups approximately 10-16 years of age have been virtually discontinued due to the small number of children involved. This area is deficient but it is not felt that sufficient time nor personnel are available to develop it at this time.

The Union program as it is presently arranged is handicapped by the students themselves. In almost all cases they carry a full scholastic load, work from 20 to 40 hours a week, and when events which are planned for both the husband and wife take place, there is a baby-sitter problem. No one factor is critical, but the three together present a deterrent to the type of program such as dances and parties. This is one reason attractive eating activities are successful, as are the bingo parties where Mom can go with the girls, or in children's activities which take care of both the children and one of the parents.

This is not to say that the Union doesn't serve a purpose of the utmost importance to the married student. It provides a recreational and social center for the family, even though the student himself can participate only to a limited extent. Without the facilities and program provided by the Union, the family as a family would suffer, and the student himself.

An area thus indicating need for investigation and possible alteration is that directed to the male student, meeting his needs more fully not only at the family level, but in activities attractive to him. Tentative plans call for Stag Smokers with sports movies, cards, and complete privacy. Investigation of this area will be pushed in the winter and spring quarters.

COFFMAN MEMORIAL UNION
 Summary of Income & Expenditures
 July 1, 1955 thru June 30, 1956
 Schedule I

<u>Income</u>	<u>1956</u>	<u>1955</u>	
Student Fees	\$233,901.62	\$208,047.14	
Rental Service	12,743.58	7,566.28	
Program Admissions	35,047.89	23,372.45	
Aircraft Shop	4,594.55	2,460.07	
Billiard Room			
Billiards	14,159.25	12,104.77	
Merchandise	50,595.53	39,957.66	
Bowling Alleys			
Bowling Fees	26,607.13	25,483.63	
Merchandise	4,440.21	3,335.10	
Village Union			
Program	1,572.53	1,375.52	
Fountain	15,438.74	16,639.45	
Barber, Beauty Shop and Bookstore	<u>7,027.21</u>	<u>6,031.28</u>	
	\$406,128.24		\$346,373.35
<u>Expense</u>			
Administration			
Salaries	\$ 35,024.31	\$ 31,740.92	
Supplies & Expense	11,892.80	15,127.31	
Program			
Salaries	22,200.75	20,443.56	
Supplies & Expense	47,584.46	28,890.43	
Maintenance			
Salaries	58,710.89	55,463.34	
Supplies & Expense	47,432.89	41,188.47	
Aircraft Shop			
Salaries	4,689.35	1,976.81	
Supplies & Expense	6,878.57	3,276.11	
Billiards			
Salaries	11,700.64	11,315.23	
Supplies & Expense	42,423.40	34,686.14	
Bowling Alleys			
Salaries	18,345.26	15,118.13	
Supplies & Expense	11,966.83	7,353.69	
Village Union (Admin., Maint. & Program)			
Salaries	5,663.02	5,510.86	
Supplies & Expense	5,867.15	4,397.10	
Village Union (Fountain)			
Salaries	3,363.94	3,470.28	
Supplies & Expense	<u>12,859.43</u>	<u>13,805.76</u>	
Total Expense	\$346,603.69		\$293,764.14
Less *Invoices in transit not recorded on University books	<u>1,102.64</u>		
	\$345,501.05	Plus	<u>4,117.64</u>
<u>Distribution</u>			\$297,881.78
Main Lounge	25,000.00	St. Paul Union	24,245.78
University Camp	1,000.00		
Renovation	25,000.00	Renovation	<u>24,245.79</u>
Automatic Pinsetting Equip.	5,000.00		\$346,373.35
Expansion and Development	4,627.19		
	<u>\$406,128.24</u>		

COFFMAN MEMORIAL UNION
Statement of Income
July 1, 1955 thru June 30, 1956
Schedule A

1956

1955

Income: Fees, Rentals & Services

Student Fees	\$233,901.62		\$208,047.14
Rentals & Services:			
Ballroom Rental	\$ 4,438.17	\$ 2,286.74	
Comm. on Telephones	1,038.44	576.20	
Public Address System	2,065.06	1,589.68	
Men's Lounge	229.00	132.00	
Women's Lounge	400.00	318.00	
Checking Services	2,959.91	1,875.95	
Meeting Rooms	1,311.00	256.00	
Dispensing Units	284.00	298.01	
Miscellaneous	18.00	233.70	
	<u>\$ 12,743.58</u>	<u>\$ 7,566.28</u>	
Total	\$246,645.20		\$215,613.42

Program Budget

Instruction Events	\$ 3,420.51	\$ 2,548.11	
Other Events	30,036.10	20,417.97	
Record Lending Library	182.84	245.77	
WRR	1,252.59	-----	
Bicycle Rental	71.00	109.85	
Miscellaneous	84.85	50.75	
	<u>\$ 35,047.89</u>	<u>\$ 23,372.45</u>	
Total Program			

Artercraft Shop

Materials	\$ 3,814.16	\$ 1,922.01	
Signs & Posters	780.39	532.12	
Miscellaneous	-----	5.94	
Total Artercraft	<u>\$ 4,594.55</u>	<u>\$ 2,460.07</u>	
Total Carried Forward	\$286,287.64		\$241,445.94

Statement of Income
Schedule A cont'd.

1956

1955

Billiard Room

Billiard Fees	\$ 14,159.25		\$ 12,104.77	
Billiard Misc.	22,545.35		14,652.43	
Newstand	<u>28,050.18</u>		<u>25,305.23</u>	
Total		\$ 64,754.78		\$ 52,062.43

Bowling Alleys

Bowling Fees	\$ 26,607.13		\$ 25,483.63	
Bowling Merchandise	<u>4,440.21</u>		<u>3,335.10</u>	
		\$ 31,047.34		\$ 28,818.73
Total Bowling and Billiards		95,802.12		80,881.16
Balance Brought Forward		<u>286,287.64</u>		<u>241,445.94</u>
Total Coffman Memorial Union		\$382,089.76		\$322,327.10

VILLAGE UNION
Administration & Program

	<u>1956</u>		<u>1955</u>	
Sewing Machines	\$ 20.80		\$ 42.59	
Program	1,528.89		1,290.18	
Comm. on Telephones	34.38		33.01	
Miscellaneous	(11.54)		9.74	
	\$ 1,572.53		\$ 1,375.52	

Fountain

Soda Fountain	\$ 15,050.05		\$ 16,419.49	
Vending Machines	100.61		32.37	
Refreshments	287.73		192.45	
Miscellaneous	.35		(4.86)	
Total Fountain	\$15,438.74		\$ 16,639.45	
Total Village Union	17,011.27		18,014.97	
Balance Brought Forward	382,089.76		322,327.10	
Total C.H.U. & Village	\$399,101.03		\$340,342.07	

COFFMAN MEMORIAL UNION
Statement of Expense
July 1, 1955 thru June 30, 1956
Schedule B

	<u>1956</u>		<u>1955</u>	
<u>General Administration</u>				
Salaries				
Regular	\$ 24,429.62		\$ 21,596.71	
Miscellaneous	<u>10,594.69</u>		<u>10,144.21</u>	
		\$ 35,024.31		\$ 31,740.92
Administrative Supplies	1,081.50		1,057.86	
Furniture & Equipment	1,924.30		2,570.12	
Telephone & Telegraph	831.26		643.09	
Check Room	125.45		61.35	
Visual Education	56.84		37.19	
Control Room	575.47		321.50	
Print, Mimeo, Photo	633.71		305.98	
Transportation & Parking	29.78		61.63	
Terrace Reading Room (sub- scriptions)	378.35		383.05	
Travel Expense	749.56		687.53	
Miscellaneous (overhead)	<u>5,506.58</u>		<u>8,998.01</u>	
		<u>\$ 11,892.80</u>		<u>\$ 15,127.31</u>
Total Administration		\$ 46,917.11		\$ 46,868.23

Statement of Expense
Schedule B cont'd.

1956

1955

Maintenance

Salaries

Regular

Miscellaneous

\$50,975.60

7,735.29

58,710.89

\$47,661.08

7,802.26

55,463.34

Custodial Supplies

1,681.42

Telephone & Linen

1,920.18

Light & Power

12,600.01

Water & Heat

10,321.37

Bulbs & Equipment

2,596.13

Furniture & Equip. Repair

2,122.32

Building & Fixtures Repair

14,522.40

Miscellaneous Repairs

69.93

Miscellaneous

1,599.13

47,432.89

\$106,143.78

1,839.86

1,751.08

11,751.74

9,705.72

1,719.41

1,255.49

11,666.45

186.30

1,312.42

41,188.47

\$96,651.81

Statement of Expense
Schedule B cont'd

1956

1955

Billiard Room Administration

Salaries				
Regular	\$ 6,251.16		\$ 5,945.53	
Miscellaneous	<u>5,449.48</u>		<u>5,369.70</u>	
		11,700.64		11,315.23
Supplies	355.17		32.96	
Repairs B. & G.	6.44		42.26	
Telephone & Heat	899.66		912.41	
Laundry	72.80		85.39	
Equip. & Equip. Repair	1,001.94		1,377.48	
Miscellaneous (overhead)	<u>1,487.50</u>		<u>1,042.62</u>	
		<u>3,823.51</u>		<u>3,493.06</u>
Total Administration & Billiards		\$15,524.15		\$14,808.29

Billiard Room & Newstand Merchandise

Ice Cream	2,332.66		76.13	
Candy	6,930.60		7,450.88	
Tobacco	1,271.47		2,070.34	
Cigarettes	23,780.34		17,463.34	
Beverages	2,246.27		2,535.86	
Newspapers	1,299.72		992.46	
Miscellaneous	<u>738.83</u>		<u>604.07</u>	
Total Merchandise		<u>38,599.89</u>		<u>31,193.08</u>
Total Billiard		<u>54,124.04</u>		<u>46,001.37</u>

Statement of Expense
Schedule B cont'd

1956 1955

Billiard Room Administration

Salaries			
Regular	\$ 6,251.16		\$ 5,945.53
Miscellaneous	<u>5,449.48</u>		<u>5,369.70</u>
		11,700.64	11,315.23
Supplies	355.17		32.96
Repairs B. & G.	6.44		42.26
Telephone & Heat	899.66		912.41
Laundry	72.80		85.33
Equip. & Equip. Repair	1,001.94		1,377.48
Miscellaneous (overhead)	<u>1,487.50</u>		<u>1,042.62</u>
		<u>3,823.51</u>	<u>3,493.06</u>
Total Administration & Billiards		\$15,524.15	\$14,808.29

Billiard Room & Newsstand Merchandise

Ice Cream	2,332.66		76.13
Candy	6,930.60		7,450.88
Tobacco	1,271.47		2,070.34
Cigarettes	23,780.34		17,463.34
Beverages	2,246.27		2,535.86
Newspapers	1,299.72		992.46
Miscellaneous	<u>738.83</u>		<u>604.07</u>
Total Merchandise		<u>38,599.89</u>	<u>31,193.08</u>
Total Billiard		54,124.04	46,001.37

Statement of Expense
Schedule B cont'd

1956 1955

Bowling Alley Administration

Salaries

Regular

Miscellaneous

Pinsetters

\$ 8,513.99
2,697.18
7,134.09

\$ 3,402.07
4,366.14
7,349.92

18,345.26

15,118.13

Maintenance Supplies

Administrative Supplies

B. & G. Repairs

Equipment

Miscellaneous

646.63
485.03
290.07
6,314.82
1,445.31

405.82
580.46
560.01
2,925.37
701.22

9,181.86

5,172.88

Total Bowling Alley

27,527.12

20,291.01

Bowling Alley Merchandise

Candy

Tobacco

Cigarettes

Beverages

Ice Cream

Miscellaneous

Total Merchandise

Total Department

280.24
8.75
677.73
984.00
831.93
2.32

582.26
42.32
521.71
1,032.72

1.80

2,784.97
30,312.09

2,180.81
22,471.82

University of Minnesota Union Board of Governors
House and Finance Committee
Monthly Report
Meeting of January 29, 1957

I. Requests

1. Christian Medical Ethic Society.--use of a room each Tuesday from 12:30. Approved.
2. Alpha Phi Omega.--use of room 315 alternate Wednesday evenings from 7:00 to 10:00 p.m. beginning January 9, 1957. Request approved beginning January 23, 1957.
3. Gopher Progressive Party.--use of room 320 on February 6 and February 20, 1957, from 5:30 to 5:00 p.m. Approved.
4. Brotherhood Week.--use of the Main Ballroom for a banquet on Friday, February 20, 1957. Approved.
5. Mormon Students.--use of the Main Ballroom for a banquet on Friday, May 17, 1957. Approved.
6. Ski Train Committee.--use of Union glass doors at entrances for publicity flyers. Approved. A similar request will never be approved, but in this case circumstances seemed to demand approval.
7. Snow Week Committee requested use of display window opposite Information Desk. Approved.
8. Minnesota Christian Fellowship.--use of room 315 from 7:55 to 8:15 a.m. Monday through Friday for winter and spring quarters. Approved.
9. Greek Week.--use of main hall to hang mobiles for the campaign for Camp Courage, and also in the Men's and Women's Lounges. Not Approved.
10. Graduate Student Committee.--use of the Game Room from 7:30 to 11:30 p.m. on February 3, 1957. Approved
11. University Red Cross Committee.--use of a room for an evening series of 10 First Aid Classes beginning latter part of March. Rooms to be arranged at a later time. Approved.
12. Power Hall Carnival Committee.--sale of tickets on the Ground Floor on February 4, 1957 from 8:00 a.m. to 4:00 p.m.. Approved
13. A. W. S.--use of area north of Main Lounge for solicitation for the Heart Fund Drive February 4, 1957 from 10:30 to 2:30 p.m. Group referred to Main Entrance (air lock) because the planter has been removed and a booth there would impede traffic into the Lounge.
14. Creative Society and Theatre Department.--use of Terrace Reading Room on January 29, 1957 at 2:30 p.m. Approved.

January 29, 1957

II. Discussion of anticipated projects.

1. Furniture for Main Lounge -- \$25,000 to be allocated by deficit finance from this year's over-income surplus.
2. Traffic Survey - after discussion of several alternatives, the House and Finance Committee decided to approach the Unioners to inquire whether or not they would be willing to undertake this job. They will be given \$100 upon successful completion of this project.
3. Bowling Alleys to be opened on Sunday afternoon and evening. Approved by the Board January 14, 1957.
4. Soccer Game. Enough has been said about this--refer to your minutes of the last two weeks.
5. North Star Room. After discussion the Committee decided to present the following proposal to the Union Board of Governors:
That the North Star Room be used as a study area from 8:00 to 10:30 a.m. and 2:30 to 5:00 p.m. due to the University-wide shortage of study space. Approved by the Board on January 22, 1957.
6. Name for the basement conference room discussed with no final decision. Suggestions would be appreciated.
7. Daytime Dance Program.--Idea was approved, but the problem of space necessitated tabling of this request for further suggestions.
8. Hungarian Relief Fund Ad to go into Daily on Thursday, January 17, 1957 for Humanities Forum to be paid from Program budget.

Committee Members:

Jim Schimschock, Chairman, Marilyn Fenske, Mr. Frank Pearce (recently replaced Mr. Alfred Cheese, Jr.) Mr. Starr, Bob Whitlock. Steve O'Brien, guest, was present at several meetings. The current members of the Committee were present at each meeting.

Respectfully submitted,

James R. Schimschock, Chairman
House and Finance Committee

JRS:bc

UNIVERSITY OF MINNESOTA
MANUAL OF BUSINESS PROCEDURES
Personnel Section

CLASSIFICATION OF POSITIONS (Civil Service)

A. WHAT IS THIS PLAN?

The Classification Plan is a system of job titles and descriptions of work. It groups together in separate "classes" of work jobs which have substantially similar duties and responsibilities.

There are about 500 classes of work in Civil Service at the "U." The Classification Plan gives each of them a title and a written description. These descriptions can be found in a book called "U of M Civil Service Classification Plan."

The 500 titles given by the plan are used for the payroll and for all personnel records. The descriptions of classes are used in setting up fair salary rates and in recruiting applicants for vacancies. They're also used in training, promoting, transferring and counseling employees.

A "CLASS" IS...

...a group of jobs with just about the same duties and responsibilities, which can be given a common title. Each job in the class has the same requirements as to education, experience, knowledge, and ability. The same pay scale applies to each job in the class.

B. A FEW DETAILS

The descriptions of the classes of work are grouped together in eight occupational groups:

Clerical, Administrative and Fiscal Service
Medical, Dental and Hospital Service
Scientific Service
Engineering and Mechanical Service
Custodial and Food Service
Farm and Forest Service
Educational and Recreational Service
Student Personnel Service.

The descriptions include an outline of the duties and responsibilities of each kind of work, with emphasis on the difficulty of the work. They contain two sections, one called TYPICAL TASKS, and the other WORK DIFFICULTY AND QUALIFICATIONS ANALYSIS.

TYPICAL TASKS are examples of kind of work. They don't tell all the duties of any specific job, and they don't limit a supervisor in making other duties a part of the job.

WORK DIFFICULTY AND QUALIFICATIONS ANALYSIS "goes behind" the typical tasks and describes how hard the work is to do. It does this by telling how much of several factors -- like knowledges, skills, supervision received and given, working conditions, public relations, etc. -- are in the work.

To get a complete picture of the work -- to know what "kind" it is -- and to know how hard it is to do, you have to read both parts of the description.

C. THE OFFICE OF CIVIL SERVICE PERSONNEL...

...is in charge of deciding on the correct title for all Civil Service jobs. In other words, it "classifies" Civil Service jobs.

To classify new jobs, the Civil Service Office needs a written description of the duties to be assigned (see paragraph D of this procedure).

To keep the classification of old jobs up to date, employees themselves are asked to write new descriptions of their work every so often. (See paragraph E.)

D. TO SET UP A NEW JOB...

...a department head submits a Personnel Requisition (B.A. Form 465). The requisition (Exhibit I to Business Procedure 1-A-2) serves two purposes. The information you submit on the requisition will be used by the Personnel Office both in classifying the job and in finding applicants to refer to you.

If there is some question about how the job will operate, the initial classification will be made tentative.

To change the tentative status, the Personnel Office will review the classification of the position four months after it has been in operation. At that time the employee in the job will be sent a Job Review Questionnaire (B.A. Form 440 -- Exhibit I) to fill out. He should give a detailed description of his duties and responsibilities. When it receives the questionnaire, the Classification Office will review the position to see if it has developed as anticipated and is properly classified.

If the job will be on the regular payroll, send along a letter stating the source of funds. The letter should also give the proposed effective date for the new job.

When the form and letter have been signed by the department head, send them to the dean or administrative officer. If he approves them, the form and letter will be sent to the Personnel Office. It may take a few days before the Personnel Office decides on the proper classification for the job and sends you a Notice of Classification (Exhibit II).

(If the job is to be set up at the beginning of a new fiscal year, attach a copy of the letter to the budget when you submit it.)

E. HOW TO HAVE A JOB REVIEWED

When the duties and responsibilities of a job have changed significantly the employee or department head may ask the Personnel Office to review the job to see if it should be reclassified. This is how they may ask for a job review.

The employee writes an up-to-date description of the duties and responsibilities of his job on a Job Review Questionnaire (Exhibit I). The form must be signed by the department head and then sent to the dean or administrative officer. The dean's office will send the questionnaire to the Director of Civil Service Personnel.

Page 4 of the questionnaire must be completed. This page calls for comments of the employee's immediate supervisor, the department head and the dean or administrative officer. They may comment on the employee's statements, but they may not change them.

Along with the questionnaire, the supervisor should send a letter giving the following information:

- 1) What duties and responsibilities are now in the job which were not in it when it was classified? Why do you think these new duties justify reclassifying the job?
- 2) If the duties were transferred from another job to this one, give the name of the employee whose duties were taken away and the classification of his job.
- 3) If the effective date you set for a reclassification is different from the one which would be assigned according to Civil Service rules (see paragraph G), give the date you recommend and your reasons for recommending it.
- 4) State whether extra funds needed for the reclassification for the rest of the biennium are available within your department's budget. If a transfer of funds is necessary, give the item number from which funds could be transferred.

F. THE CLASSIFICATION PROCESS

When the Personnel Office receives the questionnaire, it carefully studies the duties of the job as outlined on the form. The job is compared to similar jobs in the same department and to jobs in other University departments. Here are a few points considered when the comparisons are made:

- Knowledge needed to do the work
- Skills used on the job
- Physical demands of the work
- Judgement used in making decisions

- Supervision received and given to others
- Personal and public relations involved
- Working conditions

It may be necessary to get still more information, either because the questionnaire is not complete or because a study of the questionnaire might bring up some questions.

In this case, a member of the Personnel staff may call on the employee, supervisor and department head for some first-hand information. He may also find it necessary to interview employees on related jobs.

After the Personnel Office has obtained as much information as possible about the job, it is compared to other University positions and to class specifications. When the proper classification is determined, a "Notice of Classification" (Form 438, Exhibit II) is filled out by the Personnel Office.

Copies of the Notice of Classification are sent to the dean or division head, to the department head and the employee, and to the Comptroller's Office whenever a title or salary change affects the payroll. Several copies are kept in the Office of Civil Service Personnel.

G. DATE RECLASSIFICATION IS EFFECTIVE

The Office of Civil Service Personnel (under Civil Service rules) is allowed a 10-day period after receiving requests, to review them and to determine classifications.

This means that a reclassification will ordinarily go into effect at the beginning of the first payroll period following that 10-day review period. This policy is followed regardless of the time required by the Personnel Office for review.

For example:

The Personnel Office receives a request on March 10. Action would be due on March 20, to be effective April 1. If the process were delayed by the Personnel Office so that action couldn't be taken until after April 1, the effective date would still be April 1.

H. STUDENT JOBS...

...are entitled to the same treatment as all other "U" positions. The same procedures and forms are used in classifying student jobs as for other positions.

*Union Board
Agenda Book*

February 1, 1957

Dear

Here is the report on the Deer Committee!

All Union Board members are invited to take part in a game dinner this Tuesday, February 5, 1957 at 5:30 p.m. at the Starr's home. See map for directions.

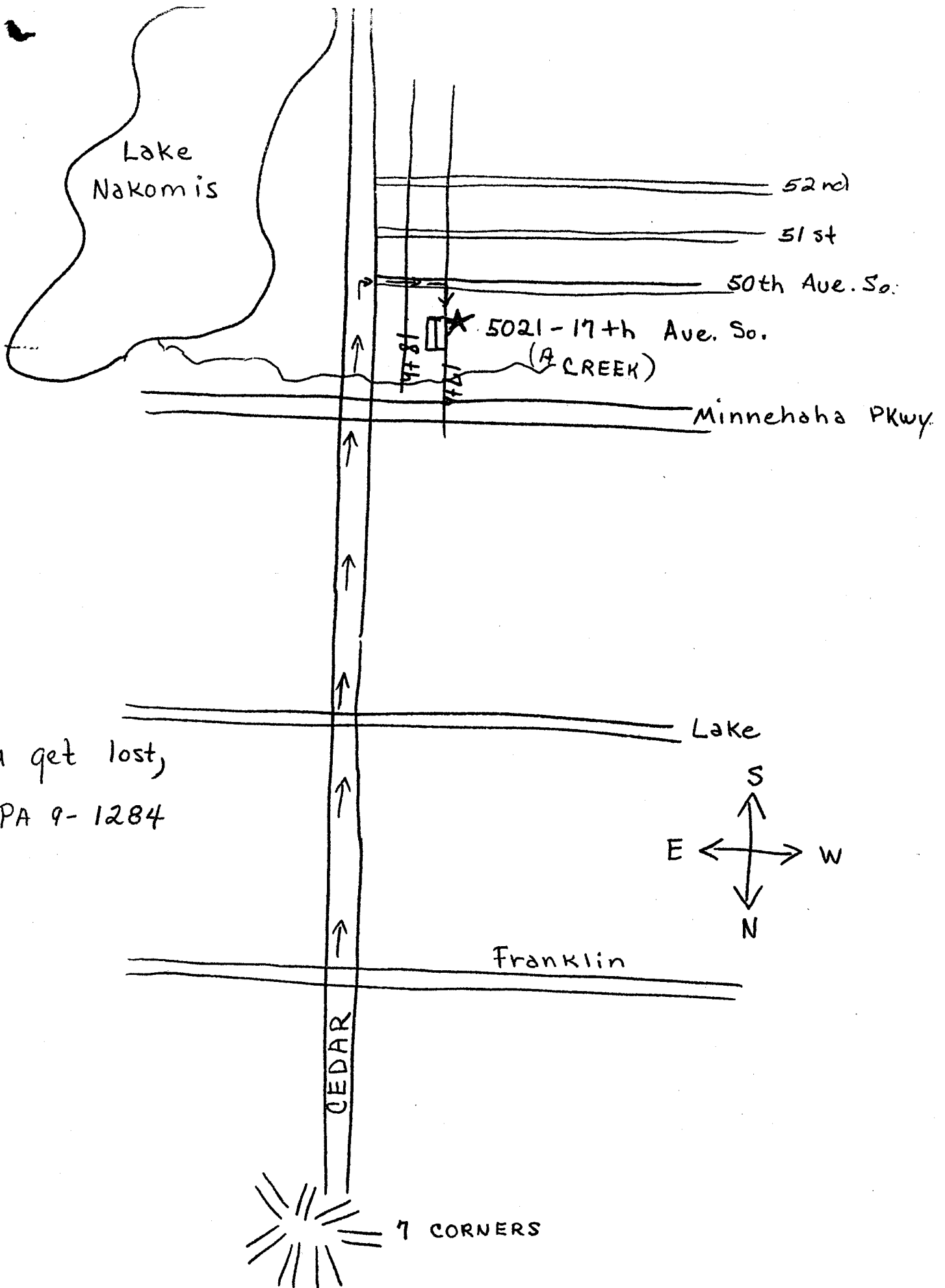
In order that we can proceed with the regular meeting at 7:00 p.m. please be prompt and bring your appetite with you. Some standing committees are meeting prior to their usual time. If this is not possible, try to sit with your committee at the dinner. Have a gander at the menu!

1. Hot plum soup - special recipe
2. Venison and antelope chops and steaks
(cooked to the order)
3. Potatoes ala Olofson
4. Salad with special dressing
5. Home made bread and hardtack
6. New England pudding with flaming sauce

All Union Board members are on the clean up and those who can assist in setting the table beforehand please contact Nan Fournier.

Deer Committee.

GLS:tn



you get lost,
 call: PA 9-1284

The Route to Starrs'

University of Minnesota Union Board of Governors
Meeting of February 5, 1957

Members Present:

Jim Heltzer, Jim Schimschock, Mr. Pfeleider, Terry Olofson, Bob Whitlock, Dean Fenske, Dr. Moore, Jerry Dols, Mr. Richter, John Decker, Fred Katter, John Bohanon, Larry DeWitt, Rae Shore, Mary Jean VanValkenburg, Marilyn Fenske, Nancy Fournier.

Members Absent:

Mr. Pearce, Barbara Clark, Mary Ellen Wallerius.

Others Present:

Jim Lee, Beverly Coyne, Mr. Starr, Don Finlayson, Helen Hartwick.

The meeting was called to order at 8:25 p.m. following venison dinner at Mr. Starr's home.

P-164
Motion K-897:

It was moved to approve the minutes of the previous meeting with the correction that \$80 of the \$100 previously transferred from the Gallery Committee to Humanities Forum be returned to the Gallery Committee.

Seconded and carried.

Executive Committee Report:

Jim Heltzer read to the Board a letter from the President of the Village Union, Curt Larson, informing the Board of the resignation of Dolores Winston and recommending Dolores Wolfangle as a replacement. It was the concensus of the Board that this appointment be approved with the entire Executive Committee Report.

The next meeting of the Union Board has been set for Wednesday, February 13, 1957.

The report of the sub-committee of the Senate Committee of Student Affairs was presented by Bob Whitlock. The report seeks to frame a set of principles which would apply to the relationships which should exist between the Union Board of Governors and the Senate Committee. Additions by Dean E. G. Williamson were noted and the revisions of the Executive Committee were presented. The Executive Committee tried to clarify the wording on many of the points and will present the revisions to the sub-committee before presentation to the Senate Committee on Student Affairs. It was the Board's feeling that other working changes might be at the discretion of the Executive Committee if the principal thought of each section were not changed. Question was raised as to the background of some of the additions made by Dean Williamson, however, this information was not available and it was suggested that the Executive Committee explore this. The report will be worked out by representatives from all concerned organizations before presentation to the Senate Committee, and will be brought back to the Board if any major changes are to be made. (Copy of the report and revisions in the permanent minute file.)

Bob Whitlock also presented the following statement for the Board's approval.

The University of Minnesota Union Board of Governors does hereby commend the efforts of the Senate Committee on Student Affairs sub-committee to study relationships between the Union Boards of Governors and the Senate Committee on Student Affairs. The Union Board of Governors particularly wants to

commend the efforts of the committee's chairman, Dr. Ralph L. Kitchell, for his participation in helping to clarify the relationships of the Union Board of Governors and the Senate. The University of Minnesota Union Board of Governors further endorses the principles inherent within the findings of the sub-committee.

^{P-165}
Motion K-898

It was moved to approve the report of the Executive Committee.

Seconded and carried.

House and Finance Committee Report:

Jim Schimschock asked for the feeling of the Board on keeping open the Bowling Alleys on Tuesday, February 12, 1957.

^{P-166}
Motion K-899

It was moved to open Coffman Memorial Union on Tuesday, February 12, 1957, and have the Bowling Alley and Terrace Reading room open for use.

Seconded and carried.

Public Relations Committee:

Nancy Fournier reported that the opening of the Main Lounge has been postponed until the work is completed and the furniture is in the Lounge. A Grand Opening will be planned for that time.

Personnel Committee Report:

Rae Shore presented the following Chairmanships for approval.

^{P-167}
Motion K-900

It was moved to approve the following appointments.

Sharon Casper	Music Listening Hour Chairman
Priscilla Orme	Gallery Chairman

Seconded and carried.

Rae Shore outlined the methods the Personnel Committee has used this year in getting new committee people. They have made use of the interest lists filled out each year at registration, contacted people who have worked on Sno Week, and have worked to get friends of committee members and chairman into the activities. No major campaign for personnel has been held and suggestions for a campaign and other means of obtaining personnel were asked for by the committee.

Mr. Finlayson pointed out the three needs of the committee recruitment, training, and recognition.

The Board then explored ideas which are as follows:

Have Board members carry filing cards with them and have interested people fill them out on the spot and the Board members turn them in to the Personnel Committee.

The Chairman of the month feature story with a picture be worked out with the Daily.

John Bohanon gave a brief resume of the Interfraternity Council personnel program which will be directed at individuals who showed leadership in high school but have not participated in activities as yet. There will be a section on governing boards, publications, and orientation.

A cartoon strip to appear in the Daily periodically giving some humorous committee work situation. This could be purchased as advertising.

The Advertising Agency could use material on all areas and committees giving background and present activities. They may have a new approach to the activity which would promote personnel objectives.

Suggested that Board members refer to committee personnel as working with us and not under us.

The advantages of meeting and working with people, gaining leadership experience, and advancement to the Board could be stressed in recruitment.

Suggested that posters on personnel openings be placed in the Library.

Names should be used in all announcements of programs giving the personnel working on an event.

The requirement for Union work should be stressed -- H.P.R. and/or Union experience.

Place an ad in the Daily with an application blank printed on it.

Do some recruitment through WPMR roving record parties.

Public Relations will be calling about the Saturday Nite Dances to see where people hear about them, why they attended, or where they went instead.

Try to get people interested in using the Union by putting up slogan signs, i. e. "Union Activities Are Fun".

Have Union representatives acquainted with Union activities on the tours of the Union given by Orientation.

Use Union Host buttons more frequently; wear them in the halls and talk with people about Union activities.

Make use of the interest lists filled out at registration.

Contact specific professional groups on campus concerning the training they can get through Union work which will be helpful to them in their profession, either as another training place for their particular field or as a means of rounding out their experience.

Suggested that a continuous follow-through be made by the Personnel Bureau to be sure that Committees are contacting prospects given by the Personnel Committee.

Suggested that the Committee Chairman and members be educated to the procedures for procuring personnel--Chairmen are responsible for the personnel of their committees, the Personnel Bureau and Committee is a means of getting leads and processing applicants.

P-168
Motion K-901:

It was moved that a House Organ be developed by the Advertising Agency and that the House and Finance Committee set up some rules for the Board office and consider some redecoration of the area.

Seconded and carried.

It was suggested that all Board members be active campaigners for a cleaner Board Office and discourage people lounging and using the telephone for personal activities.

P-169
Motion K-902:

It was moved that the Board Office have a secretary.

Seconded.

Amendment to Motion K-902:

The Executive Committee and House and Finance Committee look into getting a paid secretary for the Union Board Office.

Seconded and carried.

Question was raised on an ad personnel campaign for the Daily and John Decker estimated \$15.00 per week for the promotion of the Agency has been planned. He again stressed the need for complete information on the activities.

Suggested that a subtle appeal for personnel be made to those people who just study and have few social activities.

Suggested that more informal party type programs be held and that recruiting be done at these parties.

A membership card for committee personnel was suggested which would give the committee name and enable them to get into their events free. It was mentioned that membership cards sometimes create a feeling that you must have a card to come, pay dues, etc.

It was suggested that a plaque be placed in the building giving students, faculty, staff, and guests the purpose of the building.

Complete the film on the Union and its activities for use at the orientation sessions.

Offer a plaque to the Greek organization with the most participants in Union activities.

Newly appointed committee chairmen and members should be invited to attend a Board meeting and meet the members.

Suggested that announcements be made at all Union sponsored events, that it is a Union Board program and announce the committee personnel names also.

Mr. Finlayson asked that Board members make notes on their copies of the training program for Union activities which he presented at the last meeting so that they will be ready to discuss at the next meeting.

Rae Shore said that the Personnel Committee would give specific methods of implementing the suggestions and brief explanations on those they cannot practically use.

Nancy Fournier requested that funds for the Main Lounge Opening party be taken from the Board Activities budget.

P-170

Motion K-903:

It was moved to refer the allotment of funds for the Main Lounge Opening celebration to the House and Finance Committee for review and action.

Seconded and carried.

Jim Heltzer reported on a meeting held with Mary Ellen Wallerius, Noon Program Area Director, Mr. Finlayson, Mr. Lombard, Mr. Starr to discuss noon programming. Any possible conflicts with convocations were worked out. Mr. Lombard was very cooperative and generous in his attitude toward the noon programs and we will be able to have Jazz Workshops as long as they are not called concerts and charge up to 75¢ per person. A cooperative arrangement is being worked out for Humanities Forums whereby resources will be pooled on some programs and speakers who will draw 2,000 or less will be in the Union and those who draw more will be in Northrop. Music may be piped into the ballroom on such convocation days but no organized program will be held. Jazz programs will be publicized only on campus when there is a charge.

A vote of thanks was given John Bohanon for the venison and to Terry Olofson for the cooking, and Nancy Fournier and Mrs. Starr for their help on the excellent dinner. Mr. and Mrs. Starr were thanked on behalf of the Board for their hospitality.

Old Business:

Jim Schimschock reminded Board members that filings for Orientation counselor positions are still open and he urged Board members to file.

Jim Heltzer announced that the Executive Committee would meet after the Board meeting for a short time.

P-171

Motion K-904:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:25 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bc

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

EXECUTIVE COMMITTEE MINUTES

All Members present

The February 12 Union Board meeting, which comes on a holiday, Lincoln's Birthday, will be held on Feb. 13, Wednesday.

The following report is by the SCSA sub-committee which seeks to frame a set of principles which would apply to the relationships which should exist between the Union Board of Governors and the Senate Committee. The underlined parts are the revisions by Dean Williamson. On the right side of the paper is the revised version of the SCSA sub-committee report by the executive committee of the Union Board of Governors.

SCSA SUB-COMMITTEE REPORT

EXECUTIVE COMMITTEE REVISIONS

Tentative Statement of Principles Regarding Relationships between the Union Board of Governors and the SCSA

1. The Senate Committee's delegated constitutional responsibilities for the supervision of student affairs at the University of Minnesota includes the supervision of those student activities conducted by and under the auspices of the Union Board of Governors; any alternative interpretation of such responsibilities would result in undesirable confusion and in an un-natural division of student activities into two categories those that are under the supervision of the Senate and those that are not.

2. The Senate Committee expects participants in student activities that are part of the program of the Union Boards of Governors to comply with all policies and regulation of the Senate Committee on Student Affairs and the Senate Committee also expects all organizations and staffs to co-operate in securing compliance of all participants with policies and regulations. In those instances where current policies seem inappropriate for application to the program of the Union Boards of Governors, it is the responsibility of the Union Boards to request the Senate Committee to review these policies and to make appropriate modifications.

1. The Senate Committee's delegated constitutional responsibilities for policy making in student affairs at the University of Minnesota includes policy affecting student activities conducted by and under the auspices of the Union Board of Governors; any alternative interpretations of such responsibilities would result in undesirable confusion and in an un-natural division of student activities into two categories, those that are under the policies of the Senate and those that are not.

2. The Senate Committee expects participants in student activities that are part of the program of the Union Board of Governors to comply with all policies and regulations of the Senate Committee on Student Affairs. In those instances where current policies seem inappropriate for application to the program of the Union Boards of Governors, it is the responsibility of the Union Boards to request the Senate Committee to review these policies and to make appropriate modifications.

3. The Senate Committee, in adopting the 1946 Basic University Policy Concerning Student Organizations and their Activities, has designated the office of the Dean of Students and the Student Activities Bureau as its administrative agents in the day-to-day application of its policies. The existence of a highly capable professional staff of program consultants in the Union has led to a suggestion that this group might participate directly, in some way, in the application of the Senate's policies to students projects and activities. This seems reasonable to the Senate Committee except in case of a few policies in which the Senate has designated a specific administrator to act for the Committee. In those instances it seems far preferable to have one agency making consistent administrative judgements than to have two separate ones so engaged. It is expected that certain policies will continue to be administered directly through the Office of the Dean of Students. An example of the type of policy which requires this kind of consistent administrative judgement in its application is the Senate Policy on Speaker Approval.

4. As new policies are established, the manner of compliance on the part of all organizations, including the Union Boards of Governors, will be reviewed and an indication of expected mode of compliance will be made by the Senate Committee on Student Affairs.

3. The Senate Committee, in adopting the 1946 Basic University Policy Concerning Student Organizations and their Activities, has designated the Office of the Dean of Students and the Student Activities Bureau as its administrative agents in the day-to-day application of its policies. The existence of a highly capable director and professional staff in the Union means that the director can administer the Senate's policies in relation to student programs sponsored by the Union Board of Governors. In some instances the Dean of Students will administer policies of the SCSA relating to the programs of the Union Board of Governors. An example of this type of policy which requires this kind of consistent administrative judgement in its application is the Senate Policy on Speaker Approval.

4. In view of the fact that the Union Board of Governors is composed of fifteen students, four faculty and staff members appointed by the vice-president for Academic Administration, and one alumni member appointed by the University Alumni Association, it is the feeling of this committee that the representation on the UBG is much the same as any other all campus committees, including the Senate Committee on Student Affairs. It is felt that the interests of these groups, including the faculty interest in student affairs, is adequately represented by the actual voting membership of the Union Board of Governors.

5. As new policies are established, the manner of compliance on the part of all organizations, including the Union Boards of Governors, will be reviewed and an indication of expected mode of compliance will be made by the Senate Committee on Student Affairs.

SCSA SUB-COMMITTEE REPORT

5. It is hoped that staff and students can accommodate themselves to such relationships as are outlined in the preceding sections. It is hoped in particular that the staffs of the Union and that of the Dean of Students may find ways, through periodic consultation, of working together so that their individual responsibilities may be met. We cannot have on the campus two administrative groups in the area of student affairs working independently of each other or in opposition. The Senate Committee wishes to review plans for co-operative participation by the Office of the Dean of Students, Union Boards of Governors, and Union staffs, which would accomplish the above objectives with respect to a number of current policies governing students and student organizations. The Senate Committee requests that such plans for co-operative relationships in the application of the Committee's policies to activities sponsored by the Unions be prepared as soon as possible and presented to the Committee for review and approval.

6. The sub-committee further recommends that it continue to function relative to future developments in the relationship of the Union Board of Governors and the Senate Committee on Student Affairs.

UBG EXECUTIVE COMMITTEE REVISIONS

6. It is hoped that staff and students can accommodate themselves to such relationships as are outlined in the preceding sections. It is hoped in particular that the staffs of the Union and that of the Dean of Students may find ways, through periodic consultation, of working together so that their individual responsibilities may be met. We cannot have on the campus two administrative groups in the area of student affairs working independently of each other or in opposition. The Senate Committee requests that plans for co-operative relationships in the application of the Committee's policies to activities sponsored by the Unions be prepared as soon as possible and presented to the Committee for review and approval.

7. The sub-committee further recommends that it continue to function relative to future developments in the relationship of the Union Board of Governors and the Senate Committee on Student Affairs.

University of Minnesota Union Board of Governors
Meeting of February 13, 1957

Members Present:

Jim Heltzer, Bob Whitlock, Mary Jean VanValkenburg, Barbara Clark, Larry DeWitt, Rae Shore, Larry Dols, Dr. Moore, Terry Olofson, Fred Katter, Mary Ellen Wallerius, John Bohanon.

Members Absent:

Mr. Richter, Mr. Pfleider, Dean Fenske, Jim Schimschock, Nancy Fournier, John Decker.

Others Present:

Jack Weber, Don Finlayson, Jim Lee, Steve O'Brien, Dave Kelby, Judy VanValkenburg, Beverly Coyne.

The meeting was called to order at 7:10 p.m.

Motion K-905

It was moved to approve the minutes of the meeting of February 5, 1957.

Seconded and carried.

Executive Committee Report:

Bob Whitlock presented the following report for the committee:

A list of approximately fifty names of prominent University administrators was presented to the Executive Committee as those administrators who would be interested in the activities and organization of the Union. The list was then divided and specific board members were assigned to the various administrators. The board members who will participate in this Public Relations drive are, Jim Heltzer, Nancy Fournier, Larry DeWitt, Jim Schimschock, Jack Decker, Mary Jean VanValkenburg, Fred Katter, Marilyn Fenske, and Bob Whitlock. An orientation session for these board members will be held after the next board meeting.

Personnel Committee:

Rae Shore presented to the Board the following statement of policy concerning personnel for the Board's approval.

Policy Governing Acquisition of Union Student Personnel

The basic responsibility for the acquisition of Union student personnel shall lie within the realm of the area directors, the committee chairmen and the committee members.

The duties of the Personnel Committee as designated in the By-Laws of the University of Minnesota Union Board of Governors are given below briefly:

1. To study the personnel policies of the Board.
2. To consider and recommend to the Board changes in and improvements of the personnel system.
3. To work cooperatively with Area Directors and Chairmen of standing committees to accomplish an effective functioning of the merit system.
4. To establish a Personnel Bureau of non-board members whose activities will be directed by the chairman of the Personnel Committee.
5. To recommend to the Board, candidates for filling Union Board vacancies.

6. To give annual awards in recognition of service of chairmen and committee members of Union committees, with the approval of the Union Board.
7. In cooperation with the Personnel Bureau to present the merit recognition list to the Board previous to the recognition meeting for the Board's approval.
8. To undertake such other duties as the Board may from time to time direct.

P-173
Motion K-906:-

It was moved to approve the statement of Policy Governing Acquisition of Union Student Personnel.

Seconded and carried.

The assignments of the suggestions given at the last meeting were read. Various standing committees and areas will be acting on the suggestions in the near future.

Rae Shore presented the following for action of the Board as the committee felt that membership cards for committee members and chairmen should carry some privilege with them.

P-174
Motion K-907:-

It was moved to approve a single pass for each Committee Chairmen admitting him to all events in his area free, and a single pass for each committee member admitting him to all of his events free.

Following a short discussion, the motion was withdrawn and the matter was referred to the Program Committee for review and recommendation at the next meeting.

Program Committee:

The following recommendations of the Program Committee were presented by Fred Katter for review and approval.

It was recommended that Mardi Gras be dropped as a special event. Any other area wishing to use the therefor a program may do so.

It was recommended that a Water Skiing Committee be established under the Outings Area with a temporary budget of \$50 to be taken from the Program Development Fund.

It was recommended that a budget of \$3,082 for the Les Brown Dance be approved.

It was recommended that all movies except those from the Audio -Visual Department be previewed before they are shown at a Noon program.

It was recommended that the pass list as presented for the Les Brown Dance be approved. (The pass list falls within the Pass Policy.)

P-175
Motion K-908:-

It was moved to approve the report and recommendations of the Program Committee.

Seconded.

^{P-176}
Motion K-909:

It was moved to divide the question, taking the Water Skiing Committee under consideration separately.

Seconded and carried.

Questions were asked concerning the program of the committee in view of the limited time available for actual water skiing. Larry DeWitt gave some background on the program. The committee plans to water ski in summer with movies on boating, motors, skiing, etc. during the winter and to make use of the Art Craft Workshop to make skies during the winter.

Question was asked whether this would be a part of the Rovers. Mr. Finlayson answered that it would be a separate committee. The committee would have regular scheduled events and follow all budget and chaperone and other procedures involved in regular Union sponsored activities.

The two parts of Motion K-908 were voted upon and all of the recommendations were passed.

^{P-177}
Motion K-908: Carried.

New Business:

^{P-178}
Motion K-910:

It was moved to appoint Fred Katter and Jim Heltzer as the Union Board representatives on the appointment committee for the 1957-58 Union Board.

Seconded and carried.

^{P-179}
Motion K-911:

It was moved to adjourn.

Seconded and defeated.

Program Director's Report:

Mr. Finlayson began by giving some information of the increased program services the Union is giving. Since 1951 there has been a 12% increase in the number of events held and a 31% increase in the total number of participants.

The Steps to Leadership Training Program presented by Mr. Finlayson at a previous meeting was discussed by the Board.

There was some feeling that the sub-committee chairmanship requirements could be lessened or eliminated and that the steps could be shortened or combined. It was pointed out that in beginning a new program equivalent qualifications would be acceptable and the temporary certificates would enable the Board to take the qualified personnel available even though they had not completed the training program beforehand.

^{P-180}
Motion K-912:

It was moved that the Training Program be put into effect on a temporary basis for 1 year and be considered again by the Board at the end of that time for final approval and recommendation.

Seconded.

There was considerable feeling that the plan should be completely approved and not a temporary arrangement but that some of the requirements should be changed.

Motion K-912 and the second withdrew.

Mr. Finlayson asked that all interested parties meet with him during the next week to work out some of the details of the plan and that it be again presented to the Board.

Jim Haltzer asked that arrangements be made in the plan to have either the Union Board president or the Personnel Committee Chairman as a member of the Training Program committee.

Sno Week Report:

The report of the 1957 Sno Week was presented by Dave Kelby, Judy VanValkenburg, and Steve O'Brien. The total budget of \$10,475 previously approved was accounted for as follows: Expense \$8,329.90, Revenue \$6,066.90, Total loss \$2,263.00. These are the pre-closing figures as all of the bills are not in as yet; however, close estimates were made on the amounts.

The following suggestions for future Sno Week events were presented by the committee:

Administrative

- (1) Re-evaluation should be made as soon as possible after this report as to the value and purpose of a future Sno Week by the groups concerned and not by campus students as this has been done before.
- (2) If it is decided to continue Sno Week, the General Chairman should be chosen immediately, preferably Spring Quarter or before.
- (3) No program policy for Sno Week such as the elimination of trophies or buttons should be set without the general chairman being present and having the final say because he is the person taking responsibility for the Sno Week.
- (4) Time factor cannot be emphasized enough. Six to seven weeks is not sufficient time in which to plan a Week.

General

- (1) Find some way to have individual and group participation. Group participation in Sno Week is essential for a successful week.
- (2) Find some money - making event such as button sales.
- (3) Consider how Sno Week relates in scheduling to Greek Week and try to keep a good deal of time between these two weeks.

It was suggested that the evaluation of Sno Week be held as soon as possible so that the event can be scheduled on the master calendar and a chairman appointed.

Motion K-913:

It was moved to give a vote of thanks and commendation to the Sno Week Committee for the fine program.

Seconded and carried.

Motion K-914:

It was moved to refer the evaluation of Sno Week to the Program Committee for review and recommendations.

Seconded and carried.

Bob Whitlock presented to the Board the following amendment to the Constitution. This amendment, if approved, would be presented to the voters at the spring elections.

ARTICLE III, Section 3.

Six of the student members of the Board shall be elected from the University at large under the prevailing electoral system designated by the appropriate University governing body. Nine of the student members shall be appointed by a committee which shall be composed of four members elected by the Union Board, one of which is to be a non-student member, one by the Vice President of Academic Administration, one by the All-University Senate, and one by the Alumni Association. This committee shall be established at least four weeks prior to the spring elections.

part 3. Each appointment shall be made upon concurrence of five of the seven members of the committee.

The rest of section 3 is to remain the same.

^{P-183}
~~Motion K-915~~

It was moved to approve the amendment as presented by Bob Whitlock by roll call vote.

Seconded.

^{P-184}
~~Motion K-916~~

It was moved to call the question.

Seconded and carried.

^{P-185}
~~Motion K-915~~ Carried. Roll call vote as follows:

Aye - Bob Whitlock, Mary Jean VanValkenburg, Marilyn Fenske, Barbara Clark, Larry DeWitt, Rae Shore, Jerry Dols, Terry Olofson, Fred Katter, Mary Ellen Wallerius, John Bohanon.

Nay - Dr. Moore.

^{P-186}
~~Motion K-917~~

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Don Finlayson,
Acting Recording Secretary

DF:BC:tn

University of Minnesota
Coffman Memorial Union

*Union Board
Agenda*
February 19, 1957 *Bank*

Executive Committee
Report

Members Present: Jim Heltzer, Bob Whitlock, Fred Katter,
Mary Jean VanValkenburg

Members absent: Mr. Pfeider

The executive committee recommended the following addition to the By-laws. The new addition is titled K. Term of Office and comes under I. Meetings. The expiration date of any member's term shall be at the closure of the school year.

With this new addition, Union Board member's tenure of office shall run from one fiscal year to the next, without being abruptly terminated in the middle of the spring quarter. Also, new Board members will have the opportunity of being gradually orientated during the later half of spring quarter.

Respectfully submitted,

Mary Jean VanValkenburg
Corresponding Secretary

MJVV:bc

University of Minnesota
Coffman Memorial Union

February 13, 1957

*POLICY GOVERNING ACQUISITION OF UNION STUDENT PERSONNEL

The basic responsibility for the acquisition of Union student personnel shall lie within the realm of the area directors, the committee chairmen and the committeemembers.

The duties of the Personnel Committee as designated in the By-Laws of the University of Minnesota Union Board of Governors are given below briefly:

1. To study the personnel policies of the Board.
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4. To establish a Personnel Bureau of non-board members whose activities will be directed by the chairman of the Personnel Committee.
5. To recommend to the Board, candidates for filling Union Board vacancies.
6. To give annual awards in recognition of service of chairmen and committee members of Union committees, with the approval of the Union Board.
7. In cooperation with the Personnel Bureau to present the merit recognition list to the Board previous to the recognition meeting for the Board's approval.
8. To undertake such other duties as the Board may from time to time direct. 7

GENERAL SNO WEEK REPORT

1957 Sno Week was planned to serve as a basis for future Sno Weeks. The initial ideas were set up by a reevaluation of previous Sno Weeks by a meeting of interested students followed by a Union Board Meeting. As a result of these meetings it was decided to drop group participation in favor of individual participation, thus eliminating button sales and trophies.

With this foundation for Sno Week, the general Co-Chairmen were chosen at the end of November. As Co-Chairmen, our first job was to set up the already planned events in specific form and to choose chairmen for these events. All Sno-Week events were planned to induce more individual participation.

SKI TRAIN

Ski Train, program-wise, as well as financially, was successful. However, actual participation was not as great as expected. This was due to increased skiing expense, ski tow rates, food and lodging and the long stretch of sub-zero weatuer. In the future, a serious attempt should be made to decrease the cost of the Ski Train ticket by looking into the possibilty of other places to ski.

Ski Train is a "must" for any future Sno-Week because of the popularity of skiing and because an unlimited program for the weekend is possible.

STYLE SHOW

This year's style show was based on the theme of Sea and Ski. The style show was probably the most successful of all our events. Publicity for this event was excellent and the program very well attended. The main problem in setting up the style show was that of obtaining stores to sponser the show. This problem could be avoided by selecting the chairman of this event earlier.

COMPETITIVE EVENTS

Competitive Events this year were part of the attempt to gain individual participation. Merchandise prizes were awarded to the winners in an effort to make the events successful. Giving these prizes was a true test of whether or not individual participation could succeed. Most of this participation came from organizations as a result of a last minute appeal. In our opinion individual participation cannot succeed on a campus of this size.

1957 Sno Ball was a sucess in terms of effective programing; however, we were disappointed by the laek of expected attendance. This could be remedied by contracting a n ame band much earlier in the year since more name bands are available at this time. This could be done even before the General Chairman was named if it were approved by the Union Board of Governors. Having a well-k-own name band could be the needed incentive for the students to attend Sno Ball. Decorations, Programing, and Publicity for Sno Ball were excellent.

Queens Contest this year was very successful and proved that good student judging was possible. We feel that student judging for this event in the future is a must, however, caution must be used in selecting these judges. The crown- ing was short and to the point and very effective. The Queen contest ran smooth- ly because of the efficient planning of the co-chairman of this event.

Holiday Inn - The Ice Show was an experiment which could be financially successful if the director or chairman was given enough time to negociate for ice rink and to work out the numerous details of the cost and its place in the budget. Thi year the director was given about two weeks to complete an Ice Show. The programing of his show was excellent and was enjoyed by all who attended.

This event needs more on-campus and off campus publicity in order to draw enough attendance to cover the overbearing costs. The show should run for a longer time to cover these costs. The advisability of this show should be left to next year's chairman and to the Union Board of Governors, and should be decided after the cost of the rink and the possibility of free off campus publicity have been examined. This show can be successful if enough time is given to the people to work it out.

Publicity. This year we tried to place the emphasis on campus publicity. In general, paid publicity was good but lacked proper scheduling. A definite publicity schedule should be planned out as soon as the chairman is chosen and discussed with the specific event chairman. More campus publicity such as posters should be used and should be put up according to the schedule. There should be a definite division of labor so that the publicity chairman or chairmen of other events do not have to do jobs belonging to subchairman in the publicity area. More thought should be given to publicity gimmicks so that they will be used effectively at a minimum of expense.

Business Area - Much caution should be used to avoid overoptimism in setting up the budget not only by the Business Manager but also by the General Chairman and the events chairman. The Business Manager was handicapped by an extreme lack of time. There must be "another" money maker in Sno Week to make up for the large expenses encountered. The possibility of bringing back button sales should be considered.

Suggestions for future Sno Weeks

Administrative

- (1) Re-evaluation should be made as soon as possible after this report as to the value and purpose of a future Sno Week by the groups concerned and not by campus students as this has been done before.
- (2) If it is decided to continue Sno Week, the General Chairman should be chosen immediately, preferably Spring Quarter or before.
- (3) No program policy for Sno Week such as the elimination of trophies or buttons should be set without the general chairman being present and having the final say because he is the person taking responsibility for the Sno Week.
- (4) Time factor cannot be emphasized enough. Six to seven weeks is not sufficient time in which to plan a Week.

General

- (1) Find some way to have individual and group participation. Group participation in Sno Week is essential for a successful week.
- (2) Find some money - making event such as button sales.
- (3) Consider how Sno Week relates in scheduling to Greek Week and try to keep a good deal of time between these two weeks.*

SNO WEEK 1957

Pre-Closing Budget

<u>EVENT</u>	<u>BUDGET</u>	<u>EXPENSE</u>	<u>REVENUE</u>	<u>P & L</u>
Style Show	\$ 50.00	\$ 5.05	\$ -----	(5.05)
Queens	75.00	70.72	-----	(70.72)
Competitive Events	150.00	146.38	-----	(146.38)
Office & Misc.	300.00	231.87	-----	(231.87)
Publicity	600.00	586.24	-----	(586.24)
Sno Ball	2,350.00	2,242.03	2,004.50	(237.53)
Ski Train	4,000.00	2,317.40	3,076.05	(758.65)
Holiday Inn	<u>2,950.00</u>	<u>2,730.21</u>	<u>986.35</u>	<u>(1743.86)</u>
TOTALS	\$10,475.00	\$ 8,329.90	16,066.90	(\$2,263.00)

Steve O'Brien
Business Manager

February 19, 1957

Constitutional Amendment

Amendment -

ARTICLE IV, Section 1.

The newly formed Board shall meet with the outgoing Board until the last meeting in the quarter in which all campus elections are held.

The new Board shall elect its officers at the third meeting following its appointment and shall take office ^{3 meetings prior to end of the} ~~at the last meeting of the~~ quarter in which the all campus elections are held.

to replace -

The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and shall take office on the third meeting following appointments.

The University of Minnesota Union Board of Governors does hereby commend the efforts of the Senate Committee on Student Affairs sub-committee to study relationships between the Union Boards of Governors and the Senate Committee on Student Affairs. The Union Board of Governors particularly wants to

commend the efforts of the committee's chairman, Dr. Ralph L. Kitchell, for his ^{participation in helping to clarify the relationships of the U.B.G.} ~~part in attempting to arrive at an equitable solution to any misunderstandings and the Senate~~ that may have been a problem in the past. The University of Minnesota Union

Board of Governors further endorses the principles ^{inherent within the findings} ~~under which the subcommittee~~ ^{of the sub-committee} ~~proceeded in their findings.~~

Union Board agenda Books

to S. meeting

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

EXECUTIVE COMMITTEE MINUTES

All Members present

The February 12 Union Board meeting, which comes on a holiday, Lincoln's Birthday, will be held on Feb. 13, Wednesday.

The following report is by the SCSA sub-committee which seeks to frame a set of principles which would apply to the relationships which should exist between the Union Board of Governors and the Senate Committee. The underlined parts are the revisions by Dean Williamson. On the right side of the paper is the revised version of the SCSA sub-committee report by the executive committee of the Union Board of Governors.

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Tentative Statement of Principles Regarding Relationships between the Union Board of Governors and the SCSA

1. The Senate Committee's delegated constitutional responsibilities for the supervision of student affairs at the University of Minnesota includes the supervision of those student activities conducted by and under the auspices of the Union Board of Governors; any alternative interpretation of such responsibilities would result in undesirable confusion and in an un-natural division of student activities into two categories those that are under the supervision of the Senate and those that are not.

2. The Senate Committee expects participants in student activities that are part of the program of the Union Boards of Governors to comply with all policies and regulation of the Senate Committee on Student Affairs and the Senate Committee also expects all organizations and staffs to co-operate in securing compliance of all participants with policies and regulations. In those instances where current policies seem inappropriate for application to the program of the Union Boards of Governors, it is the responsibility of the Union Boards to request the Senate Committee to review these policies and to make appropriate modifications.

1. The Senate Committee's delegated constitutional responsibilities for policy making in student affairs at the University of Minnesota includes policy affecting student activities conducted by and under the auspices of the Union Board of Governors; any alternative interpretations of such responsibilities would result in undesirable confusion and in an un-natural division of student activities into two categories, those that are under the policies of the Senate and those that are not.

2. The Senate Committee expects participants in student activities that are part of the program of the Union Board of Governors to comply with all policies and regulations of the Senate Committee on Student Affairs. In those instances where current policies seem inappropriate for application to the program of the Union Boards of Governors, it is the responsibility of the Union Boards to request the Senate Committee to review these policies and to make appropriate modifications.

*Leave out the addition (Dean W.)
12 of (SCSA) p.*

SCSA SUB-COMMITTEE REPORT

3. The Senate Committee, in adopting the 1946 Basic University Policy Concerning Student Organizations and their Activities, has designated the office of the Dean of Students and the Student Activities Bureau as its administrative agents in the day-to-day application of its policies. The existence of a highly capable professional staff of program consultants in the Union has led to a suggestion that this group might participate directly, in some way, in the application of the Senate's policies to students projects and activities. This seems reasonable to the Senate Committee except in case of a few policies in which the Senate has designated a specific administrator to act for the Committee. In those instances it seems far preferable to have one agency making consistent administrative judgements than to have two separate ones so engaged. ~~It is expected~~ that certain policies will continue to be administered directly through the Office of the Dean of Students. An example of the type of policy which requires this kind of consistent administrative judgement in its application is the Senate Policy on Speaker Approval.

4. As new policies are established, the manner of compliance on the part of all organizations, including the Union Boards of Governors, will be reviewed and an indication of expected mode of compliance will be made by the Senate Committee on Student Affairs.

EXECUTIVE COMMITTEE REVISIONS

3. The Senate Committee, in adopting the 1946 Basic University Policy Concerning Student Organizations and their Activities, has designated the Office of the Dean of Students and the Student Activities Bureau as its administrative agents in the day-to-day application of its policies. The existence of a highly capable director and professional staff in the Union means that the director can administer the Senate's policies in relation to student programs sponsored by the Union Board of Governors. ~~In some instances the Dean of Students will administer policies of the SCSA relating to the programs of the Union Board of Governors. An example of this type of policy which requires this kind of consistent administrative judgement in its application is the Senate Policy on Speaker Approval.~~

all new

4. In view of the fact that the Union Board of Governors is composed of fifteen students, four faculty and staff members appointed by the vice-president for Academic Administration, and one alumni member appointed by the University Alumni Association, it is the feeling of this committee that the representation on the UBG is much the same as any other all campus committees, including the Senate Committee on Student Affairs. It is felt that the interests of these groups, including the faculty interest in student affairs, is adequately represented by the actual voting membership of the Union Board of Governors.

new
5. As new policies are established, the manner of compliance on the part of all organizations, including the Union Boards of Governors, will be reviewed and an indication of expected mode of compliance will be made by the Senate Committee on Student Affairs.

SCSA SUB-COMMITTEE REPORT

5. It is hoped that staff and students can accommodate themselves to such relationships as are outlined in the preceding sections. It is hoped in particular that the staffs of the Union and that of the Dean of Students may find ways, through periodic consultation, of working together so that their individual responsibilities may be met. We cannot have on the campus two administrative groups in the area of student affairs working independently of each other or in opposition. The Senate Committee wishes to review plans for co-operative participation by the Office of the Dean of Students, Union Boards of Governors, and Union staffs, which would accomplish the above objectives with respect to a number of current policies governing students and student organizations. The Senate Committee requests that such plans for co-operative relationships in the application of the Committee's policies to activities sponsored by the Unions be prepared as soon as possible and presented to the Committee for review and approval.

6. The sub-committee further recommends that it continue to function relative to future developments in the relationship of the Union Board of Governors and the Senate Committee on Student Affairs.

UBG EXECUTIVE COMMITTEE REVISIONS

6. It is hoped that staff and students can accommodate themselves to such relationships as are outlined in the preceding sections. It is hoped in particular that the staffs of the Union and that of the Dean of Students may find ways, through periodic consultation of working together so that their individual responsibilities may be met. We cannot have on the campus two administrative groups in the area of student affairs working independently of each other or in opposition. The Senate Committee requests that plans for co-operative relationships in the application of the Committee's policies to activities sponsored by the Unions be prepared as soon possible and presented to the Committee for review and approval.

underlines out

7. The sub-committee further recommends that it continue to function relative to future developments in the relationship of the Union Boards of Governors and the Senate Committee on Student Affairs.

STEPS TO LEADERSHIP

TYPES OF TRAINING OFFERED:

1. LEADER WORKSHOP

A one-day skill-session designed to teach the skills of committee leadership using the workshop plan of presentation followed by practical problem and solution. The workshop to be divided into the major areas of committee operation and headed by a staff of highly-qualified leaders in the workshop areas.

2. FALL RETREAT

A one-day workshop session for prospective or appointed committee members primarily planned for orientation and camaraderie.

3. BASIC LEADERSHIP

A one-shot session designed to learn general skills of Union committee membership on the committee level. Basic skills applicable to any committee of the Board.

4. SPECIALIST LEADERSHIP

A one-shot session designed for a specialized function on Union committees utilizing the workshop plan. This program to be limited to the skills required for the job to be performed: ex: publicity, decorations, etc.

5. ADVANCED LEADERSHIP

Designed exclusively for the position of Committee Chairman concerned primarily with the skills of group leadership, administration, and supervision.

6. CANDIDATE LEADERSHIP

A preparatory session for prospective Board members designed to orientate the candidate to the Board and to teach the skills of board leadership including administration, supervision, and University liaison on the Board level.

TEMPORARY CERTIFICATES

To be issued in cases of exception but valid only until the next appropriate training program is offered. These to be issued only in lieu of training and not in lieu of experience requirements.

TRAINING SCHEDULE

Workshops to be offered quarterly with the exception of the Retreats and the Leader Workshop which will be offered annually.

STEPS TO LEADERSHIP

A program of experience and training with intelligent leadership the end result based on the elements of good training: paced-responsibility commesurate with experience, maturity, and knowledge.

RESPONSIBILITY	TRAINING		EXPERIENCE (MINIMUM)
	FORMAL	INFORMAL	
<u>STEP # 1</u> Committee Member	Leader Workshop Fall Retreat BASIC CARD (preferred)	Chmn. Counsel	High School pref. or none.
<u>STEP # 2</u> Sub-Comm. Chairman	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD	Chmn. Counsel	Committee member (1 Quarter)
<u>STEP # 3</u> Committee Chairman	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD	Staff Counsel Board Counsel	Committee member (1 Quarter) Sub-Committee Chmn. (2 Quarters)
<u>STEP # 4</u> Special Events Comm. Chmn.	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD	Chmn. Counsel Board Counsel	Committee member (1 Quarter) Sub-Comm. Chmn. (2 Quarters) Chairman (2 Quarters)
<u>STEP # 5</u> Special Events General Chmn.	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD	Staff Counsel Board Counsel	Committee member (1 Quarter) Sub-Comm. Chmn. (2 Quarters) Chairman (2 Quarters) Special Events Comm. Chmn. (1)
<u>STEP # 6</u> Board Candidate	Leader Workshop Fall Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD CANDIDATE CARD	Staff Counsel	Committee Member (1 Quarter) Sub-Comm. Chmn. (2 Quarters) Chairman (2 Quarters) Special Events Comm. member (1)
<u>STEP # 7</u> Board Member	Leader Workshop Fall Retreat Spring Retreat SPECIALIST CARD BASIC CARD ADVANCED CARD CANDIDATE CARD	Staff Counsel Area Orientation Area Survey Board Mtg. Trng. Conference	

INFORMATION for NEWSLETTER:

PLEASE SUBMIT ANY ACTIVITY THAT IS SCHEDULED FOR NEXT WEEK FOR THE WEEKLY NEWSLETTER. THIS IS A CHANCE FOR SOME FREE PUBLICITY. IF YOU DON'T CARE WHETHER OR NOT YOUR EVENTS ARE PUBLICIZED, NEITHER DO WE.

RETURN TO NANCY FOURNIER NO LATER THAN WEDNESDAY

University of Minnesota Union Board of Governors
Meeting of February 20, 1957

Members Present:

Terry Olofson, Jim Schimschock, Nancy Fournier, Mr. Pfleider, Larry DeWitt, Fred Katter, Jerry Dols, Mary Ellen Wallerius, Bob Whitlock, Jim Heltzer, Mary Jean VanValkenburg, Dr. Moore, Barbara Clark, John Bohanon.

Members Absent:

Marilyn Fenske, Rae Shore, John Decker, Dean Fenske, Mr. Pearce, Mr. Richter.

Others Present:

Mrs. Wolfangle, Mr. Starr, Beverly Coyne, Lisa Freund, Bob Martin, Martha Lukach, James Healey, Don Finlayson.

The meeting was called to order at 7:20 p.m.

^{P-187}
Motion K-918:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

^{P-188}
Motion K-919:

It was moved to amend the Constitution as follows:

ARTICLE IV, Section 1 to read as follows:

The newly formed Board shall meet with the outgoing Board until the last meeting in the quarter in which all campus elections are held. The new Board shall elect its officers at the third meeting following its appointment and shall take office at the last meeting of the quarter in which the all-campus elections are held.

Seconded.

^{P-189}
Motion K-920:

It was moved to have a roll call vote.

Seconded and carried.

Jim Heltzer explained that the amendment would provide for better training of the incoming Board members. In the past the old Board has volunteered to hold with the orientation, but not being obligated and taken up with their personal affairs it has not worked out well. The one day leadership training is very helpful but more training is needed for the new Board members. Mr. Starr mentioned that a similar plan has worked very successfully on the St. Paul Campus with their Union Board.

^{P-190}
Motion K-919:

Aye
Bob Whitlock, Jim Schimschock,
Nancy Fournier, Terry Olofson,
Mary Ellen Wallerius, Fred
Katter, Mary Jean VanValkenburg,
Mr. Pfleider.

Nay
Jerry Dols, John Bohanon,
Barbara Clark, Larry DeWitt,
Dr. Moore.

Defeated.

P-191
Motion K-921:

It was moved to reconsider the amendment to the Constitution as stated in motion K-919.

Seconded.

P-192
Motion K-922:

It was moved to have a roll call vote.

Seconded and carried.

There was discussion of the time of taking office with voting powers for the new Board and the following amendment was made.

Amendment to Motion K-921:

The amendment to the Constitution to read as follows:

The newly formed Board shall meet with the outgoing Board until the last meeting in the quarter in which all-campus elections are held. The new Board shall elect its officer at the third meeting following its appointment and shall take office three meetings prior to the end of the quarter in which the all-campus elections are held.

Seconded.

By this amendment the old Board would continue through the end of spring quarter with no voting power at the last three meetings and would serve as advisors to the new Board.

P-193
Motion K-922:

It was moved to refer the Amendment to the Constitution to the Executive committee for their review and presentation at the next meeting.

Seconded and carried.

Bob Whitlock introduced to the Board the guests: Mrs. Wolfangle, the newly appointed Village Union Board member; Bob Martin, member of All-University Congress; Martha Lukach, SLA Board member; and Mr. James Healey, Vice President of the Village Union Board.

House and Finance Committee:

Jim Schimschock presented the recommendation of the committee to allocate \$5,825.00 for the finishing of the main lounge renovation. This amount would cover the paneling of the pilasters, painting of the ceiling and removal of the flexwood and painting in the stairwells. This does not include the columns as no estimate on this work has been received.

The Bowling Alleys and the Terrace Reading Room will be open on Friday, February 22, 1957, Washington's Birthday.

Furniture bids will be presented to the Board in the near future, for refurbishing of the main lounge.

P-194
Motion K-923:

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

Seconded and carried.

Program Committee Report:

Mary Ellen Wallerius read to the Board the recommendations of the Program Committee.

P-195

Motion K-924:

It was moved to approve the recommendations of the Program Committee ad seriatim.

Seconded and carried.

P-196

Motion K-925:

It was moved to approve single passes for Committee Chairmen to all events within their area and single passes for committee members to their events.

Seconded and carried.

P-197

Motion K-926:

It was moved to approve the rental of the Carousel costumes at \$2.00 plus cleaning per costume with permission to alter them to the sixteenth century period, from April 1 to May 12, 1957.

Seconded and carried.

P-198

Motion K-927:

It was moved to approve the recommendation of the Program Committee that the Saturday Nite Dance program be cancelled for spring quarter, including Mardi Gras and Stardust.

Seconded.

There was a discussion of the dance program for this year. Attendance has been very far below last year and experience has shown that spring quarter dances are not well attended. It was suggested that the Stardust Dance be held this spring on a smaller scale, without a name band and try to attract a smaller number of people.

P-199

Motion K-928:

It was moved to refer the cancellation of the Saturday Nite Dances, including Mardi Gras and Stardust to the Program Committee for further review and recommendation.

Seconded and carried.

It was mentioned that the same type of dance program has been carried out this year and many of the same committee personnel are working on the Saturday Nite Dances, but student interest has not compared with the previous year. It was also mentioned that a study is being made of the recreational activities students are participating in on weekends.

P-200

Motion K-929:

It was recommended that Sno Week be discontinued as a "week", but that the Sno Train, Style Show, and Sno Ball be continued as winter quarter events, not necessarily during the same week, with the suggestion of continuing Holiday Inn as a traditional event if details can be worked out.

Seconded and carried.

It was the committee's feeling that Sno Week has been unsuccessful the past years and should not be continued without student support. The individual scheduling may increase interest and it will be easier to schedule along with other campus events. It was felt that those events which have shown student

support should be continued.

It was the committee's feeling that individual chairmen for the events should be appointed.

It was the committee's suggestion that big name bands be contracted only once per quarter so that student interest will be greater. It was the feeling of some Board members that we should continue to take advantage of low bids by name dance bands.

Public Relations Committee:

Nancy Fournier mentioned again the survey being taken on student recreation on weekends. The traffic count information will be presented at the next Board meeting.

Nancy asked that information for the newsletters be filled out and turned in to her at the end of the meeting.

Old Business:

Jim Schimschock mentioned that filings for freshmen orientation will close on February 20, 1957.

Mr. Finlayson requested that interested Board members see him after the meeting concerning the leadership training program.

New Business:

Terry Olofson reported that a Fine Arts week is being planned with other departments on campus--Concerts and Lectures, Theater, Art, and others which may have cultural contributions to make to the program. The activities will be all over campus and will highlight fine arts. The program will take place in May.

Bob Whitlock announced that the Expansion and Development Committee will meet Thursday, February 21, 1957, at 2:30 in Mr. Starr's office.

John Bohanon mentioned that the Water Skiing Committee will meet February 27, 1957, at 3:30 p.m. in the Women's Lounge.

Bob Whitlock asked that those taking part in the public relations contact program meet with him after the meeting.

Jim Heltzer asked that the Executive Committee meet immediately following the meeting.

Mr. James Healy of the Village Union Board showed movies taken at the Village Union Ice Show.

Motion K-930:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

FILE - Drawer.....

Sec. *Umu Board*

Name *Expansion & Dev. Com.*

UNIVERSITY OF MINNESOTA
Expansion and Development

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Expansion and Development Committee

Report
Meeting of February 21, 1957

February 26, 1957

Present: Bob Whitlock, Bob Lee, Mr. Starr

1. Bob Whitlock reported that the questionnaire could not be distributed with the spring registration material.
2. After discussion it was agreed that the matter of distribution should be worked out with Miss Marcia Koth, Administrative Fellow.
3. Mr. Starr suggested that the questionnaire be reviewed with Dr. John Stecklein, Director of Institutional Research.
4. Bob Whitlock raised a question as to whether we can determine the square foot needs for the future. Mr. Starr passed out copies of the Big Ten Expansion survey. It was recognized that we will have to expand facilities at Coffman Memorial Union regardless of new facilities located elsewhere.
5. It was the feeling of the committee that we should direct our efforts in developing any unused areas of Coffman Memorial Union and direct our thinking to expansion rather than some other location which would be in the long range program.
6. It was felt that one of our next steps would be to consult with other departments and Mr. Starr was asked to write to Mr. James Felber of the Food Service in regard to the needs in that department. It was felt that these needs should be explained to the committee.
7. Mr. Starr briefly outlined plans of the Campus Club expansion. It was felt that this expansion on the west wing of the building was needed for the Campus Club. Several questions were raised concerning this development. How would the outside corridor for entrance to the new area look? Was it necessary for the fire escape to drop down to the third floor—how will it effect this area of our meeting rooms? Is there any other way to improve the elevator service or entrance to the Campus Club from the ground floor?
8. Mr. Winston Close met informally with Mr. Starr and stated that the new development of the Health Service and Hospital would not go beyond the east line of Coffman Memorial Union (this is to the south of the Union).

February 26, 1957

9. There was some discussion about the possibility of including the University Theater in the new expansion of Coffman Memorial Union. It was felt that possibly this had merit and that Mr. Starr should confer with Dr. Frank Whiting and Mr. Winston Close in this regard.
10. Bob Whitlock plans to set a meeting date for the presidents of student organizations for the purpose of exploring the space needs of student organizations.
11. It was felt that we should defer asking for an official building committee until we have explored our needs more fully.

Respectfully submitted,

Gordon L. Starr
Secretary

GLS:bc

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

agenda Book

Meeting of February 23, 1957

Business Meeting

Agenda

- I. Approval of Minutes
- II. Executive Committee Report
 - A. Visitation Program
 - B. Proposed Constitutional Amendment
- III. House and Finance Committee Report
- IV. Director's Report
- V. Standing Committees
 - A. Personnel
 - B. Public Relations
 - C. Program
- VI. Expansion and Development Committee Report
 - A. Progress
 - B. Report on Staff personnel classification studies.
- VII. Old Business
- VIII. New Business
- IX. Adjournment

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

To: The Minnesota Union Board of Governors
From: Gordon L. Starr and the Public Relations Committee
Subject: The Traffic Survey

The Unioners conducted the traffic survey the week of January 28th, including Saturday of that week. Approximately 40 students participated in the project which started at 7:30 a.m. and continued until 5:00 p.m. each of the 5 school days. After 5 o'clock, traffic was counted by receipts from the eating areas in the building and regular counts in the lounges by custodians. On Saturday, the count was taken by the students from the committee from 9:00 a.m. to 2:00 p.m., so this does not include Saturday programs.

The week's coordination depended on two training sessions given by members of the public relations committee to the hour chairmen. Each hour chairman was responsible for one hour each day for the complete week. He was required to provide personnel for each of the four stations during his assigned hour each day of the week. In addition to the 9 hour chairmen, there was a Saturday chairman who was responsible for 2 students each hour.

The stations were: 1. the special activities office for first floor, 2. the first floor program consultants office, 3. the main floor doorway near the ballroom, and 4. the main floor door near the cafeteria. The chairman was responsible for each of his stations, and was required to replace anyone who didn't report.

Before reading the results, take into consideration the fact that:

- * 1. This was the first year that the count was taken by a Union committee. In the past, it has been taken by a service fraternity.
2. This year's count was taken in the same manner, and during the corresponding week of previous surveys.
3. The main lounge was not open due to remodeling.
4. There were no major events which could increase attendance figures. It was an average week.
5. There was no breakdown as to purpose or category of those entering the building; for example, students, faculty, etc.
6. The survey included those students who entered the building more than once.
- * 7. There is an increased enrollment this year.

Here are the actual tabulated results as compared to past figures and their significance:

- * 1. Over 61,900 persons used the building during this week. This is the largest number ever recorded. This total makes the Union the high used building on campus. It would correspond to a city which ranked 4th in Minnesota.
2. Wednesday showed the highest figures with 12,936 persons entering in 1955.
3. The peak of use is 11:30 to 1:00 on all days.
- * 4. The average week day attendance was 12,136 as compared with an average of 11,482 in 1955

It is obvious how helpful information of this kind can be to plans for programming, service, and staff. The question now arises: Are we reaching the saturation point? Just how many more increases of this kind can we handle, and are our programs reaching enough of these people?

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

EXECUTIVE COMMITTEE REPORT

February 26, 1957.

Members Present: Mr. Pfeider, Mr. Starr, Jim Heltzer,
Bob Whitlock, Fred Katter, Mary Jean
VanValkenburg

Others Present: Jim Schimschock, Larry DeWitt, Dr. Moore,
John Bohanon, Jerry Dols, Nancy Fournier,
Barbara Clark

Pros and cons were presented on the original amendment to the Constitution, Article IV, Section 1. A straw vote was in favor of the original amendment.

Letters are being sent to the University administrators as an introductory measure for the Union Board visitation program. In visiting the University administrator, two aspects of the Union Board organization will be emphasized:

1. The fiscal responsibility of the Board.
2. The representation of the faculty, staff, and alumni, as well as students on the Board.

A request for suggestions concerning programming will facilities, etc. will be made at the conclusion of the visit.*

Respectfully submitted,

Mary Jean VanValkenburg,
Corresponding Secretary

MJVV:bc

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

HOUSE AND FINANCE COMMITTEE REPORT

February 26, 1957

Committee Members: Bob Whitlock, Marilyn Fenske, Jim Schimschock,
Mr. Pearce, Mr. Starr.

Others attending: Steve O'Brien, Barbara Clark

SECTION I - Requests

1. Request from Brotherhood Week for use of the Men's Lounge on February 21, 1957, at 2:30 was approved. A Union sponsored event for that day had been cancelled.
2. Request for Red Cross First Aid Classes was approved. This is a blanket reservation for spring quarter each Monday evening in rooms 325, and 326.

SECTION II - Discussion

1. Room 346 was discussed and a report has been given to Mr. Hopkins to make a study of this area for use as a general meeting room. *work*
2. Request has been made that a study be made of the furniture arrangement and better utilization of space in the Terrace Reading Room. The House and Finance Committee is undertaking this study and would appreciate the help of the Public Relations Committee or any other interested parties. *conference*
3. The House and Finance Committee is undertaking the study of the utilization of space in the Billiard Room and Foyer with plans in mind for future renovation of this area. A request came from the Games Area not long ago to study this area. At that time it was noted that the lighting in the Table Tennis area was rather inadequate and the number of tables available was few.
4. The request to investigate the possibilities of cutting a window in the door of the phone booth for the teletype machine so that people could observe the information coming in has been discussed and approved.
5. It has become apparent that the Union Board Office is in need of study in regard to the color scheme, space utilization as well as furniture. The House and Finance Committee is immediately undertaking this study so that the area can be painted next summer. We would appreciate any suggestions that you have and would like them before the next regular Board meeting if possible.

6. A request from the Rovers Area was presented by John Bohanon, to build a storage space in the Rovers' area for their equipment. It was suggested that the plan be taken up by Mr. Starr and Mr. Hopf and be reported back to the Committee as soon as possible for their reaction. As yet we have not heard from Mr. Bohanon.
7. Reminder to the Board about the renovation of the Main Lounge—last week it was approved to complete the recovering of the pilasters, repainting of the ceiling, stripping and painting of the stairwalls at a cost of \$5,825.00.

SECTION III - Discussion on Building Policy

Discussion arise as a result of the request of the Red Cross Drive to solicit funds during the Noon Programs. After lengthy discussion it was decided that this group should be allowed to solicit funds at a stationary table at the back of the room.

The matter of fund solicitation in general was discussed. It was the recommendation of the committee that a policy of stationary solicitation should apply to all groups. All groups requesting permission to solicit funds in the Union, should submit a formal request to the House and Finance Committee. Ordinarily, all groups will be requested to carry out stable solicitation except on special occasions when special permission will be givey by the House and Finance Committee. This policy will also carry over to the matter of button sales. In other words, all button sales, etc. to be carried out in the Union, should receive permission from the House and Finance Committee and ordinarily should be done from a table—stable solicitation.

The reasons for coming to this conclusion stem mainly from 1, traffic consideration, 2, public relations within the Union—sometimes groups become rather obnoxious.

End of Report. This report is necessarily small due to—

- a. lack of requests
- b. poor attendance
- c. holidays

Respectfully submitted,

James Schimschock, Chairman
House and Finance Committee

JS:bc

University of Minnesota Union Board of Governors
Meeting of February 26, 1957

Members Present:

Jim Heltzer, Mary Jean VanValkenburg, John Decker, Rae Shore, Barbara Clark, Marilyn Fenske, Mary Ellen Wallerius, Jim Schimschock, Bob Whitlock, Terry Olofson, John Bohanon, Mr. Richter, Dr. Moore, Jerry Dols.

Members Absent:

Larry DeWitt, Nancy Fournier, Fred Katter, Dean Fenske, Frank Pearce
Mr. Pfleider.

Others Present:

Carol Gurn, Mr. Starr, Roy Dean, Don Finlayson, Jim Lee, Trena Nelson,
Beverly Coyne.

The meeting was called to order at 7:05 p.m.

P-202
Motion K-931:

It was moved to approve the minutes of the previous meeting with the correction K-928 should read: It was moved to cancel the Saturday Nite Dances including Mardi Gras and to refer the Stardust dance to the Program Committee for review and recommendation.

Seconded and carried.

Executive Committee Report:

Mary Jean VanValkenburg gave the following report of the Executive Committee.

Pros and cons were presented on the original amendment to the Constitution, Article IV, Section 1. A straw vote was in favor of the original amendment.

Letters are being sent to the University administrators as an introductory measure for the Union Board visitation program. In visiting the University administrator, two aspects of the Union Board organization will be emphasized:

1. The fiscal responsibility of the Board.
2. The representation of the faculty, staff, and alumni, as well as students on the Board.

A request for suggestions concerning programming will facilities, etc. be made at the conclusion of the visit.

Bob Whitlock read the letter which is now being sent out enclosing a copy of the State of the Union report by Jim Heltzer. Those taking part in the program were asked to meet immediately after the Board meeting in room 227.

P-202
Motion K-932:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

It was mentioned that the Constitutional Amendment would be brought up under old business.

House and Finance Committee Report:

The report of the committee was given by Jim Schimschock listing the requests which had been approved and studies in various areas which are underway. Improvement areas include the Terrace Reading Room, Billiard Room and Foyer, Union Board office, Rovers Area, and completion

of the Main Lounge. It was the recommendation of the committee that a policy of stationary solicitation should apply to all groups. All groups requesting permission to solicit funds in the Union, should submit a formal request to the House and Finance Committee. Ordinarily, all groups will be requested to carry out stable solicitation except on special occasions when special permission will be given by the House and Finance Committee. This policy will also carry over to the matter of button sales. In other words, all button sales, etc. to be carried out in the Union, should receive permission from the House and Finance Committee and ordinarily should be done from a table-- stable solicitation.

(The report as presented is on file with the permanent copies of the minutes.)

An additional request was received by the committee following its meeting. The College of Education wishes to use the Main Ballroom on Wednesday, April 17, 1957, in the evening for their annual banquet. The Dance area is willing to move the Wednesday night dance to another area and suggested the Game Room if arrangements can be made with the All University Congress. The Junior Ballroom was suggested as another possible place for the dance, but the Dance Area Chairman did not feel this would be as appropriate a room for the atmosphere of the dance.

P-204
Motion K-933:

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

Seconded and carried.

Director's Report:

Mr. Starr introduced to the Board members Roy Dean, a former Board member visiting for the evening.

Last week plans for the new St. Paul Campus Union were approved and the architects will begin on the working or detailed plans. Mr. Starr estimated this would take about two months and then the bids can be let. It usually takes about six weeks for all the bids to come in. Mr. Starr also said that during the last year, one set of building bids was less than estimated and one set was higher, so we can't know what to expect until the bids are in.

The Regional Meeting of the Association of College Unions will be held at St. Cloud State Teachers College. John Decker is working with Mr. Goltz of Macalester and Mr. Brostrom of North Dakota Agricultural College on arrangements for the meeting.

The furniture bids for the Main Lounge have been completed and the furniture should be delivered in about six weeks.

The Financial Report for the first six months of the fiscal year, July 1, 1956 through December 31, 1956, was presented to the Board for review. A question was raised as to the increase in the cost of Maintenance supplies. Mr. Starr answered that with the increased use of the building, more care must be taken. The first six months includes some initial expenses for the year which will not be made again in the second half.

(A copy of the report is on file with the permanent copy of the minutes.)

Mr. Starr gave some figures on the increased use of the Bowling Alleys. In 1955 fall quarter 30,000 lines were bowled; this fall quarter 38,000. Winter quarter 1955, 22,900 lines were bowled; winter quarter 1956, 33,000 lines. The total linage for all last year was 71,778 and so far this year the total linage is 75,000. Some reasons for the increase is the renovation in the bowling alley, the new masking units and painting done, and the new management. Pinsetters are generally on hand in the bowling alley so that people can bowl. There has been much promotion of bowling through television, the Regional and Big Ten tournaments, etc. A report on automatic equipment will be given at a later time.

A list of topics for discussion at the National Convention of the Association of College Unions was passed around for Board members to check those they would be interested in hearing about.

Question was raised as to whether the Big Ten student conference would be discussed. Mr. Starr said that action would be taken at the National meeting to decide whether the Big Ten Meeting would continue to be held. Jim Heltzer asked if it would be helpful to present a set of working papers and the organization of the planned Big Ten Meeting for next year to the committee. Mr. Starr said that this and any other information which would show that the Big Ten Meeting is beneficial would be helpful.

P-205
Motion K-934:

It was moved that the Union Board of Governors go on record as in favor of continuing the Big Ten Student Union Annual Conference.

Seconded and carried.

P-206
Motion K-935:

It was moved to accept the report of the Director.

Seconded and carried.

Personnel Committee Report:

It was moved to approve the following Committee Chairmanships.

Pat Nelson, Noon Program Coordinator
Mary Alic Struchen, Creative Society

Seconded and carried.

The list of committee personnel for the winter quarter was distributed to the Board members. They were asked to give any additions or corrections to Rae Shore.

Public Relations Committee:

The traffic survey report was given. John Decker asked that the following be considered before evaluating the results.

1. This was the first year that the count was taken by a Union committee. In the past, it has been taken by a service fraternity.
2. This year's count was taken in the same manner, and during the corresponding week of previous surveys.
3. The main lounge was not open due to remodeling.
4. There were no major events which could increase attendance figures. It was an average week.
5. There was no breakdown as to purpose or category of those entering the building; for example, students, faculty, etc.
6. The survey included those students who entered the building more than

once.

7. There is an increased enrollment this year.

The results compared with past figures and their significance were then given.

1. Over 61,900 persons used the building during this week. This is the largest number ever recorded. This total makes the Union the most used building on campus. It would correspond to a city which ranked 4th in Minnesota.
2. Wednesday showed the highest figures with 12,936 persons entering in 1955.
3. The peak of use is 11:30 to 1:00 on all days.
4. The average week day attendance was 12,136 as compared with an average of 11,482 in 1955.

John asked that the Area Directors give information to the Ad Agency on their Areas. The Agency is enthusiastic about making the cartoon strip suggested at a recent meeting, but they cannot work without information. There is a list on the Board in the Agency Office giving the names of the various individuals and the areas of the agency in which they work. Consult the list for the right individual to see about any publicity problem.

Program Committee Report:

Mary Ellen Wallerius presented the report of the committee. It was the Committee's recommendation that the Stardust Dance be held, but that smaller local bands or combos be hired. It was recommended that filings for a chairman be opened immediately, and that the proposed tentative budget be set at between \$500 and \$600.

John Bohanon requested funds for postage to send our letters inquiring about interest in a Rifle and Revolver Committee. The committee recommended that this be approved. Question was raised as to where meetings for the committee would be held and John said that probably the facilities in the Armory would be used.

P-207
Motion K-935r

It was moved to approve the report of the Program Committee.

Seconded and carried.

Expansion and Development Committee:

Bob Whitlock reported that the Expansion and Development Committee had met and gave a resume of the action taken. The questionnaires concerning expansion cannot be distributed with spring registration material and some other means of getting them to the students will have to be found. A report of the expansion plans at other Big Ten Unions was discussed by the committee and various plans for expansion here at Coffman Union by the Union and other departments within the building. More information will be gained from the other departments.

It was the committee's decision that interest should be concentrated on expansion of present facilities as these will have to be increased regardless of expansion elsewhere on campus. Mr. Starr mentioned that the Union could expand to the south, the north-west, or go up.

P-208
Motion K-936r

It was moved to accept the report of the Expansion and Development Committee

Seconded and carried.

Old Business:

Mr. Finlayson asked that any suggestion for new and different programs be given to him. One that has come up recently is a night train ride with a jazz band on the train. New and out-of-the-ordinary program ideas will be accepted by the program office at any time.

Terry Olofson commented that the Fine Arts program scheduled for May is now being worked out with the various departments and he will be contacting the Area Directors to see if any of their programs can be worked into the schedule.

Jim Heltzer read the assignments for the Big Ten Student Union Conference to be held this fall. Terry Olofson, Arrangements; Mary Ellen Wallerius, secretariat; Jim Schimschock, Treasurer. Other members of the Committee are Jim Heltzer, Bob Whitlock, and John Decker.

Mr. Finlayson asked that those with suggestions on the Training Program be sure to see him this week as it will be presented at the next Board meeting.

P-209
Motion K-936:

It was moved to discuss the Constitutional Amendment at the next meeting.

Seconded and carried.

New Business:

Mary Ellen Wallerius asked that the requirement sheet for putting on a Noon Program be carefully read by all Area Directors and kept on file for easy referral. The requirements must be met when your area or one of your committees is presenting a noon program.

Barbara Clark asked that those interested in having their committees participate in bowling leagues during spring quarter contact her. This would be a method of keeping the committee people together and promote good will among the committees.

Jim Heltzer announced that the Executive Committee would meet immediately following the meeting.

P-210
Motion K-937:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION

Summary of Income and Expenditures

Schedule I

<u>Income</u>	<u>1956</u>		<u>1955</u>	
Student Fees	\$129,779.29		\$ 99,899.95	
Rental Service	3,382.30		5,874.35	
Program Admissions	12,689.85		14,076.75	
Artcraft Shop	2,306.95		2,123.97	
Billiard Room				
Billiards	5,767.38		5,911.96	
Merchandise	23,073.77		22,640.13	
Bowling Alleys				
Bowling Fees	13,922.01		10,312.26	
Merchandise	2,090.64		1,582.27	
Village Union				
Admin. & Program	704.05		327.28	
Fountain	<u>8,375.39</u>		<u>7,342.02</u>	
Total Income		\$202,091.63		\$170,090.94

<u>Expense</u>				
Administration				
Salaries	18,094.13		15,512.30	
Supplies & Expense	2,820.61		2,674.17	
Program				
Salaries	10,509.77		10,042.32	
Supplies & Expense	20,790.95		16,534.78	
Maintenance				
Salaries	29,754.57		28,803.27	
Supplies & Expense	21,933.68		17,404.20	
Artcraft Shop				
Salaries	3,085.70		1,943.62	
Supplies & Expense	2,212.15		4,365.98	
Billiards				
Salaries	5,426.88		5,246.92	
Supplies & Expense	16,964.95		17,281.71	
Bowling Alleys				
Salaries	9,177.75		7,806.45	
Supplies & Expense	5,704.22		8,093.88	
Village Union (Admin., Maint., & Pro.)				
Salaries	2,739.74		2,676.53	
Supplies & Expense	1,706.21		1,744.70	
Village Union (Fountain)				
Salaries	1,340.68		1,435.38	
Supplies & Expense	7,802.37		<u>5,420.74</u>	
Renovation Reserve	<u>30,000.00</u>			
Total Expense		<u>\$190,064.36</u>		<u>\$146,986.95</u>
Net Balance		12,027.27		23,103.99

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

HOUSE AND FINANCE COMMITTEE REPORT

February 26, 1957

Committee Members: Bob Whitlock, Marilyn Fenske, Jim Schimschock,
Mr. Pearce, Mr. Starr.

Others attending: Steve O'Brien, Barbara Clark

SECTION I - Requests

1. Request from Brotherhood Week for use of the Men's Lounge on February 21, 1957, at 2:30 was approved. A Union sponsored event for that day had been cancelled.
2. Request for Red Cross First Aid Classes was approved. This is a blanket reservation for spring quarter each Monday evening in rooms 325, and 326.

SECTION II - Discussion

1. Room 346 was discussed and a report has been given to Mr. Hopkins to make a study of this area for use as a general meeting room.
2. Request has been made that a study be made of the furniture arrangement and better utilization of space in the Terrace Reading Room. The House and Finance Committee is undertaking this study and would appreciate the help of the Public Relations Committee or any other interested parties.
3. The House and Finance Committee is undertaking the study of the utilization of space in the Billiard Room and Foyer with plans in mind for future renovation of this area. A request came from the Games Area not long ago to study this area. At that time it was noted that the lighting in the Table Tennis area was rather inadequate and the number of tables available was few.
4. The request to investigate the possibilities of cutting a window in the door of the phone booth for the teletype machine so that people could observe the information coming in has been discussed and approved.
5. It has become apparent that the Union Board Office is in need of study in regard to the color scheme, space utilization as well as furniture. The House and Finance Committee is immediately undertaking this study so that the area can be painted next summer. We would appreciate any suggestions that you have and would like them before the next regular Board meeting if possible.

6. A request from the Rovers Area was presented by John Bohanon, to build a storage space in the Rovers area for their equipment. It was suggested that the plan be taken up by Mr. Starr and Mr. Hopf and be reported back to the Committee as soon as possible for their reaction. As yet we have not heard from Mr. Bohanon.
7. Reminder to the Board about the renovation of the Main Lounge-- last week it was approved to complete the recovering of the pilasters, repainting of the ceiling, stripping and painting of the stairwalls at a cost of \$5,825.00.

SECTION XXX - Discussion on Building Policy

Discussion arise as a result of the request of the Red Cross Drive to solicit funds during the Noon Programs. After lengthy discussion it was decided that this group should be allowed to solicit funds at a stationary table at the back of the room.

The matter of fund solicitation in general was discussed. It was the recommendation of the committee that a policy of stationary solicitation should apply to all groups. All groups requesting permission to solicit funds in the Union, should submit a formal request to the House and Finance Committee. Ordinarily, all groups will be requested to carry out stable solicitation except on special occasions when special permission will be givey by the House and Finance Committee. This policy will also carry over to the matter of button sales. In other words, all button sales, etc. to be carried out in the Union, should receive permission from the House and Finance Committee and ordinarily should be done from a table-- stable solicitation.

The reasons for coming to this conclusion stem mainly from 1, traffic consideration, 2, public relations within the Union--sometimes groups become rather obnoxious.

End of Report. This report is necessarily small due to--

- a. lack of requests
- b. poor attendance
- c. holidays

Respectfully submitted,

James Schinschock, Chairman
House and Finance Committee

JS:bc

*Meeting agenda
Snak*

University of Minnesota Union Board of Governors
Meeting of March 5, 1957

Executive Committee Report

Members Present: Jim Heltzer, Bob Whitlock, Mary Jean VanValkenburg, Mr. Starr

Members absent: Mr. Pfleider

Others present: Barbara Clark, Jack Decker,

Mr. Frank Pearce's absences were noted and Mr. Starr reported that he is on a five week sick leave from the University.

Fred Katter's letter of resignation was read and approved. In order to fill Fred's position, the executive committee recommends the following changes: 1.) Jim Schimschock be appointed the Program committee Chairman, 2.) Bob Whitlock be appointed the House and Finance Committee Chairman.

The revised version of the amendment to the Constitution, Article IV, Section I reads as follows:

*Learn of 1st
two*

The newly formed Board shall meet with the outgoing Board until the last meeting in the quarter in which all campus elections are held. The new Board shall elect its officers at the third meeting following its appointment and shall take office ~~three meetings prior to~~ the end of the quarter in which the all campus elections are held.

at the other
Respectfully submitted,

Mary Jean VanValkenburg
Corresponding Secretary

MFVV:bc

MEMO

TO: Union Board Members

FROM: Jim Heltzer, President

SUBJECT: Advantages accruing from suggested amendment on the Union Board's tenure of office.

- Irrelevant*
1. Consistency in policy making as it relates to programing and finances.
 2. Training of Union Board members (new) as to general responsibilities and specific duties.
 3. A smooth transition between new and old Boards maintaining strong committee relationships to the area directors.

*Both Amendments
have the same general purpose*

PROPOSED AMENDMENT:

Article IV, Section I:

The newly formed Board shall meet with the outgoing Board until the last meeting in the quarter in which all campus elections are held. The new Board shall elect its officers at the third meeting following its appointment and shall take office three meetings prior to the end of the quarter in which the all-campus elections are held.

TO REPLACE:

Article IV, Section I:

The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and shall take office on the third meeting following appointments.

@ the 3rd meeting following its appointment and meet with the old board until the new board takes office 2 meetings prior to the end of the quarter in which the all-campus elections are held

Groups participating:

1. Creative society
2. Coffman Musical
3. Union Jazz workshop
4. Music Listening Hour
5. Humanities Forums
6. Fine Arts Lounge
7. Art Craft shop
8. Noon Program
9. Student Faculty
10. Graduate Student
11. WMGR
12. Foreign Students
13. Song Fest
14. Wednesday Nite Dance
15. Charm
16. Toastmasters
17. Public Relations
18. Advertising Agency

There will be a meeting of the coordinators on Friday of this week at 3:30 PM in Room 232 CMU. It is expected that all of the said areas and committees will have their representatives there.

Other campus groups and departments participating are:

1. Theater ... Dr. Whiting
2. Music Mr. Schuessler
Men's Glee Club..Mr. Paige
University Bands
University Orchestra
3. Art Education ... Mr. Gayne
4. Concerts and lectures ... Dr. Lombard
5. Northrup Gallery . .Mrs. Lawrence

Some events have already been scheduled for this two week period. The rest of the calendar will be ready in about 10 days. There are some programs that are scheduled for the entire two week period and will serve as a unifying factor. The Fine Arts Area of the Union Board is expecting complete and hearty cooperation from all of the listed areas and committees and those whose programs might work into the festival and who have not as yet been contacted.

If anyone desires any further information they can contact Terry Olofson before this coming Friday by placing a note in his mailbox in the Board Office.

SUNDAY 12	MONDAY 13	TUESDAY 14	WEDNESDAY 15	THURSDAY 16	FRIDAY 17	SATURDAY
STUDENT DISPLAY NORTHROP GALLERY COFFMAN FINE ARTS LOUNGE CRAFT SHOP DISPLAY	LECTURE ON OPERA - 1/2 hour tape 8:00 P.M. MUSIC LISTENING 10:30 (COFFEE) CREATIVE PROGRAM NOON ART DEMONSTRATION 11:30 - 12:30	OPERAS (NOON) ART DEMONSTRATION 11:30 - 12:30 MOVIE 3:30 - 8:30	MUSICALE & JAZZ (NOON) WED. NITE DANCE - INTERMISSION WALTZ NITE	CONVO - NORMAN COUSINS 1:30 COFFEE HOUR - COUSINS 3:30 W.M.M.R. - NOON THEATER - CREATIVE SOCIETY	COFFEE HOUR - OPERA CAST FOLK SONGS (NOON) DUSTY OPERA	→ → → → → OPERA
19 STUDENT DISPLAY NORTHROP GALLERY COFFMAN FINE ARTS LOUNGE CRAFT SHOP DISPLAY JAZZ WORKSHOP 2 - 6 P.M. OPERA	20 CHARYM STYLE SHOW (NOON) ART DEMONSTRATION 11:30 - 12:30 MAIN LOUNGE	21 MEN'S GLEE CLUB BAND (NOON) MOVIE 3:30 - 8:30	22 MODERN DANCE (NOON) WED. NITE DANCE	23 ART DEMONSTRATION 11:30 - MAIN LOUNGE THEATER CREATIVE SOCIETY THEATER - "ARMS IN THE HAND" SHEVLEN	24 TALENT BUREAU (NOON) ART DEMONSTRATION - 8:30	→ → → → → INTERNATIONAL FESTIVAL '72

PROGRAM DIRECTOR REPORT.....March 5,1957

Program Staff Research progress

1. "Communter programming needs"...Helen Hartwick
Will be released during first part of Spring Quarter.
2. "Leadership motivation"...Helen Hartwick and Ann Jarvis.
Will be released shortly to continue through Spring Quarter.
3. "1956 Summer Program Survey"...Dick Getchell and University
Completed with 94% response..tabulations due next week.
4. "Statistical study of Sat.Nite dance 1946-56"...Dick Getchell
Completed.
5. "Historical Study of Recreational Facility Standards"...Don F.
Completed.
6. "Union Theatre programming Sans Theatre"...Bill Phelps
Will be completed Spring Quarter.
7. "The Creative Ad. Fellow;A Job Description"...Bill Phelps
Will be completed Spring Quarter.

Spring Quarter Training Features

1. CANDIDATE WORKSHOP..April 2,1957

All candidates for the Board to be invited to a one-shot training session designed to orientate elective and appointive candidates to Board responsibility, organization, and vital information. The group will observe the April 2 Board meeting from 7-8 P.M. then move into session. Key Board members and staff will take part in their respective sections of training.

2. SPRING BOARD RETREAT... Sunday May 5,1957

A one-day session to be held at a local camp beginning at 8 P.M. leaving by bus from Comstock and winding up with an informal dinner in the Union closing at 8 P.M.. Total cost to be \$1.50 per person, the remainder absorbed by the budget.

More later on details, but each member of the Board will be asked to prepare a written and verbal presentation on their responsibilities, experiences, and recommendations.

DATES TO REMEMBER

- APRIL 11,12,13....."One-Act Play Series"..3 one-act plays chosen from the direction class in one night.
- APRIL 28..... Annual Merit Reception..5:30 Campus Club.
- APRIL 2..... Board Candidate Workshop, room 315 Union
- MAY 4..... Stardust Dance
- MAY 5..... Spring Board Retreat
- MAY 12-26..... THE CREATIVE FESTIVAL...two solid weeks of the best in the arts.

SUMMER PROGRAMMING

Dick Getchell has been assigned the summer program for staff: a summer coordinating committee under a Board liaison person is badly needed to plan program on the basis of completed research and to coordinate the summer activities.

FINANCIAL REPORT...SEPARATE ATTACHMENT.

1957
Winter Quarter Program Budget
Coffman Memorial Union

	1956-57 Budget	Winter Q. Income	Winter Q. Expense	Total Balance
DANCE AREA				
Instruction	75.00	328.50	120.00	308.50
Saturday Nite Dance	None	238.45	434.12	-95.67
Variety Dance	None	191.60	56.37	235.23
Square Dance	None	287.70	133.53	206.30
Let's Dance	250.00			
FINE ARTS				
Gallery	400.00		13.21	321.57
Humanities Forum	100.00		53.08	28.40
Artcraft Shop	200.00		33.85	160.69
GAMES AREA				
Bridge	100.00	110.00	128.70	63.75
Billiards	100.00	12.75	9.60	49.02
Bowling	100.00		100.07	-31.85
Chess	150.00	4.00	25.00	158.25
Table Tennis	25.00		9.40	9.35
Big Ten Tourney	300.00			300.00
MUSIC AREA				
Coffman Musicales	255.00		32.27	207.56
Listening Hours	50.00			33.98
Song Fests	50.00			25.00
Jazz Workshop	300.00		458.03	-28.08
NOON PROGRAM AREA				
Noon Movies	400.00			
Noon Program	300.00		136.54	462.42
Noontime Canteen	100.00			
OUTINGS AREA				
Minnesota Rovers	750.00	53.19	108.13	447.79
Co-Rec Activities	25.00		7.10	12.70
Water Skiing				56.00
SOCIAL SKILLS AREA				
Charm, Inc.	325.00		26.14	128.78
Student Faculty Relations	500.00		68.07	315.01
Foreign Students	300.00		9.01	230.64
Toastmasters	100.00		11.35	35.32
Grad Students	300.00		100.98	177.77
TALENT DEVELOPMENT				
Creative Society	300.00		34.00	248.85
Talent Bureau	50.00			51.37
WMMR	None	367.27	589.03	605.25
Special	3,000.00			
PROGRAM DEVELOPMENT				
Recreational Reading	100.00			100.00
Program Expansion	400.00			244.00

	Budget 1956 57	Income	Expense	Balance
PUBLICITY				
Publicity (incl. Ad. Agency)	None			
Photo Service	250.00	—	167.85	463.62
Union Regulations	570.03	—	—	—
Date Digest	150.00	—	—	—
Brochures	2,000.00	—	—	854.01
Gopher	400.00	—	355.50	44.50
UNION BOARD ACTIVITIES				
Board Activities	400.00	3.50	67.40	213.80
Merit Reception	750.00	—	—	—
Spring Board Retreat	150.00	—	—	—
Personnel General	None	—	36.85	—
Open House	300.00	—	—	—
CONTINGENCY FUND				
	300.00	—	—	—
SUMMER EXPENSES				
Summer Program	400.00	—	—	—
Summer Office Expenses	300.00	—	—	—
Orientation	100.00	—	—	—
SPECIAL EVENTS REVOLVING FUND				
	None			
PROGRAM ADMINISTRATION				
Supplies	360.00	—	44.18	—
Telephone	400.00	—	146.81	—
Postage	75.00	—	—	—
Travel	500.00	—	10.50	—
Equipment	450.00	48.05	133.78	—

"OPPORTUNITIES UNLIMITED"

Union Leadership Institute

Coffman Memorial Union

University of Minnesota

RESPONSIBILITY	TRAINING		EXPERIENCE * (Minimum)
	FORMAL	INFORMAL	
COMMITTEE MEMBER	Leader Workshop Fall Retreat BASIC CARD	Chmn. Counsel	High School pref. or none
COMMITTEE CHAIRMAN	Leader Workshop Fall Retreat BASIC CARD ADVANCED CARD	Board Counsel Staff Counsel	Committee member (2 quarters)
SPECIAL EVENTS COMM. CHMN.	Leader Workshop Fall Retreat BASIC CARD ADVANCED CARD	Chmn. Counsel Board Counsel	Committee member (2 quarters) Comm. Chmn. (1 quarter)
SPECIAL EVENTS GENERAL CHAIRMAN	Leader Workshop Fall Retreat BASIC CARD ADVANCED CARD	Board Counsel Staff Counsel	Committee member (2 quarters) Comm. Chmn. (1 quarter) Special Events Comm. Chmn. (1)
BOARD CANDIDATE	Leader Workshop Fall Retreat BASIC CARD ADVANCED CARD CANDIDATE CARD	Staff Counsel	Committee member (2 quarters) Comm. Chmn. (1 quarter) Special Events Comm. member (choice) Comm. Chmn. General Chmn.
BOARD MEMBER	Leader Workshop Fall Retreat Spring Retreat BASIC CARD ADVANCED CARD CANDIDATE CARD	Staff Counsel Area Orientation Area Survey Board Mtg. Trng Conferences	Same as candidate

* Equivalent experience in lieu of minimum requirements to be decided by action of the Personnel Committee.

IN EXPLANATION

1. All formal training to be conducted quarterly with exception of the Leader Workshop and retreat programs.
2. Temporary certificates to be issued valid only until the next appropriate training program is offered.
3. The entire program to be on a voluntary basis school year 1957-58; beginning school year 1958-59 the program is mandatory for union positions of appointment, strongly recommended for elective positions.

University of Minnesota Union Board of Governors
Meeting of March 5, 1957

Members Present:

Jim Heltzer, John Decker, Bob Whitlock, Larry DeWitt, Terry Olofson, Marilyn Fenske, Mr. Pfleider, Jim Schimschock, Nancy Fournier, John Bohanon, Rae Shore, Jerry Dols, Mary Ellen Wallerius, Mary Jean VanValkenburg, Barbara Clark, Dean Fenske.

Members Absent:

Dr. Moore, Mr. Pearce, Mr. Richter

Others Present:

Trena Nelson, Dick Getchell, Carol Gunn, Don Finlayson, Jim Lea, Beverly Coyne.

The Meeting was called to order at 7:10 p.m.

^{P-211}
Motion K-930

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

Bob Whitlock gave the report of the Executive Committee as follows:

Mr. Frank Pearce' absences were noted and Mr. Starr reported that Mr. Pearce is on a five week sick leave from the University.

Fred Katter's letter of resignation was read and approved. In order to fill Fred's position, the executive committee recommends the following changes: 1.) Jim Schimschock be appointed the Program Committee Chairman, 2.) Bob Whitlock be appointed the House and Finance Committee Chairman.

Jim Schimschock declined the appointment as Program Committee Chairman and the matter was referred to the Executive Committee for further review.

The Constitutional Amendment was again presented to the Board for action.

^{P-212}
Motion K-939

It was moved to amend the Constitution as follows:

Article IV, Section I

The new Board shall elect its officers at the third meeting following its appointment and meet with the old Board until the new Board takes office two meetings prior to the end of the quarter in which the all-campus elections are held.

Seconded.

^{P-213}
Motion K-940

It was moved to take a roll call vote.

Seconded and carried.

^{P-214}
Motion K-939

Aye - Bob Whitlock, John Bohanon, Jerry Dols, Jim Schimschock, Terry Olofson, Larry DeWitt, Marilyn Fenske, John Decker, Rae Shore, Mary Ellen Wallerius, Mr. Pfleider, Nancy Fournier, Mary Jean VanValkenburg

Nay - None

(Note: Several Board members were absent during the voting, therefore, the discrepancy between those voting and those in attendance.)

The following advantages for the amendment were given.

Consistency in policy making as it relates to programming and finances; Training of Union Board members (new) as to general responsibilities and specific duties; and a smooth transition between new and old Board maintaining strong committee relationships to the area directors.

There was some discussion of the previously proposed amendment giving the new Board voting power at the last meeting and reasons given pro and con on both forms. The difference of approximately one week was agreed upon as shown in the vote.

Public Relations Committee:

Nancy Fournier reported that the Student Weekend Recreation survey is in the process and should be completed this week. She asked that Area Directors who wish surveys to be made give any suggestions they may have to her.

The suggestion boxes are up and the Public Relations Committee would like to give a prize for the best suggestion in spring quarter, such as tickets to the Stardust Dance.

Posters giving Union activities have been placed on the bulletin boards in Johnston Hall and the Library.

Some of the committee members are working on a photo album of Union activities for the Gopher.

The Personnel Committee suggested that the Union Board sponsor a scholarship for an outstanding student in Union work. This was discussed briefly and the committee will present a more detailed plan in the future.

Personnel Committee:

Rae Shore presented on behalf of the committee the following individuals for approval as committee chairmen.

Motion K-941:

It was moved to approve the following committee chairmanships.

Marilyn Frieze, - Union Talent Bureau
Jim Barrett, - Coffman Musicale.

Seconded and carried.

The evaluation sheets for rating committee personnel were distributed to committee chairmen recently. These are to be filled out and turned in as soon as possible. Rae asked that the sheets be placed in her box rather than the Personnel Bureau box.

Program Committee Report:

Mary Ellen Wallerius presented the following report of the Program Committee.

The committee recommends that the Coffman Union Gallery be renamed Coffman Union Fine Arts Lounge.

The open date of April 6, was discussed and it was the committee's recommendation that this date be left open to whomever may want to schedule the ballroom that evening.

It was the committee's recommendation that a chairman be chosen for Stardust as soon as possible so that further action may be taken on this event.

P-216
Motion K-942

It was moved to approve the report of the Program Committee.

Seconded and carried.

Fine Arts Area:

Terry Olofson presented the program for the Creative Arts Festival, May 12 through May 25 which will include the Theater, Music, Art Education, Concerts and Lectures, and Northrup Gallery departments of the University in a cooperative effort. A calendar giving the daily events was distributed. A meeting will be held Friday and specific committees were asked to send a representative so that programs already planned may be worked into the schedule and additional programs may be taken on by committees if they wish.

Program Director's Report:

Mr. Finlayson enumerated the staff research projects which are taking place and will be completed soon.

A spring quarter candidate workshop will be given on April 2, 1957, for all Board candidates designed to orientate elective and appointive candidates to Board responsibility, organization, and vital information. They will attend a Board meeting from 7 to 8 p.m. and then key Board members and staff will take part in their respective sections of training.

The Spring Board Retreat will be held Sunday, May 5, 1957. A one-day session will be held at a local camp beginning at 8:00 a.m. leaving by bus from Comstock and winding up with an informal dinner in the Union and closing at 8:00 p.m. Total cost will be \$1.50 per person, the remainder absorbed by the budget. Each member of the Board will be asked to prepare a written and verbal presentation on their respective responsibilities, experiences, and recommendations.

Dick Getchell will be in charge of the summer program on the staff level. Mr. Finlayson asked that a summer Board liaison person be appointed and a committee to help plan the program and carry it out.

Mr. Finlayson presented the program budget balances as of March 5, 1957, for the Board review.

P-217
Motion K-943

It was moved that budget reallocations for the remainder of this Board's term be made by the Program Committee.

Seconded and carried.

Jim Schimschock felt that this would be satisfactory as the Program Committee must be consulted, they are closer to the committee functions and generally do the actual deciding anyway.

Dick Gatchell presented information on Saturday Nite Dance attendance figures. He found that the attendance made no correlation with the enrollment figures and asked Board members to drop suggestions in his box if they could think of any reasons why attendance may have gone up or down so that a check may be made.

Mr. Finlayson presented the revised Leadership Training program for the Board's review. The training responsibilities for each leadership position were given along with the necessary desirable experience. Equivalent experience in lieu of minimum requirements to be decided by action of the Personnel Committee.

All formal training would be conducted quarterly with the exception of the Leader Workshop and retreat programs. Temporary certificates would be issued valid only until the next appropriate training program is offered. The entire program would be on a voluntary basis school year 1957-58; beginning the school year 1958-59 the program would be mandatory for the union position of appointment, strongly recommended for elective positions.

^{P-218}
Motion R-948

It was moved to give a vote of confidence to Mr. Finlayson and the Leadership Training Program.

Seconded and carried.

Old Business:

^{P-219}
Motion R-949

It was moved to give a vote of commendation to Terry Olofson for his fine work on the Creative Arts Festival.

Seconded and carried.

Bob Whitlock reported that the expansion meeting was very poorly attended by representatives from student groups, however, some of the suggestions given follow:

More office space for the All-U-Congress and Union Board
Increase Lounge space
Expand current food service facilities, including the Grille and fountain services.

A special T. V. Room

Increase table tennis facilities.

It was felt that the Union should not try to have a Theatre in the building, but a small stage for small productions.

Should include a music listening room, and study space.

A question was raised as to the use of the hi-fi set. Jerry Bols answered that until recently it was necessary to have an operator for the set but now it is portable and as soon as people are trained to operate it, it can be used.

New Business:

Nominations were opened to fill the position on the nominating committee for new Board members which was vacated by Fred Katter's resignation.

Jack Decker and Jim Schimschock were nominated. Jim Schimschock was elected to the committee.

It was announced that Carol Grewy is now on duty in the Board office to answer questions and do typing work for Board members.

Nominations were opened for Member-at-Large to the Executive Committee.

John Bohanon, Jack Decker, Mary Ellen Wallerius, and Jim Schimschock, were nominated. Jim Schimschock was elected Member-at-Large.

The Executive Committee will meet at 4:30 p.m. next Thursday evening.

^{P-220}
Motion K-946

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Don Finlayson
Acting Recording Secretary

DF:bc:tn

University of Minnesota Union Board of Governors
Meeting of April 2, 1957

Members Present:

Bob Whitlock, Terry Olofson, Jerry Dols, Larry DeWitt, Jim Schimschock,
Marilyn Fenske, Rae Shore, Barbara Clark, Jack Decker, Steve O'Brien,
Dean Fenske, Mr. Pfeider, Mr. Richter, Dr. Moore, Mary Jean VanValkenburg,
Mary Ellen Wallerius

Members Absent:

Mr. Pearce, John Bohanon, Jim Heltzer

Others Present:

Mrs. Wolfangle, Helen Hartwick, Jim Lee, Beverly Coyne, Ginny Boelter,
Don Finlayson,

The Meeting was called to order at 7:00 p.m.

^{P-221}
Motion K-947:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

Jim Schimschock gave the report of the Executive Committee as follows:

Mary Ellen Wallerius has been appointed as Program Committee Chairman.

Steve O'Brien, the new Board member, was approved as Noon Program Director
and was assigned to the House and Finance Committee as a member.

^{P-222}
Motion K-948:

It was moved to approve the Executive Committee report.

Seconded and carried.

Personnel Committee Report:

Rae Shore presented on behalf of the committee the following individuals
for approval as committee chairmen:

Lloyd Robinson	-	Billiards
Katie Jordan	-	Wednesday Nite Dance

Rae announced that the Merit Reception will be held on April 28.
Assignments were given to committee members as follows:

Terry Olofson	-	Invitations
Mary Jean VanValkenburg	-	Dinner
Mary Ellen Wallerius	-	Program
Barbara Clark	-	Decorations
Marilyn Fenske	-	Hostesses

^{P-223}
Motion K-949:

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Program Committee Report:

Mary Ellen Wallerius presented the following report of the Program Committee:

The committee recommends that the Stardust Dance for this year be cancelled in view of the fact that many other activities are scheduled for the same week. Also, the chairman has resigned.

Budget requests and changes in areas and committee structures must be decided on and handed in by April 18.

Mary Ellen asked that the area chairmen remain after the meeting to choose the committee chairman of the month.

^{P-224}
Motion K-950:

It was moved that the report of the Program Committee be accepted as read.

Seconded and carried.

Amendment to Motion K-950:

It was moved to amend Motion K-950 as follows:

The Program Committee shall look into the possibility of having some type of function to take the place of the Stardust Dance during the Spring Quarter.

Carried.

Public Relations Committee Report:

Jack Decker announced that there will be a suggestion contest. The prize for the best suggestion was to be 2 tickets to the Stardust Dance.

Program Director's Report:

The Program Director's report was presented by Miss Helen Hartwick. She passed out copies of the Program Attendance Report for the Winter Quarter and also copies of the Winter Quarter Program Budget. She mentioned that money should be budgeted very carefully for Spring Quarter.

The two new programs which have been added are the Graduate Program and Water Skiing. These seem to be working out very well. The Minnesota Rovers are continuing to expand. The Noon Programs and the Union Jass Workshop have both had very good attendance.

There has been an increase in total participation over last Winter Quarter of over 10,000 people.

Helen announced that Program Staff training sessions were held over vacation. Some topics that were discussed were: "What Makes a Successful Program?", "Purpose of Union Activities", etc.

If anyone is interested in good ideas for programs, Helen has a number of brochures from other schools, recreation magazines, etc. which could be a great deal of help.

The Spring Board Retreat will be held Sunday, May 5. This will be an all-day program. Area Directors should: (1) Prepare a ten minute verbal presentation to be given at the retreat, telling of your experience in working on your committees. (2) Prepare a written report that will be of

help to the new Board members. List your recommendations for the committees. The written reports will be put into booklet form for the new Board members. The written reports should be turned into Don Finlayson on or before April 25.

Fine Arts Area:

Creative Arts Festival:

Terry Olofson reported that he and Gail Taylor, Chairman of the Humanities Forum are getting tremendous cooperation from many departments. The administration of the University is very much interested in the Creative Arts Festival and is giving them cooperation. The School of Architecture and the Art Department and Art Education Department will be brought in. Terry asked that a list of all programs which can be incorporated in the Festival be turned in by Thursday, listing dates and important facts on programs. This information will be compiled in booklet form and handed out to University students, sent to local colleges and to high schools. We will be receiving cooperation from various newspapers in the twin cities area.

Old Business:

Bob Whitlock commended Terry Olofson on the fine work he has done on the Creative Arts Festival project.

P-225
Motion K-951:

It was moved to suspend the order of business to introduce the candidates for the new Union Board who were attending the meeting this evening and who had taken part in the Union Board Workshop.

Seconded and carried.

Members of the Board introduced themselves to the new candidates who in turn introduced themselves. Bob Whitlock read the report "How We Function" for the benefit of the new candidates.

The order of business was resumed.

Bob Whitlock suggested that the leaders taking part in the Visitation Program should contact the people they are to visit very soon.

New Business:

P-226
Motion K-952:

It was moved that Mary Ellen Wallerius be given authority to speak for the Union Board of Governors in setting up dates for events on the All-U-Calendar.

Seconded and carried.

Mary Ellen Wallerius announced that it has been suggested by the Program Staff that the Board elect a Summer Coordinator to act for the Board. This could be an individual living in Minneapolis whom the staff could call upon if important matters arise between meetings which required the Board's approval.

P-227
Motion K-953:

It was moved to recommend to the new Board that a person be appointed to work with the Program Staff on the summer program with special preference to be given to former Board members.

Seconded.

Amendment to Motion K-953:

It was moved to amend Motion K-953 as follows: Recommend to the new Board that a committee be designated to work with the Program Staff on the summer program.

Seconded and carried.

Motion K-953:

Carried.

p-228

Motion K-954:

It was moved that a general area meeting be held within the next two weeks, the date to be decided by the Program Committee.

Seconded. Motion defeated.

Barbara Clark announced that the National Students Association Regional Assembly will take place at St. Catherine's College on April 5, 6, and 7. If anyone is interested in filing, Barbara has the forms to be filled out.

Mary Ellen Wallerius asked that all material for Date Digest be obtained from committee members and turned in as soon as possible.

Bob Whitlock made the following announcement: John Bohanon has asked to be excused from this meeting because he had to attend the IFC banquet.

p-229

Motion K-955:

It was moved that John Bohanon be excused from this evening's meeting.

Seconded and carried.

Bob Whitlock announced that filing is now open for members of the Board who wish to run for another term. Filings will close Thursday.

Barbara Clark suggested that the corresponding secretary put a list of things to be handed in by Board members and the due dates in the Board Members' mail boxes.

p-230

Motion K-956:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Helen Hartwick
Acting Recording Secretary

VB:HH:BC:tn

University of Minnesota Union Board of Governors
Meeting of April 9, 1957

Members Present:

Mary Ellen Wallerius, Mary Jean Van Valkenburg, Dean Fenske, John Bohanon, Terry Olofson, Jack Decker, Jim Schimschock, Marilyn Fenske, Larry DeWitt, Rae Shore, Dr. Forrest Moore, James Heltzer, Steve O'Brien, Mr. Pfleider, Barbara Clark

Members Absent:

Robert Whitlock

Others Present:

Mr. Starr, Don Finlayson, Jim Lee, Dick Getchell, Trena Nelson

The Meeting was called to order at 7:20 p.m.

^{P-231}
Motion K-957:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

Mary Jean Van Valkenburg gave the following report of the committee:

The executive committee approved sending Jim Heltzer and Bob Whitlock as delegates to the planning session for the Big Ten Conference. This planning session was held in Chicago on April 7.

^{P-232}
Motion K-958:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Program Committee Report:

Mary Ellen Wallerius presented the following report of the Program Committee:

The committee recommends that filing be open for homecoming dance general chairman immediately after campus elections. They also recommend that no event be scheduled to replace the previously scheduled Stardust Dance on account of a number of difficulties that would come up.

^{P-233}
Motion K-959:

It was moved that the report of the Program Committee be accepted as read.

Seconded and carried.

Public Relations Committee:

Jack Decker announced that the Unioners are working on their program for this quarter. The survey of the weekend activities of students is back and they are putting on the finishing touches. They will soon be ready to present to the board.

Personnel Committee Report:

Rae Shore announced that filings for next fall's homecoming chairmanship will be open on Monday, April 22.

p-234
Motion K-960

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

House and Finance Committee Report:

Jim Schimschock announced that there would be an important meeting for every board member to attend next Friday, April 12, at 3:30, Room 232.

Directors Report:

Mr. Starr asked Jim Heltzer to comment on the planning session of the Big Ten Union Conference that he attended on April 7 in Chicago, Ill.

Jim gave some strong points of this meeting that he felt were beneficial to us. Pamphlets of good quality and creative thought should be developed to promote the Union as the real "home" of the campus. A lot of good public relations literature could be developed. The Union Board should invest money in making a professional movie of the life of the Union. Jim felt that a building committee should be appointed as soon as possible to start the planning and building of either a new Union or an extension to meet the coming crisis of increased enrollment. Also, other schools have been taking as much as \$51 out of tuition fees for the union. Minnesota is in the lower half of the Big Ten in this regard. We have a great need for the Program budget to be increased. Jim was very happy to say that our philosophy of student responsibility and its successful application is truly an outstanding point at Minnesota.

Mr. Starr then reported on the Annual conference of the Association of College Unions that he attended on March 30 - April 4 in Salt Lake City.

- 1) Visiting the exhibitions regarding equipment. This was particularly helpful in regard to the need for new maintenance equipment at Coffman Memorial Union and new equipment for the St. Paul Campus Union.
- 2) Interviewing candidates listed with the Associations Employment Service.
- 3) Visiting the Utah Union.
- 4) Hearing outstanding speakers.
- 5) Meeting with Big Ten Directors regarding mutual problems.
- 6) Participating and observing some twenty workshops and discussions.
- 7) Hearing plans of different Union's expansion programs. The Illini and Michigan plans should be helpful to us.
- 8) Committee reports on games, photography, research, etc.

Mr. Starr added that this was one of the most profitable meetings that he had ever attended.

Program Director's Report:

The Board Retreat of May 5 is still underway. All student members are reminded to keep thinking of the written reports they are to turn in after this event.

Dick Getchell presented on behalf of the Program Director the ground work for the summer program of 1957. He first presented a plan of the Union "Country Club". He presented many new ideas for the summer program. This tentative program will include such things as terrace dances, square dancing, dance instructions, family and fun days, hi-fi listening, etc. The budget for the summer program was then discussed. The main purpose of this new program is to present a place for the students to go to in the summer. This summer program was reviewed with Dean Edwards of the College of Education and Mrs. Kidder of the Summer Session, and others.

P-235
Motion K-961:

It was moved to commend the program staff for this new program and to give them a vote of confidence.

Seconded and carried.

Old Business:

A question was raised concerning the final appointments to the Board. According to the Constitution, the selection committee has the responsibility to make final appointments - these are not recommendations.

P-236
Motion K-962:

It was moved to have these interviews next Monday and Tuesday, April 15 and 16.

Seconded and carried.

Discussion was open about the caucus of the G.P. party on an honor point ratio question. Jim Heltzer read a letter written by the Executive Committee. It was decided to revise this letter a little.

New Business:

Mary Ellen Wallerius reminded the Board of the Program Committee meeting on Friday, 8:30 in the Board office.

Jim Heltzer told the Board that the Big Ten Conference will be held at Minnesota in approximately 5 weeks. The reason for this is that it will provide an opportunity for the old members as well as the new members to be at this conference. Also, the proposed fall conference was being held up by the Regional Conference. Jim reminded the members of the planning committee that a meeting will be held after this board meeting. At the next meeting, Jim will present a proposed change in the Executive Committee. He feels that the positions of Vice President, Secretary and Member-at-Large are not meaningful and that they do not have anything special to do. Also, not enough members have a clear description of their positions. Suggested changes would be: Vice-President of Personnel, Vice President of Public Relations, Vice-President of Program, etc. Also, he suggested appointing one additional student member to the Executive Committee.

P-237
Motion K-963:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
April 12, 1957

EXECUTIVE COMMITTEE MINUTES

Members present: Jim Heltzer, Jim Schimschock, Mr. Pfleider, Mary Jean Van Valkenburg

Members absent: Bob Whitlock

Plans for the Big Ten Conference were discussed. Mary Ellen Wallerius appointed secretariat and Bob Whitlock will be in charge of arrangements.

A statistical survey will be made next Tuesday at Board meeting by Ann Jarvis, Graduate student, in preparation for her master's degree. This survey will deal with the motives behind participation of leaders in student activities.

The executive committee agreed that a professional advisor would be recruited to aid in the revision of the organizational setup of the executive committee.

The letter question the eligibility of Paul Taylor, GP candidate for Union Board has been revised as follows:

"The executive committee of the Union Board feels that it would be advisable for you to look into the question of the eligibility of Paul Taylor, II freshman.

The Daily of April 9, 1957, states that Mr. Taylor, GP candidate for Union Board, has an honor point of .95. According to our information this is not consonant with the general University policy governing student activities.

We would appreciate a letter from you stating that Mr. Taylor is eligible for membership on Union Board."

There being no further business, the meeting was adjourned.

Respectively submitted,

Mary Jean Van Valkenburg
Corresponding Secretary

University of Minnesota Union Board of Governors
Meeting of April 16, 1957

Members Present:

Terry Olofson, Jim Schimschock, Jim Heltzer, Marilyn Fenske, Larry DeWitt, Barbara Clark, Mary Jean Van Valkenburg, John Bohanon, Dr. Forrest Moore, John Richter, Bob Whitlock, Mary Ellen Wallerius

Members Absent:

Jack Decker, Steve O'Brien, Rae Shore, Mr. Fenske, Mr. Pfleider

Others Present:

Mr. Starr, Ann Jarvis, Don Finlayson, Mr. and Mrs. Wolfangle, Jim Lee, Joel Cowell, Kon Katzenmeyer, Steve Schochet, Trena Nelson

The meeting was called to order at 7:15 p.m.

^{P-238}
Motion K-961:

It was moved to approve the minutes of the last meeting with the following corrections: Mr. Starr asked Jim Heltzer to comment on the planning session on the Conference of College Unions at Salt Lake City, Utah. Motion K-961: be changed to-It was moved to approve the report of the Program Committee and not to give them a vote of confidence.

Seconded and carried.

Executive Committee Report:

Mary Jean Van Valkenburg presented the following report of the committee:

Plans for the Big Ten Conference were discussed. Mary Ellen Wallerius appointed secretariat and Bob Whitlock will be in charge of arrangements.

A statistical survey being conducted by Miss Ann Jarvis, Graduate student, in preparation for her master's degree, was approved by the Board. This survey deals with the motives behind participation of leaders in student activities.

The executive committee agreed that a professional advisor would be recruited to aid in the revision of the organizational setup of the executive committee.

The committee has revised the letter questioning the eligibility of Paul Taylor, GP candidate for Union Board.

Jim Heltzer read a letter from Mr. Willey stating that Mr. Frank Pearce has resigned and appointing Mr. Vernon L. Ausen as a member of the Board.

^{P-239}
Motion K-965:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Program Committee Report:

Mary Ellen Wallerius requested that all area chairmen who were not present at the last meeting write a written excuse and a report of their budget for this quarter. Mary Ellen then asked the area chairmen to report on their particular areas.

Dance Area - Barbara Clark

The three main areas under the Dance Area are Dance Instructions, Square Dances and Wednesday Nite Dances. The attendance for Square Dancing was 160 for the 1st quarter and 185 at the last quarter. Last Tuesday night a dance instruction class was held for the first time this quarter, with a combining of the classes. It was decided to do away with intermediate and South American dance instructions. It was also decided to have one instructor for these dance instruction classes. The Wednesday Nite Dance has been changed back to "Variety Dance". There is a reorganized committee working on a special publicity promotion. The attendance for the Wednesday Nite dances has been between 133-143. There are to be permanent posters up for the Wednesday Nite Dances. Personal contacts have helped a great deal for promoting attendance for these dances. It was very surprising to find out that over half of these people attending the Wednesday Nite dances were students. There are to be Wednesday Nite Dances for the rest of the quarter.

Outings Area - John Bohanon

Co-Rec Nites: 3 programs last quarter, attendance better than last year, success due to pictures in Daily, and a good chairman. Water Skiing: has a membership of over 60 in this new area, run much like the Rovers and has proven very successful. Rovers: also have had a successful year, gone on trips to Florida, Smokey Mts., and Colorado. More trips are being planned. Their membership has doubled at their meetings. There is about a 50-60% membership increase and 100% participating.

Social Skills Area - Marilyn Fenske

The University After-Dinner Speakers and the Toastmasters sponsored an After-Dinner Toast Contest last quarter. This went much better than had expected. The Charm classes are going ahead much better also. There are three style shows scheduled for this quarter. The Faculty-Student Comm. gives coffee hours mostly to University Departments. The Fine Arts Festival is going ahead very rapidly. The foreign students are planning their part in the Festival. Mr. Starr brought up the question of the limited membership of the Toastmasters. It was reported that membership is over 25 and possibly a new section will be formed.

Games Area - Larry DeWitt

This area at first was a sad state of affairs, however, improvements have been made just lately. Some suggested programs for next fall quarter would be a Games Area Festival or a Games Olympics. There is also a suggestion of having a billiard league in the future, and having tournaments scheduled such like a bowling league.

p-240

Motion #966

It was moved to approve the report of the Program Committee.

Seconded and carried.

House and Finance Committee Report:

Jim Schienschok reported that the building will be closed on Good Friday and the rest of the weekend. (April 20-22) The budget is to be assembled next week with the final presentation to the Board on April 30.

Personnel Committee:

Bob Whitlock made the following motion on behalf of the Personnel Committee:

P-241

Motion K-967:

It was moved to appoint Bob Martin as chairman of the selection committee.

Seconded.

The discussion on this question was very lengthy, concerning the awarding of pins, tradition, etc.

P-242

Motion K-968:

It is moved that all members of the Union Board who have served two quarters be recipient of these gold pins.

Seconded and carried.

P-243

Motion K-969:

Mr. Moore moved to amend that this awarding committee consider only the members of the board who are terminating this year and only student members be recipients of these pins.

Seconded and carried.

P-244

Motion K-970:

It was moved to table this motion.

Seconded and carried.

P-245

Motion K-971:

It was moved that this motion be sent to the Executive Committee for their reaction.

Seconded and carried.

Jim Heltzer introduced to the Board Miss Ann Jarvis, a graduate student, who is making a study on factors that influence leaders and potential leaders in Union work. Miss Jarvis passed out a Union Leadership survey to the members who filled them out.

Old Business:

The Union Board Retreat is May 5, and the Big Ten Union Conference is May 17, 18, and 19.

Terry Olofson mentioned that the brochure for the Creative Arts Festival is being laid out for final completion.

Bob Whitlock reported very briefly on the tentative program for the Big Ten Conference. Friday will be registration, lunch, business sessions, and tour of the Union. The dinner that night has Mr. Willey as the guest speaker. There will be a party that night at the Village Union for the Big Ten delegates. On Saturday, after breakfast, the delegates will be toured around the St. Paul Campus Union. After that will be more committee meetings, and a banquet at a hotel. On Sunday the group will fly to Duluth and visit the Kirby Student Center on that campus.

P-246

Motion K-972:

It was moved that the Union Board of Governors suggest to the proper University authorities that an All-University building committee be designated for a proposed addition to the Department of Student Unions.

Seconded and carried.

Director's Report:

Mr. Starr reminded the Board to be aware of a printed agenda for future meetings. Also, to have area reports in writing so it will be easier to get everything in more detail for records, as well as having the meeting going a little smoother.

New Business:

Barbara Clark recommended that the Program Committee look into and evaluating the Advertising Agency.

Motion K-973:

It was moved that the President appoint a committee to evaluate the work of the Advertising Agency.

Seconded and carried.

The committee consists of Dr. Moore, Terry Olofson, Jack Decker, and Barbara Clark.

Mrs. Wolfangle, representative of the Village Union Board, invited all Board members to a special Recognition Coffee Hour at the Village Union the evening of Saturday, April 27.

Jim Heltzer commented on two committees that are particularly important in the filing at All-U-Congress. These two are the Senate Committee on Student Affairs and the Camp Committee. Jim passed out temporary filing sheets.

Jim Heltzer asked that the Executive Committee meet with him following the meeting in Room 227.

Motion K-974:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ta

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Union Board of Governors
Meeting of April 23, 1957

AGENDA

- I. Approval of minutes
- II. Executive Committee Minutes
- III. Program Committee Reports
 1. Talent Development
 2. Social Skills
 3. Noon Program
- IV. House and Finance
- V. Personnel
- VI. Public Relations
- VII. Introduction of new Board members
- VIII. Big Ten Conference
- IX. Program Director's Report
- X. Directors Report
- XI. Old Business
- XII. New Business
- XIII. Adjournment

April 23, 1957

The following people received Merit Awards:

Gail Taylor A59
Scott Burton G57
Charles Erickson BS
Barbara Joffe Ed58
David Kelby B58
Laurence Swandby A60
Marilyn Frees Ed58
Robert Boylan A58
Pricilla Orme A59
Jean Hiniken Ed58
Thomas D'Andrea A57
Jim Watson Gr
Richard Fjellman A57
Noddie Lange Ag57
Roger Anderson (Rovers)
Marshall Runge IT59
Judith Van Valkenberg A58
Jack Weber A59
Hans Mirka A59
Stephen O'Brien B58
Mary Sturchen IT60
Richard Stieger B57
Thomas Sweden A59

University of Minnesota
Coffman Memorial Union

EXECUTIVE COMMITTEE MINUTES

Members Present: Jim Heltzer, Jim Schimschock, Bob Whitlock, Mary Jean
Van Valkenburg

Members Absent: Mr. Pfleider

Also Present: Mr. Starr

The executive committee recommends that merit pins not be given this year to Union Board members, recognizing that all members are equally qualified to receive this award.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Mary Jean Van Valkenburg
Corresponding Secretary

MJVV:tn

University of Minnesota Union Board of Governors
Meeting of April 23, 1957

Members Present:

Bob Whitlock, Jim Heltzer, Mary Jean Van Valkenburg, Marilyn Fenske, Rae Shore, Jack Decker, Terry Olofson, Steve O'Brien, Barbara Clark, Jim Schimschock, Mary Ellen Wallerius, John Bohanon, Nancy Fournier, Con Katzenmayer, Gail Taylor, Paul Taylor, Mike Ragen, David Porter, Larry Swandby, Arlene Rossen, Dick Johnson

Members Absent:

Larry DeWitt, Mr. Fenske, Mr. Moore, Mr. Richter, Mr. Pfleider

Others Present:

Mr. Starr, Don Finlayson, Jim Lee, Trena Nelson

The meeting was called to order at 7:15 p.m.

Motion K-975:

P-247
It was moved to approve the minutes of the last meeting with the following corrections: The University After-Dinner Speakers and the Toastmasters sponsored an After-Dinner Toast Contest last quarter. This went well as expected. Motion K-967 - Changed to: It was moved to appoint Bob Martin as chairman of the committee to select the gold pin winners.

Executive Committee Report:

Mary Jean Van Valkenburg presented the following report for the committee.

The executive committee recommends that merit pins not be given this year to Union Board members, recognizing that all members are equally qualified to receive this award.

Motion K-976:

P-248
It was moved to approve the report of the executive committee.

Seconded and carried.

Program Committee Report:

Mary Ellen Wallerius reported that preliminary figures are being started on next year's program budget. Mary Ellen asked three area chairmen to report on their particular area.

Talent Development - Jack Decker

The Creative Society has three plays lined up for the Creative Arts Festival. The casts have been chosen for these plays. The Talent Bureau handles calls for talent from both on and off campus. Talent shows have been put on at the Veterans Hospital with very good results. Plans for a production type unit for a more professional type of production are underway. WMR ranks along with any commercial type of radio station within the cities. WMR is beginning to be professional and they are now making money by showing a profit from advertising. The Record Lending Library is using records left over from WMR. The library is not used too much; therefore, it is recommended it to be discontinued. The hi-fi set became very popular and the people working with it are doing a good job.

Noon Program - Steve O'Brien

The noon movies are turning out very well. Approximately 600 students is the daily average attendance. The Israel-American show turned out very successful. The hi-fi set is being used in case of emergency when a scheduled program does not turn up. Calypsos and combos are coming up in the near future. The noon programs are being planned for the terrace patio next week if the weather permits. Also, a water-skiing noon program is being planned at the river flats.

Creative Arts Festival - Terry Olofson

Terry handed out 4 sheets of dittoed material on the Creative Arts Festival. The printed brochures and gummed backed labels are ordered. These are to be distributed to the various committees, to be pasted on to the posters for publicity purposes. Once the programming starts, each member is supposed to handle their particular areas for publicity, etc. Schedules will be put into the board members boxes. Terry requested the board members help them find publicity members to help in mailing, personal contacts, etc. He asked them to submit names to either him or Joel Fleming. Terry is expecting a report from each member on their particular area on progress of programming. Mary Ellen mentioned that she hoped this would become an annual affair, and urged the members to work whole-heartedly on this Festival.

House and Finance Committee Report:

Jim Schimschook presented a study of the fiscal needs for the Department of Student Unions in the next 15 years relative to the fee increase.

^{P-249}
Motion K-977:

It was moved that the Union Board have Mr. Starr present this study to the Business Vice President with the recommendation that the fee be raised \$1 per quarter.

^{P-250}
Motion K-978:

It was moved to amend the motion to state that the fee increase be raised to \$2 per quarter.

Seconded and carried.

Bob Whitlock explained to the new members that they are not voting members until three weeks from this meeting.

Personnel Committee Report:

Rae Shore, on behalf of the Personnel Committee, presented a list of people to the Board who are to receive the Union Service Keys at the Merit Reception.

^{P-251}
Motion K-979:

It was moved to approve this list of people for the Union Service Keys.

Seconded and carried.

Two letters were read to the Board in regard to the honor point ratio eligibility of a Union Board candidate, one from the head of the Scholastic Standing Committee of S.L.A. and the other from the head of the Student Activities Bureau.

P-252
Motion K-980:

It was moved to keep a copy of this letter in the permanent files with the minutes.

Seconded and carried.

Rae reminded the members that the reports for the Spring Board Retreat booklet are due this weekend, and they are to be turned in to Don Finlayson.

Don Finlayson explained very briefly to the new members that this year's Spring Board retreat is on May 5. This annual retreat is a short training experience and it has a quick, well-timed program. All members, new and old, are expected to attend.

Rae asked for short reports from the Merit Reception Committee:

180 invitations have been mailed out. The decorations have been bought and any volunteers for 4:00 p.m. on Sunday would be very much appreciated to help set up the decorations. The program has been set and the hostesses are chosen.

P-253
Motion K-981:

It was moved to approve the Personnel Committee Report.

Seconded and carried.

Public Relations Committee:

Nancy Fournier asked Jack Decker to report on the progress of the Advertising Agency. The Unioneers are in the process of being strengthened. Jack handed out biographical data for the new Board members to fill out.

P-254
Motion K-982:

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

Big Ten Conference:

The Big Ten Student Union Conference is to be held here on May 17, 18, and 19. Approximately seven of the Big Ten schools are planning on coming. Mary Ellen is working on the working papers. She has sent the schools discussion topics, questions, "how to do it" papers, etc. Volunteers were asked to help on arrangements. Those that volunteered were: Barbara Clark, Jack Decker, and Dick Johnson.

Director's Report:

Mr. Starr explained the opportunity of getting reduced rates for students for a tennis match.

P-255
Motion K-983:

It was moved to direct the staff at the Information Desk to sell tickets to the Rosewall-Gonzales tennis match.

Seconded and carried.

A point of order:

Bob Whitlock brought up that Jim Schimschock's recommendation had not been seconded and carried whereas the amended had.

^{P-258}
~~Motion K-988~~

Recommended the motion be approved.

Seconded and carried.

Old Business:

Bob Whitlock brought in information that he and Jim Haltzer had met with the Civil Service office in regard to the recommendation concerning Union staff position. After discussion it was recommended that the Recreation Worker position be studied for reclassification and that the Union position be titled in line with the recognized title of those in Union work.

^{P-259}
~~Motion K-988~~

It was moved that the Union Board of Governors ask the director to talk to the Civil Service authorities in regard to the change of job titles.

Seconded and carried.

New Business:

Board members re-appointed are: Jack Decker, Larry DeWitt, Steve O'Brien, Terry Olofson, Mary Ellen Wallerius.

Board members appointed are: Dick Johnson, Arlene Rossen, Larry Swandby.

^{P-258}
~~Motion K-988~~

Bob Whitlock presented to the Board the following amendment to the Constitution:

ARTICLE III, Section 4, Sub-section b:

Board membership candidates must have an over-all honor point ratio of 1.3.

^{P-259}
~~Motion K-988~~

It was moved to approve the amendment as presented by Bob Whitlock by roll call vote.

Seconded and carried.

^{P-260}
~~Motion K-988~~

It was moved to call the question.

Seconded and carried.

^{P-261}
~~Motion K-988~~

- Defeated. Roll call vote as follows:

Aye - Bob Whitlock, Jack Decker, Marilyn Fenske, Rae Shore

Nay - John Bohanon, Jim Schimschock, Barbara Clark, Terry Olofson, Mary Jean Vanvalkenburg, Steve O'Brien, Nancy Fournier.

The Executive Committee will meet in Room 227 after the meeting.

P-268
Motion K-989:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:tn

University of Minnesota Union Board of Governors

Meeting of April 30, 1957

AGENDA

- I. Approval of the Minutes
- II. Executive Committee Report
- III. House and Finance Committee Report
- IV. Personnel Committee Report
- V. Public Relations Committee Report
- VI. Creative Arts Festival
- VII. Program Director's Report
- VIII. Director's Report
- IX. Election of Officers
- X. Adjournment

CREATIVE ARTS FESTIVAL

SUNDAY, MAY 12

* A.M. & P.M. Students
Art Show-N. Gallery

2:00 P.M. Square Dance
Festival
MB-CMU

MONDAY, MAY 13

*8:30 A.M.-5:30P.M.
Exhibit from France- Jones
Hall

*8:30A.M.-5:30P.M. Exhibit
from Germany -TS Fol. Hall
2nd floor

10:30 A.M. Ma. List.Hr.-TRR

11:30 & 12:30-Cret.Ma.Prg.-
Patio, CMU

11:30&12:30 Art
Opera Lect. 320
CMU, Lombard

*A.M.&P.M. Fine Arts Ing.Displ.

*A.M.&P.M. Displ. in Library

TUESDAY, MAY 14

11:30 & 12:30
Opera Excerpts-Patio
CMU

8:00 P.M. Opera Lect.-TRR

8:30 P.M. Theater-Shev. Hall

8:30 P.M. Piano Rec.-Scott

9:30 & 8:30 P.M. Film-MBR, CMU

WEDNESDAY, MAY 15

11:30 & 12:30 Jan
CMU

7:30 P.M. J. Garner-Dance
MR, CMU

5:00 P.M. Opera Lect. 320, CMU

8:30 P.M. U-Theater-Shev. Hall

THURSDAY, MAY 16

12:30 noon HI-FI, WMMR - MBR, CMU

2:30 P.M. Coff. Hr. Cousins Terr.R.R.

8:00 P.M. Opera Lect. TRR

8:30 P.M. Play, Bus Stop, 320 CMU

8:30 P.M. Theater, Shev. Hall

8:30 P.M. Piano Rec. Scott Hall

FRIDAY, MAY 17

11:30 & 12:30 Play - Patio, CMU

3:30 P.M. Coff. Hr. Opera Cast - TRR, CMU

8:00 P.M. Opera, Northrop Aud.

8:00 P.M. Square Dances, Front of CMU

8:30 P.M. Play, Bus Stop - 320 CMU

8:30 P.M. Theater-Shev. Hall

SATURDAY, MAY 18

2:00 P.M. Opera, Northrop
Audit.

8:00 P.M. Opera, Northrop
Audit.

8:30 P.M. Theater, Shev. Hall

8:30 P.M. Bus Stop, -320 CMU

CREATIVE ARTS FESTIVAL (page 2)

SUNDAY, MAY 19

2:00 P.M. Opera, North. Audit.

3:30 P.M. Theater, Shev. Hall

* AM&PM Student Art Show Northrop Gallery

MONDAY, MAY 20

11:30 & 12:30 Craft Demonstr. Main Lounge, CMU

12:30 Style Show Patio, CMU

* 2:00-10:00 PM Craft Display Basement, CMU

TUESDAY, MAY 21

11:30 & 12:30 Men's Glee Club Patio, CMU

3:30 & 8:30 PM Movie - MBR, CMU Coff.Hr. Grad.Studs.

8:30 P.M. French Club Play - Scott Hall

8:30 PM Member of the Wedding - WL, CMU

WEDNESDAY, MAY 22

11:30 & 12:30 Dance Variations, Patio, CMU

3:30 & 8:30 P.M. Member of the Wedding, WL, CMU

8:00PM Dance - MBR CMU, Dance Demon.

8:30 P.M. Play, Scott Hall Student Theater

THURSDAY, MAY 23

11:30 & 12:30 Craft Dem. Main Lounge, CMU

3:30 P.M. Play, Scott Hall Studio Theater

8:30 P.M. Bus Stop, 320 CMU

8:30 P.M. Member of the Wedding WL, CMU

FRIDAY, MAY 24

11:30 & 12:30 Talent Program - Patio CMU

8:00 P.M. Square Dance, Front of CMU

8:30 P.M. U. Chamber Singers-Scott Hall

8:30 P.M. Bus Stop - 320 CMU

8:30 P.M. Member of the Wedding, WL, CMU

8:30 P.M. French Play-Scott Hall Studio Theater

Saturday, MAY 25

8:30 P.M. Bus Stop - 320 CMU

8:30 P.M. Member of the Wedding WL, CMU

8:30 P.M. French Play, Scott Hall Studio Theater

6:00 P.M. International Fest. MBR, CMU

KEY

* means that this particular program

will be up for the remainder of the festival.

CMU - Coffman Memorial Union

MBR - Main Ball Room

TRR - Terrace Reading Room

Nn. Prog. - Noon Program

North. Gall.- Northrop Gallery

Coff.Hr.-Coffee Hour

ML - Men's Lounge

WL - Women's Lounge

UNION BOARD OF GOVERNORS
Candidate Evaluation Guide

1 GENERAL IMPRESSIONS

EXCEPTIONAL

GOOD

FAIR

1. Interest _____
2. Knowledge of Boards Function _____
3. Sincerety _____
4. Poise _____
5. Versatility _____
6. Maturity _____

2 PREVIOUS EXPERIENCE

1. With Union Organization _____
2. Related Fields _____
3. Organizational Experience _____

3 ATTITUDE EVALUATION

- A. Union - Its role on campus
- B. Amount of time required for position on Board

Time distribution anticipated :

Classes _____

Study _____

Work _____

Extra Curricular (etc.) _____

C. General Knowledge of Campus Affairs

1. Philosophy of Student Government
2. Relation of Union Board of Government to other student groups on campus

3. PERSONAL INFORMATION

1. Major (have you changed majors - if so how often and in what fields?)

Candidate Evaluation Guide Continued

2. Application of Union experience to future plans

3. How would you point out some ones errors if you were in a position of authority?

4. How do you motivate people to preform their assigned duties when they are delinquent?

3. Interest in a particular on the Board.

1. Which of the Area Directors positions or committee chairmanships interests you?

Why?

Previous Experience?

2. Which of these positions does not interest you?

University of Minnesota Union Board of Governors
House and Finance Committee
Monthly Report
Meeting of April 30, 1957

I. Requests

1. Pledge Show.--request from chairman that charges for the use of the Ballroom be withdrawn because this was a charity show. Rejected. Request might have been approved had group asked before the show.
2. Personnel Committee.--use of Main Lounge April 28, 1957, from 6:00-10:00 p.m. for Merit Reception. Approved.
3. Panhellenic Spring Rushing.--Rooms 325,326,327,346 on:
April 8 7:45 a.m. - 3:00 p.m. - 325,326,327
April 9 7:45 a.m. - 3:00 p.m. - 346
April 10 7:45 a.m. - 3:00 p.m. - 325,326,327
6:00 p.m. -10:00 p.m. - 346
Approved.
4. Panhellenic Spring Rushing.--Room 320 from 9:30 a.m. to 12:30 p.m. on Saturday, April 6. Rooms 315,325,326,346 from 10:00 a.m. to 12 noon on Saturday, April 6. Approved.
5. YWCA.--use of a room and the first floor hallway for display for a Leadership Training School. Approved.
6. Foreign Student Committee--UBC.--use of the Terrace Reading Room for an International Lounge for the two weeks of the Fine Arts Festival. Approved.
7. A. W. S.--use of frames on first floor where Union Board pictures are hung for pictures of all candidates for Campus offices. Approved.
8. University Relations - Mr. Numm.--permission to have leaflets on Mental Health distributed at the Information Desk. Approved.
9. WMMR.--permission to place a WMMR bulletin on the wall to the right of the Main Lounge in the usual art exhibition area. Approved pending arrangements with the Fine Arts Area Director.
10. Freshman Camp.--blanket reservation for a Freshman Camp meeting every Tuesday. Denied. This would tie up a conference room unnecessarily. All of these groups shall be asked to sign up weekly.
11. Band Leaders' Meeting.--use of the Main Ballroom December 7, 1957. Approved.
12. Elem. Principia School Teachers, sponsored by Center for Continuation Study.--use of Main Ballroom 8 a.m. to 12 noon and 4:00 to 9:00 p.m. Also use of rooms 325, 326, 327, 343, 344, 345, 346 and Fine Arts Room and coat check facilities. Banquet approved. Other requests to be clarified.

13. Alumni Association.—use of Main Ballroom: Nov. 23, Dad's Day, Feb. 27, Alumni Assoc., May 22, Cap and Gown Day. Nov. 2 a.m., Homecoming (tentative). All approved.
14. Christian Science Organization.—weekly meeting of a purely religious nature. Mr. Starr will look into administration policy on it.
15. Chimes, Jr. Women's Honorary Society.—use of balcony of Women's Lounge for a poll on sterling silver patterns to be presented by the Towle Silver Company. Approved.

II. Discussion of Anticipated Projects:

1. A letter has been received from Edward J. Dvorak, University Health Educator, urging the Board to cooperate in the current polio vaccine drive. Posters are being placed in the Union.
2. An estimate for needed roof repairs on the Village Union has been submitted. This will come out of the remainder of the budget and therefore will be done during the summer. Cost will be \$2788.
3. Mr. Middlebrook has requested that Mr. Starr prepare a study of current and expected financial needs including any possible recommendation on fees. (Already presented.)
4. Coffman Memorial Union will be closed on Friday and Saturday, April 19 and 20, 1957.
5. Fee Plan Presentation: Tuesday, April 23, 1957. St. Paul Board will have meeting Monday, April 22 at 12 noon, Village Board on Thursday, April 18 at 1:30.
6. Business Meeting will be held April 30, 1957. Budget to be presented.
7. Jim Schimschock reported that the survey of office space is now being made. Letters have been sent to all organizations occupying office space, requesting information on how many people use the office daily, etc. The results of these polls will be used to make future office allotments. Flying Club, FPA, YRC, YDFL are particularly under scrutiny. Following information has been received:
 - *Flying Club: 70 members. 35-40 use office per day (questionable). Some abuse of office has been noted by janitors.
 - *YDFL: 3-4 meetings per quarter. 10-20 people per day.
 - Alpha Phi Omega: letter in first. O.K.
 - YWCA: 3 full time employees. 55-75 per day.
 - DFC:- exec. esp. Cosmo Club: now back of WMMR.* to be investigated further.

8. Mr. Hopkins and Hans Hopf visited the Main Lounge and discovered many people with feet on the new furniture. They suggest that we hire someone to "urge" people to keep feet off the furniture. After discussion it was decided to place a poster in the doorway of the Main Lounge concerning this matter. This matter was to be looked into further.
9. A question was raised on the Alpha Phi Omega exhibit in the main hallway. This has not been approved by the House and Finance Committee and the group will be notified of this.
10. New Policy: no exhibits in the doorway to Main Lounge as this is to be used as a passage way.
11. Program Committee presented the program budget for next year. Figures presented were compared to original program committee recommendations. (This will be presented in another part of the report.)

Committee Members: Jim Schimschock, Chairman, Marilyn Fenske, Mr. Frank Pearce, Mr. Starr, Steve O'Brien, Bob Whitlock. The current members of the committee were present at each of the meetings.

Respectfully submitted,

James R. Schimschock, Chairman
House and Finance Committee

JRS:gb

University of Minnesota Union Board of Governors
Meeting of April 30, 1957

Members Present:

Con Katzenmeyer, Arlene Rossen, Steve Schochet, Larry Swandby, Steve O'Brien, Jim Schimschock, Mary Ellen Wallerius, Jim Heltzer, Bob Whitlock, Mary Jean Van Valkenburg, Marilyn Fenske, Jack Decker, Rae Shore, Larry DeWitt, Barbara Clark, Dave Porter, Gail Taylor, Paul Taylor, Terry Olofson, Mike Ragen, Mr. Layton, Dick Johnson, Mr. Pfleider

Members Absent:

Mr. Fenske, Mr. Richter

Others Present:

Mr. and Mrs. Wolfangle, Mr. Starr, Carol Gunn, Ron Carlson, Jim Lee, Treva Nelson

The meeting was called to order at 7:10 p.m.

^{P-263}
Motion K-990:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

Bob Whitlock presented the following report on behalf of the committee:

Three alternatives to the revision of the organization setup were presented.

- 1) That the Board be reorganized to include the following as its executive committee.

Executive Vice President
Vice President - House and Finance
Vice President - Program
Vice President - Personnel
Vice President - Public Relations
Executive Secretary

- 2) That legislation be taken care of in the standing committees and the Board proper have one dinner meeting per month.
- 3) Combination of alternatives 1) and 2)

Conrad Katzenmeyer, Gail Taylor, and Dick Johnson were appointed to the Public Relations Committee.

The executive committee recommends that a 1.1 honor point ratio be required for appointed and elected Union Board members.

^{P-264}
Motion K-991:

It was moved to approve the report of the executive committee by section.

Seconded.

^{P-265}
Motion K-992:

It was moved to accept alternatives 1 and 2 in the revision of the organizational setup.

Seconded.

P-266

Motion K-993:

It was moved to take a roll call vote.

Seconded and carried.

P-267

Motion K-992: - Defeated. Roll call vote as follows:

- Aye - Bob Whitlock, Larry DeWitt
- Nay - Mary Jean Van Valkenburg, Jim Schimschock, Barbara Clark, Terry Olofson, Marilyn Fenske, Rae Short, Mary Ellen Wallerius, Steve O'Brien

P-268

Motion K-994:

It was moved to accept alternative number 1.

Seconded.

P-269

Motion K-995:

It was moved to call the question.

Seconded.

P-270

Motion K-996:

A motion was made to vote.

Seconded.

P-271

Motion K-994:

- Defeated.

P-271

Motion K-997:

It was moved to accept Conrad Katzenmayer, Gail Taylor and Dick Johnson as appointees to the Public Relations Committee.

Seconded and carried.

P-272

Motion K-998:

Bob Whitlock presented to the Board the following amendment to the Constitution:

ARTICLE III, Section 4, Sub-section b:

Board membership candidates must have an over-all honor point ratio of 1.1. After appointment or election a person must conform to the All-University eligibility requirements.

Seconded.

P-273

Motion K-999:

It was moved to approve the amendment as presented by Bob Whitlock by roll call vote.

Seconded.

P-273

Motion K-998:

- Carried. Roll call vote as follows:

Aye - Bob Whitlock, John Bohanon, Jim Schimschock, Barbara Clark, Terry Olofson, Larry DeMitt, Marilyn Fenske, John Decker, Rae Shore, Mary Ellen Wallerius, Steve O'Brien, Dr. Layton

Nay - None

House and Finance Committee Report:

Jim Schimschock, Chairman, presented the Monthly Report of the House and Finance Committee. Steve O'Brien read the approved requests for Jim. (The copy of the approved requests is on file with the permanent copy of the minutes.) Approved requests were reviewed by the Board. The anticipated projects was also discussed and reviewed by the Board.

P-274
Motion K-1000:

It was moved to accept the requests and anticipated projects monthly report of the House and Finance Committee.

Seconded.

P-275
Motion K-1001:

A motion was made to accept the following recommendation:

The YDFL, Young Republican Club, Flying Club, Cosmo Club, Islamic Cultural Society and all other groups using files on 2 and 3 floors must move them to the area in the basement across from the Art Craft Shop, between the two program consultants offices.

The Service Sorority and Flying Club in 349 to be moved to room 213. AMS and APO together moved to room 347 or 349. WFR business office (215) moved to room 203. 215 to become a meeting area.

These groups will have priority in reserving rooms.

Seconded.

Jim Schimschock commended the secretarial staff at the information desk for doing all of the hurried board work.

Mary Ellen Wallerius, House and Finance member, presented to the Board the proposed program budget for 1957-58.

P-276
Motion K-1002:

It was moved to approve the proposed program budget 1957-58 report.

Seconded and carried.

Jim Schimschock presented to the Board the Coffman Memorial Union tentative estimate of income and expenditures for 1957-58.

P-277
Motion K-1003:

It was moved to approve the tentative estimate of income and expenditures for 1957-58.

Seconded and carried.

Jim Schimschock recommended the following estimate for division of funds for this year. This is in accordance with an earlier motion stating that this years board should suggest the allocation.

Debt Service	-	\$30,000
Capitol Expenditure	-	35,000
Pinsetters	-	10,000
Camp Contingency	-	5,000

P-278
Motion K-1004

It was moved to approve the estimate from the House and Finance Committee.

Seconded and carried.

Personnel Committee Report:

Rae Shore presented the following report of the Personnel Committee:

Filings are open for all Union Board Chairmanship positions for the 1957-58 year.

The Personnel Committee recommended Jack Weber as a member of the Union Board of Governors.

P-279
Motion K-1005

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

Public Relations Committee:

The Public Relations Committee is working on the Big Ten Convention.

Jack Decker asked the new Public Relations Committee members to meet with him after the Board meeting.

P-280
Motion K-1006

It was moved to approve the report of the Public Relations Committee.

Seconded and carried.

Creative Arts Festival:

Terry Olofson passed out a few copies of the brochures of the Creative Arts Festival. He announced that these brochures will be sent out to a number of colleges and universities in advertising the Festival. The campus distribution will be a week before the Festival.

Director's Report:

Mr. Starr commented briefly on the present staff position. Ron Barrett will be on military leave this summer. We are still short clerical help at the information desk.

The new St. Paul Campus Union is still progressing. The new Union has been named, but has not yet been publicized.

A study of needs for redecorating, painting, etc, has been started. Some of the suggested improvements are: 1) corridors on 1st floor and 2) columns in the Main Lounge are to be finished.

Bowling has continued to increase. The lineage for last year as of April 27, was 69,917 as compared to 95,656 or an increase of 36%. Mr. Starr explained that a meeting will be held with A.M.F. automatic pinspotters representatives this week. Several questions were raised in regard to automatic pinspotters. Mr. Starr assured the new board members that a complete report on automatic pin spotters will be forthcoming.

Election of Officers:

A reason for the election of officers at this meeting is that it would be more meaningful to the new officers at the orientation session.

It was asked to have the candidacy speeches ready and to make them all in favor and not disfavor of the candidates.

P-281
Motion K-1997r

It was moved to adjourn the meeting for 5 minutes.

Seconded and carried.

Bob Whitlock read the qualifications and duties in the By-Laws.

Jim Heltzer asked that only one speech be made for each candidate per person for each position.

Nominations for President were: Jack Decker, Terry Olofson. Nominations were then closed. Following speeches on behalf of the candidates, ballots were passed out. Following the vote it was announced that Terry Olofson was elected President.

Nominations for Vice President were: Mary Ellen Wallerius, Larry DeWitt, and Jack Decker. Nominations were then closed. Following speeches on behalf of the candidates the ballots were distributed. Following the vote it was announced that Jack Decker was elected Vice President.

Nominations for Secretary were: Mary Ellen Wallerius, Steve O'Brien, and Gail Taylor. Nominations were then closed. Following speeches on behalf of the candidates, ballots were distributed. Following the vote it was announced that Mary Ellen Wallerius was elected Secretary.

Nominations for Member-At-Large were: Larry DeWitt, Steve O'Brien. Nominations were then closed. Following speeches on behalf of the candidates, the ballots were passed out. Following the vote it was announced that Steve O'Brien was elected Member-At-Large.

Old Business:

New Business:

Mrs. Clarence Wolfangle, Coffman Union Representative to the Village Union Board, was introduced by President Jim Heltzer. Mrs. Wolfangle gave a report of the winter quarter activities of the Village Union. There has been considerable gain in total attendance and activities compared to a year ago. In 1956, winter quarter, there were 2,684 participants compared to 7,516 this year. With the re-decorating and painting in general has done much to improve the atmosphere. The basement area has been painted and made into a study area. The Arts and Crafts program has declined in attendance; however, Mrs. Wolfangle

felt that it would be improved if more trained instructors were readily available. The Women's Modeling class has had an attendance of over 185. The first Men's Stag had 32 at the first meeting and this indicated a good future event. The Bingo interest has declined. The Recognition party for committee members was held last Saturday. It had very good attendance and this event was recommended to be held every year. The Well Baby Clinic was just moved to the Union and is a very good help in getting people to come there. Mrs. Wolfangle distributed an attendance report for winter quarter to the members of the Board.

President Haltzer thanked Mrs. Wolfangle for the excellent job she has done as our representative and commented on the fine work the Village Union Board has done this year.

P-282

Notion K-1008:

It was moved to adjourn the meeting.

Seconded and carried.

The meeting adjourned at 10:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:tn

University of Minnesota Union Board of Governors
Meeting of May 7, 1957

Members Present:

Jim Heltzer, Mary Jean Van Valkenburg, Larry DeWitt, Mike Ragen, Larry Swandy, Gail Taylor, Marilyn Fenske, Con Katzenmayer, Steve Schochet, Mr. Layton, Paul Taylor, Dave Porter, Arlene Rossen, Mr. Ausen, Dick Johnson, Mr. Fenske, Terry Olofson, Jim Schimschock, Mary Ellen Wallerius, Bob Whitlock, Barbara Clark, Jack Decker, Steve O'Brien, Jack Weber

Members Absent:

Rae Shore, Nancy Fournier, Mr. Richter, Mr. Pfeleider

Others Present:

Mr. Starr, Don Finlayson, Jim Lee, Trena Nelson, Carolyn Burdick, Carol Gunn, Jim Osterhus, Charlie Flett

The meeting was called to order at 7:15 p.m.

P-283
Motion K-1009:

It was moved to approve the minutes of the previous meeting with one correction: Mary Ellen Wallerius, Program Chairman, presented to the Board the proposed program budget for 1957-58.

Executive Committee Report:

Bob Whitlock presented the following report on behalf of the committee: The Executive Committee recommends that a Union Board Alumni Association be organized. This organization will be composed of all former Union Board members. It will be a great assistance in keeping these people together.

P-284
Motion K-1010:

It is moved to add \$100 to the budget to get this Union Board Alumni Group started. This budget would include costs of mailing, organizational meeting, etc.

Seconded and carried.

P-285
Motion K-1011:

It is moved that a special fund of \$100 be added to the present budget.

Seconded and carried.

House and Finance Committee Report:

Jim Schimschock presented the following report of the House and Finance Committee:

It is necessary to make additional arrangements with some dissatisfied organizations, in regard to room changes. The YDPL and Young Republican Club's need for this office space is apparent. The two groups probably would become non-existent, if they don't have the direct contact that an office would give. The students would become disinterested, mailings would drop, etc. It was suggested that the YDPL & YOUNG REPUBLICAN CLUB share Room 348.

P-286

Motion K-1012:

It was moved to reconsider the action taken last week on this problem of room assignments.

Seconded and carried.

P-287

Motion K-1013:

It was moved to dissolve into a committee as a whole.

Seconded and carried.

Charlie Flett, a representative from YDFL, and Carolyn Burdick, a representative from Young Republican Club, gave their reasons for keeping the rooms.

P-288

Motion K-1014:

It was moved to allocate Room 348 to these two groups, YDFL, YRC.

Seconded.

A point of order: Bob Whitlock raised the question in regard to the House and Finance Committee report on this matter at the previous meeting. Point of order was denied. This point was only suggested as stated in the minutes.

P-289

Motion K-1015:

It was moved to call the question.

Seconded.

The chair refused to recognize the motion on the basis of insufficient discussion.

P-290

Motion K-1016:

It was moved to appeal the decision of the chair.

Seconded and carried.

P-291

Motion K-1017:

It was moved to allow the Young Republican Club and YDFL move their activities to Room 348.

Seconded and carried.

P-292

Motion K-1018:

It was moved that the committee as a whole be dissolved and that the Union Board of Governors meet.

Seconded and carried.

P-293

Motion K-1020:

It was moved to call a five minute adjournment.

Seconded and carried.

The Board reconvened.

The matter of the recommendation of moving Gamma Sigma to the All-U-Express Office was brought before the Board.

P-294
Motion K-1021

It was moved to dissolve into a committee as a whole.

Seconded and carried.

P-295
Motion K-1022

It was moved to hear Mr. Jim Osterhus, President of All-U-Congress.

Seconded and carried.

After Mr. Osterhus' talk, Bob Whitlock commented that we should give first and foremost attention to Union Board programs and secondly to other clubs, groups, etc. of rooms in the Union.

P-296
Motion K-1023

It was moved to reconviene the board.

Seconded and carried.

P-297
Motion K-1024

It was moved to take the order of business.

Seconded and carried.

Old Business:

Bob Whitlock asked the Big Ten Student Union Conference Committee to give brief reports on progress. The two speakers, Honorable Governor Freeman, and Ed Haislet, Alumni Secretary, were asked to speak, but turned down the offer. The cost of the conference is to be taken from the conference fee which is \$15.00. The banquet at the Leanington costs \$1.50, and all Board members, other than the delegates, are invited. Barbara Clark is in charge of the banquet arrangements and board members are to see her in regard to reservations. Tentative plans are for eight members of the conference to fly to Duluth on Sunday. They will leave here at 8:00 and get there at 9:00. They will tour the U.M.D. and the Kirby Student Center. The working papers are ready to be compiled. Dick Johnson, Gail Taylor, Con Katzenmeyer are to be on the committee of assembling the completed working papers.

Installation of New Officers:

Bob Whitlock presented the gavel to the new president, Terry Olofson, and Mr. Starr presented Union Board pins to all of the new members. Bob Whitlock commented on the valuable work of the Board, gave the new members helpful tips, and gave the usual, traditional vice president final report. After Terry had taken his office, he asked the Executive Committee to meet after the meeting. He asked the members to write their preference for standing committees and 1st and 2nd choice on area directorships. A schedule blank will be placed in the boxes and the members are asked to fill out a list of their office hours. It was asked to pick up the assignments on Friday and start in on them right away. Mr. Finlayson suggested that the old, new, board members and program consultants should meet right away to facilitate the transition of program responsibilities.

P-298
Motion K-1025

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:00 p.m. Respectfully submitted, Gordon L. Starr
Recording Secretary

AGENDA

Meeting of May 14, 1957

- I. Call the Meeting to order
- II. Executive Committee Report
- III. Standing Committee Reports
 - a. Program
 - b. Personnel
 - c. Public Relations
 - d. House and Finance
- IV. Five minute recess
- V. Big Ten Conference Report - Jim Heltzer
- VI. Summer Report
- VII. Director's Report
- VIII. Program Director's Report
- IX. Old Business
- X. New Business
- XI. Adjournment

Report on the University Camp Committee

Terry Olofson and Mr. Starr attended the meeting of the University Camp Committee on May 16, 1957. Mr. Robert Provost, director of the Greater University Fund, served as acting chairman.

A private camp director was invited to talk. He stated that most of the 176 camps in Minnesota are not winterized. Ronald Mattson presented the number of times University groups used surrounding camps. It was evident that the need of camp for orientation program is greater than what a University owned camp could accommodate.

It was agreed that a report should be completed of University uses of camp, and present it to the private camp owners.

At no time was there an opportunity or did it seem advisable to inform the committee as to the Minnesota Union Board's provision for funds for the camp because of time and the outside visitors.

There was one estate at Brainerd, Minnesota, that Mr. Provost agreed to visit. Estimate value was \$85,000.

The executive committee will be writing in the near future to the camp committee in regard to the disposition of funds (\$5,000) for the camp.

Respectfully submitted,

Terry Olofson .
Gordon L. Starr

AGENDA

- I. Approval of the Minutes
- II. Motion for adjournment
- III. Jack Decker - Marriage Housing Problems
- IV. Rae Shore - Bridal Bureau Report
- V. Jim Haltzer - The Light Came On
- VI. Jim Schinschock - Termite Control
- VII. Bob Whitlock - The East Ham, UEG, & Their Relationship With SAB
- VIII. Swan Song - Jim Haltzer
- IX. Installation of New Victims
- X. Opening Exercises - Terry Olofson

copy of letter to Professor Clark from Vice President Willey

University of Minnesota
Academic Administration

May 6, 1957

Professor Kenneth E. Clark
Chairman
Senate Committee on Student Affairs
Psychology 209

Dear Professor Clark:

I appreciated the opportunity that was given to me to see in advance the copy of Professor Kitchell's sub-committee report on Union Board relationships.

I do think this marks some advance in thinking and I hope it will serve as a starting point for further discussion. Part of the trouble confronting us is semantic, I believe.

The recommendations in Section II are based on certain assumptions or beliefs. I do not myself wish to enter into further discussions of these at this time, but I do think it is important that as Professor Kitchell's report goes before the Senate Committee on Student Affairs I indicate that there is a basis for questioning those "beliefs." I think it is exceedingly important in any discussion of Professor Kitchell's report that it be clear that any conclusions based on it stem from assumptions that can be held in question.

For myself I would say that I think the report still embodies some confusion between what I would regard as jurisdictional questions and operational questions. It does seem to me that Professor Kitchell and his sub-committee have attempted to move along the operational line but still have not freed themselves in the wording of their report, at least, from the jurisdictional concept.

With very slight change and looking toward emphasis on the operational I could accept this report. If under "II" the first two paragraphs were omitted and on page 2 the paragraph beginning "The responsibilities of" and "It would seem that there are two" a firmer basis would be laid for developing the kind of cooperation that the report seeks to achieve. Additionally, the first sentence in the paragraph beginning "These reports will serve two general purposes" I believe should be removed.

These suggestions stem from my conviction that it is possible to work out on the basis of the present organization good operating relationships. For some sixteen years the Union has had an effective program and I see no reason why this effectiveness through cooperation cannot characterize the future. I believe it is possible to develop operational agreements by discussion within the committee and even within the Senate itself. What I call the jurisdictional question cannot be settled on any such basis, and I quite agree with Professor Kitchell's sub-committee that we should seek to avoid having it established by fiat. That is why I have the deep conviction that the operational approach, pure and simple, is the one next step we should take.

Cordially yours,

Malcolm M. Willey
Academic Vice President

	1956-57	1957-58
PROGRAM DEVELOPMENT		
Program Expansion	100.00	1,500.00
Recreational Reading	100.00	None
PUBLIC RELATIONS COMMITTEE		
Union Movie (1st year) (Photo Service)	250.00	1,500.00
Telephone	400.00	400.00
Union Relations	570.03	750.00
State Digest	150.00	250.00
Lectures	2,000.00	450.00
CONVENTION BOARD ACTIVITIES		
Big Ten Convention	200.00	200.00
Christmas Cards	50.00	65.00
Christmas Decorating Party	25.00	35.00
Christmas Decorations	175.00	125.00
Board Activities	400.00	500.00
Exit Reception	750.00	750.00
Personnel	None	200.00
Open Houses	300.00	300.00
Salon Week	779.97	800.00
Leadership Training	300.00	1,000.00
Fall Retreat		
Spring Retreat		
Leadership Institute		
EMERGENCY FUND		
	300.00	400.00
SPECIAL EVENTS REVOLVING FUND		
	None	None
SUMMER SESSION EXPENSES		
Summer Program	400.00	1,772.00
Summer Office Expense	300.00	400.00
Orientation (Program Only)	100.00	150.00
PROGRAM ADMINISTRATION		
Supplies	350.00	400.00
Telephone	400.00	475.00
Stage	75.00	100.00
Travel (Staff)	500.00	500.00
Equipment	450.00	450.00
Sec. (2% overhead & Physical Plant)	875.00	875.00
TOTALS		
	16,500.00	22,997.00
Does not include \$3,000.00 capital improvement		21,997.00
1956-57		1,500.00
		22,997.00

6/23/57

Urban Memorial Union

BUDGET

1957-58

University of Minnesota

	1956-57	1957-58
RECREATION AREA		
Instruction	75.00	100.00
at. Mite Dance	None	None
Variety Dance	None	None
Square Dance	None	None
at's Dance	250.00	Cancelled
ARTS AREA		
Fine Arts Lounge	100.00	200.00
Drums (including proposed convocation sponsorship)	100.00	2,600.00
Aircraft	200.00	100.00
CLUBS AREA		
Bridge	100.00	50.00
Billiards	100.00	100.00
	100.00	100.00
	150.00	150.00
Tennis	25.00	50.00
Excursion Tourney	300.00	300.00
	50.00	Cancelled
CONCERTS AREA		
Urban Musicales	255.00	250.00
Listening Hours	50.00	100.00
Pop Fests	50.00	50.00
Workshop	300.00	900.00
Christmas Sing	35.00	50.00
STUDENT PROGRAM AREA		
Open Movies	400.00	400.00
Open Program	300.00	300.00
Open Time Canteen	100.00	Cancelled
SPORTS AREA		
Minnesota Rovers	750.00	825.00
Co-ed Activities	25.00	200.00
Water Skiing	NONE	175.00
STUDENT SKILLS AREA		
Inc.	325.00	300.00
Student-Faculty Relations	500.00	400.00
Foreign-American Students	300.00	500.00
Administrators	100.00	100.00
Graduate Students	None	300.00
Boys' Room	300.00	None
STUDENT DEVELOPMENT AREA		
Creative Society	300.00	300.00
Student Bureau	50.00	150.00
	None	None

Coffman Memorial Union
Tentative Estimate of
Income and Expenditures
1957-1958

<u>Income</u>		<u>Expense</u>	
Fees	\$340,008	Administration	
		Salaries	\$51,628
		Supplies & Expenses	15,000
Bowling Alley		Maintenance	
Fees	35,000	Salaries	69,249
Merchandise	9,000	Expenses and Supplies	47,750
Billiard Room		Bowling Alley - Salaries	23,090
Fees	15,000	Expenses - Supplies	6,000
Merchandise	52,000	Merchandise	5,000
Arecraft Workshop	4,500	Billiard Room - Salaries	14,361
		Expenses - Supplies	4,000
		Merchandise	38,000
		Arecraft Workshop	
		Salaries	7,637
		Supplies & Expenses	1,325
		Merchandise	4,500
Program	32,500	Program	
	<u>\$488,008</u>	Salaries	30,087
		Supplies & Expense	22,997
			<u>\$340,624</u>

Total Operating Expenses	\$340,624
Renovation Coffman Union	61,298
Loan, St. Paul Campus Union	32,306
Total All Expenses	<u>\$434,228</u>
Total Income	\$488,008
Total Expenses	<u>434,228</u>
Capital Improvements	\$ 53,780

2872
1325

4297

Standing Committees

House and Finance:

Steve O'Brien
Steve Schochet

Personnel:

Larry Swandby
Jack Weber
Arlene Rossen
Paul Taylor

Public Relations:

Mike Ragen
Con Katzenmeyer
Gail Taylor
Mary Ellen Wallerius
Alumni Representation

Program:

David Porter
Larry DeWitt
Dick Johnson
Theodore Fenske

Food Laison:

Forrest Moore

Noon Program:

Arlene Rossen

Music:

Steve Schochet

Fine Arts:

Dick Johnson

Talent Development:

Dave Porter

Dance:

Con Katzenmeyer

Outings:

Jack Weber

Social Skills:

Gail Taylor

Games:

Paul Taylor

University of Minnesota Union Board of Governors
Meeting of May 14, 1957

Members Present:

Terry Olofson, Dick Johnson, Larry Swandby, Arlene Rossen, Dave Porter,
Larry DeWitt, Jack Weber, Con Katzenmeyer, Steve Schochet, Mike Ragen,
Steve O'Brien, Mary Ellen Wallerius, Paul Taylor, Mr. Ausen, Mr. Richter,
Mr. Moore

Members Absent:

Gail Taylor, Jack Decker

Others Present:

Don Finlayson, Mr. Starr, Jim Lee, Helen Hartwick, Jim Heltzer, Bob
Whitlock, Trena Nelson

The meeting was called to order at 7:10 p.m.

9-299
Motion K-1026:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius on behalf of the Executive Committee, read the
following appointments to the Boards:

Standing Committees:

House and Finance
Steve O'Brien, Chmn.
Steve Schochet
Mary Ellen Wallerius

Personnel
Larry Swandby, Chmn.
Jack Weber
Arlene Rossen
Paul Taylor

Public Relations
Mike Ragen, Chmn.
Con Katzenmeyer
Gail Taylor
Alumni Representative

Program
Larry DeWitt, Chmn.
Dave Porter
Dick Johnson
Theodore Penske

Food Liaison
Forrest Moore

Areas:

Noon Program
Arlene Rossen

Music
Steve Schochet

Fine Arts
Dick Johnson

Talent Development
Dave Porter

Dance
Con Katzenmeyer

Outings
Jack Weber

Social Skills
Gail Taylor

Games
Paul Taylor

Delegates to the Big Ten Union Conference from Coffman Union are:
Terry Olofson, Steve O'Brien and Gail Taylor.

Mary Ellen Wallerius reminded the Board that there are 3 unexcused absences from meetings during the year and then they will be subject to removal.

P-300
Motion K-1027:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

A 10 minute movie was shown to the Board on the ice show taken during last year's Sno Week.

Big Ten Conference

Jim Haltzer gave a short report on the Conference which will be held for the first time at Minnesota this weekend, May 17-19. The planning of this conference was divided into two definite groups: Secretariat, Mary Ellen Wallerius - Chairman; Committee for Arrangements, Bob Whitlock - Chairman.

Mary Ellen reported that the workingpapers are compiled and they have been sent. These are the first pre-conference working papers that have been compiled. There are 120 pages with 75 complete sections. It has program material, what to put in their suitcases, etc.

Bob Whitlock reported that he had divided his committee into 4 areas. Social functions - Dick Johnson; Registration - Con Katzenmeyer; Meals, lodging, - Barb Clark; Duluth trip - Jack Decker.

Con Katzenmeyer reported briefly on the program. The first day is registration and committee meetings. The dinner is 6:30 that night. All members are invited to these meetings and the dinner afterward. A party will be held at the Village Union that evening. Saturday there are more committee meetings in the morning and a tour of the St. Paul Campus Union with more committee meetings in the afternoon. That evening there will be a banquet at the Lexington and a picnic after. Some of the delegates will go to the Kirby Student Center in Duluth on Sunday.

Dick Johnson mentioned that 14 Village Union Board members will be at the party at the Village Union. All Board members are urged to be present. The picnic will be held at Hyland Park and food and refreshments will be served.

P-301
Motion K-1028:

It was moved that the Board put out \$300 for the cost of this conference.

Seconded.

There was much discussion on where the money for this conference is coming from in our budget. The breakdown of the cost was asked for as was the breakdown of social events, etc. Bob Whitlock explained that the Executive Committee composed of a number of Big Ten Schools, made this program at their meeting in Chicago.

P-302
Motion K-1029:

A substitute motion was made to send this report to the House and Finance Committee and the final action would be taken by the Executive Committee.

Seconded and carried.

Mr. Starr commented on the fine work that the Big Ten Conference Committee

has done in the pre-planning of the Big Ten Conference. Terry Olofson again urged all members to go to the meetings at the Big Ten Conference.

Con Katzenmeyer asked for volunteers to help in the registration, accommodating, etc. The full staff of program consultants volunteered their services.

Director's Report:

Mr. Starr reported that there will be a meeting of the University Camp Committee on Thursday, May 16. The furniture is all in. The rugs came this last weekend. A continual orientation method is going on both for old and new members and this should be impressed to these people. The member passes were passed out and signed. These cards will be laminated in plastic within the next couple of weeks.

A five minute recess was then in order.

Creative Arts Festival:

Helen Hartwick gave a report on the progress of the Creative Arts Festival. There are 9 departments including the union committees that are working on the Festival. There are 44 programs in all. There has been 800 in attendance (as of Tuesday). Most of the people so far that have attended have been older students and mostly men. Helen showed a poster of all publicity that has gone out. She also showed posters on flyers, brochures, etc., and spacing on t.v. and write-ups in newspapers. It is requested that all members tell as many people as they can about the Festival and pass out brochures and stickers.

Program Committee Report:

Larry DeWitt commented on the situation of the new Program committee: The Program Committee is going to have a meeting with all of the area directors as many times as possible with a different subject taken up at every meeting. The first meeting had as its subject - University forms. Budgets will be the topic at the next meeting. Larry asked that all area directors come to these meetings and get them out of the way.

Larry presented the program committees pass list. There are 10 double passes and 7 single.

P-303

Motion K-1030:

It was moved to accept the pass list.

Seconded and carried.

Discussion was open in regard to this pass list.

P-304

Motion K-1031:

It was moved that the recommendation from Steve Schochet that all Board members and staff members pass cards be cancelled for this coming Karrol Garner event.

Seconded.

P-305

Motion K-1032:

It was moved to call the question.

Seconded and carried.

Motion K-1031: - Defeated.

Don Finlayson requested that any board members who want to, should come to the dress rehearsals of the plays instead of the showing because of limited seating.

Personnel Committee Report:

Larry Swandby commented on the situation of the Personnel Committee: Chairmanship positions are now open. They will close on Wednesday, May 22. A letter will be put in the boxes asking suggestions for chairmanship positions and re-applicants for next year. Interviewing will be on May 23 and 24. Larry felt that the best time for recruitment is during Welcome Week. A great need is evident for better relations with the Daily in regard to recruitment of personnel. A letter will be in the Daily sometime this week.

Public Relations:

Mike Ragen briefly reported on the situation of the Public Relations Committee:

An idea for new publicity is a pamphlet on the Union to be presented to the new students, etc. A great need for letting people outside the campus know what is going on at the Union is possibly a point to consider. More publicity is needed to the greater Minneapolis and Minnesota. A part in the Daily is another strong point to consider - a roster of Union activities happenings every day will help a great deal.

House and Finance Committee:

Steve O'Brien told the board members that the House and Finance Committee meets every Tuesday night at 5:00 p.m. and if they have any problems on the budgets, etc. they should come to these meetings.

In regard to room allocations, the House and Finance Committee is inviting each organization to come to the next meeting and hear their side of why they need these rooms. It might be possible to cut down considerably on the organizations that aren't functioning as they could be.

Steve will meet with each member individually in regard to the budget.

Don Finlayson added that the budget book is in the program office and members are invited to come in at any time to look at it. Don also asked that the board wait two weeks to hear the summer program report.

Program Director's Report:

Don Finlayson presented his eye-viewpoint on "To Educate or be Educated." Copies of this report were passed out to the members.

Old Business:

Terry Olofson read the front page of the Constitution of the Minnesota Union Board of Governors. He requested that members read the Constitution and By-Laws thoroughly as soon as possible.

Mary Ellen Wallerius reported that the files are being redone. The manuals are to be put in the individual files. Mary Ellen will be having a conference with each member in regard to what the files are composed of.

New Business:

It was requested that all members stay after the meeting to have their pictures taken.

If any member is interested in a paid position for evening work in the Orientation program please see Lisa Freund.

Terry Olofson mentioned that he had attended a meeting of the Village Union Board of Governors and they had said that it was felt the boards are isolated from each other. Terry urged the members to go to one of their meetings which are held every other Monday night at the Village Union.

P-306
Motion K-1033:

It was moved to adjourn the meeting.

Seconded and carried.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:tn

AGENDA

Meeting of May 21, 1957

- I. Call the meeting to order
- II. Executive Committee report
- III. Standing Committee Reports
 - a. Program
 - b. House and Finance
- IV. Five minute recess
- V. Program Director's Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

May 21, 1957

Executive Committee
Minutes

Members Present: Terry Olofson, Jack Decker, Mary Ellen Wallerius,
Gordon L. Starr

1. New Executive Committee meeting time will be 3:00 p.m. - Thursdays.
2. Final Assignments were made as follows:
 - Dean Fenske - Program Committee
 - Dr. Moore - Liason Committee
 - Mr. Ausen - Expansion and Development Committee
 - Paul Taylor - Personnel Committee
3. The Union Board will meet at the Village Union next week. Meeting time will be at 8:00 p.m. We may arrive at 7:30 for pre-meeting social hour.
4. Change in structure of the Board selection Committee will be discussed at greater length by the Executive Committee.
5. Executive Committee recommends that Jim Schinschock be appointed to the official University Building Committee for Expansion and Development.

Respectfully submitted,

Mary Ellen Wallerius
Corresponding Secretary

MEW:tn

University of Minnesota
Coffman Memorial Union

May 9, 1957

Executive Committee Report

Members Present: Terry Olofson, Jack Decker, Mary Ellen Wallerius

Members Absent: Mr. Pfeider, Steve O'Brien

Also Present: Larry DeWitt

The following appointments were made:

Standing Committees:

House and Finance

Steve O'Brien, Chm.
Steve Schochet
Paul Taylor

Personnel

Larry Swandby, Chm.
Jack Weber
Arlene Rossen

Public Relations

Mike Ragen, Chm.
Con Katzenmeyer
Gail Taylor

Program

Larry DeWitt, Chm.
Dave Porter
Dick Johnson

Areas:

Noon Program: Arlene Rossen

Music: Steve Schochet

Fine Arts: Dick Johnson

Talent Dev: Dave Porter

Dance: Con Katzenmeyer

Outings: Jack Weber

Social Skills: Gail Taylor

Games: Paul Taylor

Delegates to the Big Ten Union Conference from Coffman Union are:

Terry Olofson, Steve O'Brien, and Gail Taylor

University of Minnesota Union Board of Governors
Meeting of May 21, 1957

Members Present:

Jack Decker, Steve O'Brien, Gail Taylor, Larry Swandby, Jack Weber,
Arlene Rossen, Steve Schochet, Dave Porter, Larry DeWitt, Con Katzenmeyer,
Mary Ellen Wallerius, Dr. Moore, Dick Johnson, Paul Taylor

Members Absent:

Terry Olofson, Mike Ragen

Others Present:

Don Finlayson, Trena Nelson

The meeting was called to order at 7:10 p.m.

Motion K-1034

It was moved to approve the minutes of the previous meeting with the following correction: A news release will be in the Daily sometime this week.

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius read the following report of the Executive Committee:

New Executive Committee meeting time will be 3:00 p.m. - Thursdays.

Final assignments were made as follows:

Dean Fenske	-	Program Committee
Dr. Moore	-	Liason Committee
Mr. Ausen	-	Expansion and Development Committee
Paul Taylor	-	Personnel Committee

The Union Board will meet at the Village Union next week. Meeting time will be at 8:00 p.m. We may arrive at 7:30 for pre-meeting social hour.

Change in structure of the Board selection Committee will be discussed at greater length by the Executive Committee.

Executive Committee recommends that Jim Schimschock be appointed to the official University Building Committee for Expansion and Development.

Mary Ellen read the report on the University Camp Committee meeting that Terry Olofson and Mr. Starr attended on May 16, 1957.

Motion K-1035

It was moved to approve the report of the Executive Committee.

Seconded and carried.

Motion K-1036

The Program Committee moved that the Saturday Night Dance be reinstated for one quarter and then re-evaluated by the Program Committee.

Seconded and carried.

P-310

Motion K-1037:

It was moved to approve the following dates for the All-U-Congress calendar for next year:

September 23	-	Coffman Capers
November 2	-	Homecoming
December 4, 5, 6,	-	Christmas Sing
December 7	-	Christmas Semi-Formal
January 8	-	Open House
January 18	-	Sno Ball
January 25, 26	-	Ski Train
May 11-24	-	Creative Arts Festival
May 24	-	Artist Ball

Seconded and carried.

House and Finance Committee Report:

Steve O'Brien gave the following report of the House and Finance Committee:

The House and Finance Committee moved that the following changes be made:

The YDFL & YRC who now have Rooms 348 and 347 to be condensed to Room 347 - the larger of the two. AWS and Gamma Sigma to be put into Room 348 as one room. WITR to be put into 349. (Closer to their studio) The IFC & Panhel who now share room 225 and the FPA be moved to the rear office while the IFC & Panhel share the front office. Gamma Sigma and AWS to share room 348. Room 214 (WITR) be changed to the Flying Club and APO. Room 203 to be a new conference room.

The Faculty Dancing Club puts on dances throughout the year on Friday and Saturday nights. They would like to use the Main Ballroom sometime during final time and whenever the student organizations wouldn't be using it.

Delta Upsilon is having a Dream Girl Dance on October 12, 1957. They are having a big name band and it will be open to the campus. It is recommended to cancel the Saturday Nite Dance for that night.

P-311

Motion K-1038:

It was moved to approve the House and Finance Committee Report.

Seconded and carried.

Personnel Committee:

Only three applications have come in for chairmanship positions. Interview applications will close at 5:00 p.m. - Wednesday, May 22.

A five minute recess was here in order.

Program Director's Report:

Don Finlayson gave a short report on conferences. He commented that the people who participated in the Big Ten Conference liked it very well. Lots of work went into the conference and parts of it were done exceedingly well. He also warned not to ignore your staff member throughout the entire year. By short-cutting the staff the students will be over-loaded and thus too tired both physically and mentally to do an effective program.

The Administrative staff could have helped with this conference a great deal more. Some of the small mistakes can be corrected in the future. The staff can help to make an effective year - don't short-them but use them.

Old Business:

Mary Ellen Wallerius gave a short report on the conference:

The delegates were all a fine group and mixed very well. Informality was the keynote. Mary Ellen thanked all members on the pre-planning committee for doing a job well done. There was a little difficulty in the schedule that had been set up beforehand. There was no allowance for going from place to place, etc. The opening session began on Friday at 3:30. Committee meetings began at 7:30 and 8:30 and a party at the Village was the last thing on the agenda for that day. The Village people gave an excellent program. Late Saturday morning there were more committee meetings. In the afternoon they had a tour of the St. Paul Campus Union. From 2:30 to 4:30 there were final committee meetings. That night the banquet was held at the Leamington Hotel. On Sunday morning some of the delegates flew to Duluth. All of them were very impressed with the Kirby Student Center. That afternoon they ate at Centennial Hall. The only criticism was that the working papers were too small. The assembling of the post-conference papers is in the process of being completed. One thing that came up at the meeting was a new evaluation questionnaire for chairmen. The changes on the conference schedule were the cut of the party on Friday night, and budgeting on transportation and secretaries.

The files have been taken out and put in the blue book. Any member who wants a conference with Mary Ellen in regard to files - be sure to look her up as soon as possible.

New Business:

Village Board meeting next week - May 28:

There will be a social mixer beginning at 7:15 and the business meeting will follow. If anyone desires a ride - meet in the Board office at 7:00 that evening.

The House and Finance Committee contemplated changing room 346 into a Union Board conference room - primarily and other groups may use it at any other time. This change would include painting walls, new draperys, carpeting, paintings on walls, etc. It would have a permanent conference table and chairs. The estimate would be \$4,000 taken from Expansion and Development.

^{P-312}
Motion K-1039:

It was moved to change room 346 into a conference room.

Seconded.

Discussion was open on this motion.

^{P-314}
Motion K-1040:

It was moved to call the question.

Seconded and carried.

Motion K-1039: - Carried.

Everyone was invited to see "Born Yesterday" being played in the Women's Lounge.

A letter to Terry Olofson was read by Jack Decker regarding Mr. Pfleider's resignation from the Board.

Another letter was read by Jack from All-U-Congress concerning the National Student Association of Congress conference which is going to be held on August 20-30. Anyone interested in going, do apply at the Board office before May 24.

P-315

Motion K-1041:

It was moved to adjourn the meeting.

Seconded and carried.

The meeting adjourned at 8:40.

Respectfully submitted,

Don Finlayson
Acting Recording Secretary

DF:tn

AGENDA

Meeting of May 28, 1957

1. Call the meeting to order
2. Executive Committee report
3. House and Finance Committee report - Steve O'Brien
4. Director's Report - Mr. Starr
5. Five minute recess
6. Summer school program - Dick Getchell
7. Program Director's Report
8. Standing committee reports
 - a. Program - Larry DeWitt
 - b. Personnel - Larry Swandby
 - c. Public Relations - Mike Ragen
9. Old Business
10. New Business
11. Adjournment

HOUSE AND FINANCE COMMITTEE RESPONSIBILITIES

1. All special requests for room reservations and similar matters that cannot be handled through the normal channels at the information desk are referred to the House and Finance Committee for action, with report of such action presented to the Union Board at the monthly business meeting. Examples are blanket reservation or request for use of the main ballroom by non-student group for Friday and Saturday nights.
2. Budget expenditures which have been approved by the Union Board shall be reviewed by the House and Finance Committee for any expenditures above the amount allotted each program area.
3. Requests for expenditures which have not been previously approved shall be proposed to the Union Board at the monthly business meeting unless conditions 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. The House and Finance Committee shall yearly make recommendations to the Union Board pertaining to room allocation in Coffman Memorial Union. With approval of the Union Board, the House and Finance Committee shall negotiate yearly contracts with student organizations for office space in Coffman Memorial Union.
6. The House and Finance Committee will keep the Union Board informed on matters concerning the major upkeep and renovation of Coffman Memorial Union.

Steve O'Brien, Chairman
House and Finance Committee

Coffman Memorial Union Activities

Everyone Meets in the Union!

Your Union Country Club is the place to relax every evening after studying. The Country Open at 7:00 P.M. for billiards, cards, ping-pong music, or just sitting out under the stars and talking. Special programs are provided on Monday, Wednesday, and Friday. Enter from the stairway in the back of the Union to the Terrace.

Billiard Room has facilities for ping-pong as well as billiards and is open Monday through Friday, 9:00 a.m. to 4:00 p.m. and 7:00 to 10:00 p.m.

Bowling Alleys will be open Monday through Friday from 6:00 until 10:00 p.m. for open recreational bowling. Free instruction classes every Thursday from 7:00 to 9:00 p.m.

Art Craft Shop with the finest equipment for craft and hobby work and with a skilled supervisor to help you will be open Monday through Friday, 12:00 to 8:00 p.m. Free group instruction is offered in ceramics, leather craft, photography, jewelry, and woodworking. Stop down to the shop in the basement of the Union.

Terrace Reading Room has the latest newspapers, magazines, and books and letterwriting facilities for your leisure time Monday through Friday, 8:00 to 10:00 p.m.

Bicycles and Canoes may be rented by students. Reservations must be made early in Room 230.

Dance Instruction Party-Tuesday afternoons starting June 25, will be held in Union Game Room from 2:00 till 4:00 p.m. Al Wikland is the instructor. - 50¢ a lesson

Folk and Square Dance sessions on the Mall in front of the Union every Monday evening from 7:30 to 10:30 p.m. The Twin Cities finest callers will be featured. In case of rain, they will be moved to the Main Ballroom.

Country Club Dances are held every Friday Night on the Union Terrace. Dance from 7:00 to 12:00 p.m. to a name band from the Twin City area. Your Fee Statement and 10 cents admits you and one guest. In case of rain, the dance will be held in the Main Ballroom.

H1-F1 Listening in the Terrace Reading Room Monday through Friday from 12:00 to 1:00 p.m.

Everyone Meets in the Union

Monday, June 17

Union Grand Opening. Free coffee and lemonade all day long. Demonstrations and exhibits of Crafts in the Art Craft shop. A perfect place to meet your friends. The Union Country Club opens at 7:00 p.m.
Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Tuesday, June 18

Union Country Club open from 7:00 to 10:00 p.m.
Free group instruction in leather-craft in the Art Craft Shop from 12:00 to 3:00 p.m.
Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Wednesday, June 19

Fun Night at the Union Country Club. Comedies and cartoons shown in the Terrace Reading Room at 8:00 p.m. Marshmallow roast on the terrace all evening. Country Club opens at 7:00 p.m.
Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.
Free group instruction in photography in the Art Craft Shop from 12:00 to 3:00 p.m.

Thursday, June 20

Relax at the Union Country Club. Open from 7:00 to 10:00 p.m.
Free group instruction in jewelry (copper enameling & ceramic) in the Art Craft Shop from 12:00 to 3:00 p.m.
Free Bowling instruction 7:00 to 9:00 p.m.
Hi-Fi listening in the Terrace Reading Room 12:00 to 1:00 p.m.

Friday, June 21

Country Club Dance on the Union Terrace. A get-acquainted dance under the stars. Dance starts at 9:00 p.m.
Free group instruction in woodworking (especially for the gals) in the Art Craft Shop from 12:00 to 3:00 p.m.
Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Monday, June 24

Folk and Square Dancing on the Mall in front of the Union from 7:30 to 10:30 p.m.
Free group instruction in ceramics in the Art Craft Shop from 12:00 to 3:00 p.m.
Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Tuesday, June 25

Dance Instruction Party in the Union Game Room from 2:00 to 4:00 p.m.
Country Club opens at 7:00 p.m.
Hi-Fi listening in the Terrace Reading Room from 12:00 to 1:00 p.m.
Free group instruction in leathercraft in the Art Craft Shop.

Wednesday, June 26

Fun night and pot luck supper at the Union. Bring some food and the family and enjoy an evening of comedies and cartoons. We'll furnish the refreshments. The Festivities start at 6:30 p.m.
Free group instruction in photography in the Arts Craft Shop from 12:00 to 3:00 p.m.
Hi-Fi listening in the Terrace Reading Room from 12:00 to 1:00 p.m.

Thursday, June 27

Relax in the Union Country Club. Open Monday through Friday 7:00 to 10:00 p.m.

Free group instruction in jewelry in the Art Craft Shop from 12:00 to 3:00 p.m.

Free Bowling Instruction classes from 7:00 to 9:00 p.m.

Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Friday, June 28

Country Club Dance on the Terrace from 9:00 to 12:00 p.m.

Free group instruction in woodworking (especially for the gals) in the Art Craft Shop from 12:00 to 3:00 p.m.

Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Monday, July 1

Swing your partner at the Folk and Square Dance party on the mall in front of the Union, 7:30 to 10:30 p.m.

Free group instruction in ceramics in the Art Craft Shop from 12:00 to 3:00 p.m.

Hi-Fi listening in the Terrace Reading Room 12:00 to 1:00 p.m.

Tuesday, July 2

Union Country Club open from 7:00 to 10:00 p.m.

Dance Instruction Party in the Union Game Room from 2:00 to 4:00 p.m.

Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Free group instruction in Leathercraft.

Wednesday, July 3

Fun Night at the Union Country Club. Comedies and cartoons shown in the Terrace Reading Room at 8:00 p.m. Marshmallow roast on the Terrace all evening. Country Club opens at 7:00 p.m.

Free group instruction in photography in the Art Craft Shop from 12:00 to 3:00 p.m.

Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Thursday, July 4

Holiday

Friday, July 5

Country Club Dance on the Terrace from 9:00 to 12:00 p.m.

Free group instruction in woodworking from 12:00 to 3:00 p.m. in the Art Craft Shop.

Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Monday, July 8

Square and Folk Dance Party on the Mall in front of the Union - 7:30 to 10:30 p.m.

Free group instruction in ceramics in the Art Craft Shop from 12:00 to 3:00 p.m.

Hi-Fi listening in the Terrace Reading Room from 12:00 to 1:00 p.m.

Tuesday, July 9

Union Country Club opens from 7:00 to 10:00 p.m.

Dance Instruction Party with Al Wiklund teaching your favorite steps 2:00 to 4:00 p.m.

Free group instruction in leather craft in the Art Craft Shop from 12:00 to 3:00 p.m.

Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Wednesday, July 10

Fun Night at the Union Country Club. Comedies and cartoons shown in the Terrace Reading Room at 8:00 p.m. Marshmallows roasted on the Terrace all evening. Country Club opens at 7:00 p.m.

Free group instruction in photography in the Art Craft Shop from 12:00 to 3:00 p.m.

Thursday, July 11

Relax at the Union Country Club. Open from 7:00 to 10:00 p.m.

Free group instruction in jewelry in the Art Craft Shop from 12:00 to 3:00 p.m.

Free bowling instruction classes from 7:00 to 9:00 p.m.

Hi-Fi Listening in Terrace Reading Room from 12:00 to 1:00 p.m.

Friday, July 12

Country Club Dance on the Union Terrace from 9:00 to 12:00 p.m.

Free group instruction in woodworking from 12:00 to 3:00 p.m.

Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Monday, July 15

Square and Folk Dance party on the Mall in front of the Union from 7:30 to 10:30 p.m.

Free group instruction in ceramics in the Art Craft Shop from 12:00 to 3:00 p.m.

Hi-Fi listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Tuesday, July 16

Union Country Club opens from 7:00 to 10:00 p.m.

Dance Instruction party in the Union Game Room, 2:00 to 4:00 p.m.

Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Wednesday, July 17

Fun night and marshmallow roast at the Union country club.

Cartoons and Comedies shown in the Terrace Reading Room.

Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

Thursday, July 18

Final Sunrise on the Union Terrace from 7:00 to 8:00 a.m.

Coffee and rolls free to help you relax before finals.

Union Country Open from 7:00 to 10:00 p.m.

Free Bowling Instruction class from 7:00 to 9:00 p.m.

Hi-Fi Listening in the Terrace Reading Room, 12:00 to 1:00 p.m.

HOUSE AND FINANCE COMMITTEE RESPONSIBILITIES

(for May 28, '57
meeting)

1. All special requests for room reservations and similar matters that cannot be handled through the normal channels at the information desk are referred to the House and Finance Committee for action, with report of such action presented to the Union Board at the monthly business meeting. Examples are blanket reservation or request for use of the main ballroom by non-student group for Friday and Saturday nights.
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6. The House and Finance Committee will keep the Union Board informed on matters concerning the major upkeep and renovation of Coffman Memorial Union.

Steve O'Brien, Chairman
House and Finance Committee

COFFMAN MEMORIAL UNION OFFICE CONTRACT

(for May 28, '57 meeting)

It is hereby agreed that the _____ student organization shall for the period of from June 15, 1957, to June 15, 1958, be assigned to office number _____. The room shall be shared with _____.

It is understood that the Union Board of Governors, in assigning this space, has been assured that the _____ organization will make sufficient use of it as a business and organizing location to warrant its retention. (By "sufficient use" it is meant that, except for holidays, summer vacations, and final examination periods, the officers or organizational members will make daily use of the space in promoting the welfare of their organization.)

The tenant organization agrees to use the space in a manner consistent with the Coffman Memorial Union House Rules and regulations. (Copies of the House Rules are available at the information desk)

The Union Board of Governors reserves the right to terminate this agreement at any time during the contract period when it can be demonstrated that, (1) the tenant is not making adequate use of the office while other groups are without office space, or (2) the tenant is not complying with the published house rules concerning office space in Coffman Memorial Union. Such action will not be taken without the tenant being given a hearing by the University of Minnesota Union Board of Governors, House and Finance Committee.

Signed:

Signed:

University of Minnesota Union
Board of Governors

Representative

Date

Date

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
HOUSE & FINANCE COMMITTEE
MONTHLY REPORT
Meeting of May 28, 1957

Committee members: Steve O'Brien, chairman, Mary Ellen Wallerius, Steve Schochet, Jack ~~Smith~~, Gordon L. Starr.

I. Requests and action

1. Gamma Sigma requested reconsideration by committee in the proposed moving of their organization into room 213.
2. I.F.C., Panhellenic Council, Alpha Phi Omega, A.W.S., Gamma Sigma, Flying Club, Y.D.F.L. and U.R.C. were invited to regular meeting of committee for the purpose of discussion concerning office placement for the period June 1957 to June, 1958.

Action proposed by House and Finance Committee and approved by Board:

I.F.C. - Panhel	- 225
F. P. A.	- 225A
Y.D.F.L. - U.R.C.	- 347
A.W.S. - Gamma Sigma	- 348
WMR	- 349
Alpha Phi Omega--Flying Club	214
new conference room	- 203

3. The Radio Free Europe Committee requested to suspend helium balloon from top of Coffman Memorial Union during week of May 13-18.
Denied, against house rules.
4. Radio Free Europe Committee asked for bulletin board space for week of May 13-18.
Referred to assistant to director to avoid conflict with Creative Arts Festival.
5. Request from Conservative Student Club for use of patio for speech and coffee hour.
Denied--against house rules, patio to be used only for noon programs and evening dances. Group was rescheduled for men's lounge.
6. Bowling Alleys to be closed on Sundays beginning Sunday, May 12, 1957, until next fall.
7. Creative Arts Festival requested use of terrace reading room for evening discussions and talks from May 13-16.
Approved - normally use of this room discouraged by committee.
It is not on the normal schedule of available rooms.
8. Volume of phonograph in basement ticket booth is to be kept at a reasonably low level with the speaker inside the booth.
9. It was recommended by House and Finance Committee and approved by the Board that a maximum of \$4,000 be allocated from the Expansion and Development budget for furnishing room 346 as a Union Board conference room.
10. The D.U.'s made a request to use the ballroom on October 12, 1957, for a dance involving a name band which will be open to the whole student body.

Forwarded by H & F to Board. Approved by Union Board (May 21, 1957)

11. The Faculty Dance Club requested use of the Main Ballroom for the following dates:

Friday, October 11, 1957
Friday, November 8, 1957
Saturday, December 14, 1957*
Saturday, February 15, 1958
Saturday, March 8, 1958*
Saturday, April 12, 1958
Saturday, May 10, 1958
Saturday, June 7, 1958*

* denotes final exam times.

The schedule was worked out with considerable deliberation and presented with the H & F endorsement to the Board for approval. Approved.

II. Discussion of Anticipated Topics

1. Changing the room contracts for offices in Coffman Memorial Union to be more specific and binding on the organizations concerned. Space is at a premium and for the sake of economy the space must be fully utilized.
2. Expanded paneling and redecorating in the main corridor.
3. Revamping of the present games area for more economical space allocation.
4. Additional furniture and redecorating in Union Board committee rooms.
5. General physical plant repair to include outside walls, where cracked, and roofing above the third floor. Estimated at approximately \$15,000.
6. Repair of service stairways where necessary.

Respectfully submitted,

Steve O'Brien, Chairman
House and Finance Committee

COMMITTEE CHAIRMANSHIPS FOR THE APPROVAL OF THE BOARD

Personnel Bureau

Norm Winer Chairman of Personnel Bureau SLA Soph

Fine Arts Area

Priscilla Orme Chairman of Art Gallery SLA Soph
 Katie Jordan Chairman of Humanities Forum GC Fresh.
 Diana Knight Chairman of Art Crafts Educ Soph
~~Marshall Runge Chairman of Photo Sub Comm. IT Junior~~

Talent Development

Dave Carlson WMR Manager IT Junior
 Mike Kars Chairman of Creative Society SLA Fresh

Music Area

Marsha Lukash Chairman of Musicals SLA Fresh
 Tom D'Andrea Chairman of Jazz Workshop Grad.
 SLA Senior

Social Skills Area

Gary Hastings Chairman of Foreign Students SLA Soph
 Dick Jorandby Chairman of Student Faculty SLA Fresh

These chairmanships are still open:

Games Area:
 Table Tennis
 Bridge
 Chess
 Bowling
 Billiards

Noon Programs:
 Noon Program Coordinator

Public Relations Bureau
 Unioners
 Newsletter
 Publicity
 Ad Agency

Talent Development Area:
 Talent Bureau

Outings Area:
 Rovers
 Water Skiing
 Co Rec Nights

Music Area
 Listening Hours
 Song Fest

Social Skills
 Toastmasters
 Grad Students
 Charn

Dance
 Wednesday Nite

*all done - not push
 Wed night*

IF YOU NOW OF ANY ONE INTERESTED IN ANY OF THESE CHAIRMANSHIPS, PLEASE CONTACT THEM.

COPMAN MEMORIAL UNION

Summary of Income & Expenditures
July 1, 1956 through March 31, 1957
Schedule I

<u>Income</u>	<u>1957</u>	<u>1956</u>	
Student Fees	\$221,318.01	\$171,136.51	
Rental Services	6,558.05	8,877.60	
Program Admissions	24,481.59	26,062.73	
Artcraft Shop	3,534.49	3,179.14	
Billiard Room			
Billiards	10,757.95	10,724.74	
Merchandise	38,386.63	37,712.38	
Bowling Alleys			
Bowling Fees	30,695.15	22,363.01	
Merchandise	4,167.71	3,440.17	
Village Union			
Admin. & Program	1,658.75	910.28	
Fountain	12,749.28	11,017.55	
Total Income	<u>\$354,307.61</u>	<u>\$295,424.11</u>	

<u>Expense</u>			
Administration	\$		
Salaries	\$28,553.96	\$25,346.83	
Supplies & Expense	4,579.17	4,624.07	
Program			
Salaries	17,195.35	15,823.63	
Supplies & Expense	37,120.21	33,216.21	
Maintenance			
Salaries	45,030.07	44,042.61	
Supplies & Expense	37,320.46	33,195.75	
Artcraft Shop			
Salaries	4,905.63	3,511.28	
Supplies & Expense	2,979.07	5,495.03	
Billiards			
Salaries	8,617.36	8,362.14	
Supplies & Expense	30,779.44	29,594.35	
Bowling Alleys			
Salaries	17,742.15	14,260.12	
Supplies & Expense	7,725.87	10,130.01	
Village Union (Fountain)			
Salaries	2,190.23	2,326.85	
Supplies & Expense	10,839.28	9,082.79	
Village Union (Admin., Maint., & Pro.)			
Salaries	4,217.88	3,903.88	
Supplies & Expense	4,292.53	3,753.29	
Total Expense	<u>\$264,088.66</u>	<u>\$246,668.84</u>	
Net Balance	<u>\$ 90,218.95</u>	<u>48,755.27</u>	

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Salaries	4,905.63	3,511.28	
Supplies & Expense	2,979.07	5,495.03	
Billiards			
Salaries	8,617.36	8,362.14	
Supplies & Expense	30,779.44	29,594.35	
Bowling Alleys			
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Supplies & Expense	7,725.87	10,130.01	
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Net Balance	<u>\$ 90,218.95</u>	<u>48,755.27</u>	

University of Minnesota Union Board of Governors
Meeting of May 28, 1957

Members Present:

Terry Olofson, Steve O'Brien, Mary Ellen Wallerius, Gail Taylor, Jack Weber, Larry DeWitt, Steve Schochet, Dick Johnson, Arlene Rossen, Mike Ragen, Larry Swanby, Paul Taylor, David Porter, Con Katzenmeyer, Mr. Forrest Moore, Mr. Starr, Mr. Vernon Aussen.

Members Absent:

Jack Decker

Others Present:

Dick Getchell, Frances Munnings, Ann Ott, Ginny Boelter.

The meeting was called to order at 7:35 p.m. at the Village Union.

Motion K-1042:

^{P-316}
It was moved to approve the minutes of the previous meeting with the following corrections: 1) Motion K-1039 to read "It was moved to set aside \$4,000 to purchase necessary furnishings for changing room 346 into a Union Board Conference Room"; 2) In reference to the House and Finance Committee Report section of last week's minutes concerning the Faculty Dance Club: Change the sentence "They request the Main Ballroom sometime during final time and whenever the student organizations wouldn't be using it" to read as follows: "They request the use of the Main Ballroom on the following dates: Friday, October 11, 1957; Friday, November 8, 1957; Saturday, December 14, 1957; Saturday, February 15, 1958; Saturday, March 8, 1958; Saturday, April 12, 1958; Saturday, May 10, 1958; Saturday, June 7, 1958."

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius gave the following report of the Executive Committee:

Announcement has been made of the appointment of Mr. G. Gordon Kingsley, Coordinator of Counselors in the General College, as a new faculty member of the Union Board of Governors. It is hoped that the other appointments will be completed by the end of the school year.

Miss Joy Winkle will be the new replacement for the Public Relations Administrative Fellowship position being vacated on June 15 by Miss Marcia Koth.

On June 3 Miss Irene Talsness will begin working at the Information Desk. She will be working in the position of clerk-stenographer, a position which has been open for some time.

On Monday of this week 70 high school students were given a guided tour of the building.

The last Board meeting of this school year will be held on June 4 and will be a 6:00 p.m. dinner meeting in room 351.

Motion K-1043:

^{P-317}
It was moved to approve the report of the Executive Committee.

Seconded and carried.

House and Finance Committee Report:

The report of the House and Finance Committee was given by Steve O'Brien, listing the requests and action which had been taken and the discussion of anticipated topics. (The report as presented is on file with the permanent copies of ~~this~~ ^{the} minutes.)

Contracts for office space were sent today to the organizations which will be using rooms in the Union as offices. These contracts will hold from June 15, 1957 to June 15, 1958, provided the groups (1) obey the house rules and regulations and (2) remain active student organizations. If it becomes evident that a group is not an active student organization the Board reserves the right to rent the room to another student organization ^{which is active.}

Steve mentioned that the house rules forbid the fastening of materials with tape or glue to the walls of the Main Ballroom. An incident occurred this week where a group did this and in taking the materials down damage was done to the walls.

The Program Committee has requested use of the Main Lounge for a Merit Reception to be held next school year. This was tabled and will not be acted on as yet as the use of the Main Lounge for such events is being discouraged.

Steve passed out copies of "House and Finance Committee Responsibilities" to the Board members.

There was a discussion on the dates requested by the Faculty Dance Club for use of the Main Ballroom.

^{P-318}
Motion K-1044:

It was moved to divide the question.

Seconded and carried.

^{P-319}
Motion K-1045:

It was moved to reconsider section 11 of part I of the House and Finance Committee Report pertaining to the dates requested by the Faculty Dance Club for use of the Main Ballroom to be referred to the Program Committee in joint consultation with the House and Finance Committee.

Seconded and carried.

^{P-320}
Motion K-1046:

It was moved to accept the remainder of the House and Finance Committee Report.

Seconded and carried.

Director's Report:

Mr. Starr stated that at this time it is important to make the transition from the old Board to the new Board in the smoothest possible way. Any time that any member has a question on any phase of the Board be sure not to hesitate to ask questions. He asked that members be sure to refer to the second part of the House and Finance Committee report which gives a run-down on some of the projects that will be started soon, such as the

revamping of the present games area for more economical space allocation.

Mr. Starr gave some of the long range needs as to repair and renovation for the benefit of the new Board members. Tomorrow Mr. Starr will meet with Mr. Lunden, the Comptroller, to go over the matter of obtaining new automatic pinsetting equipment for our bowling alleys. He has talked with a representative of the Brunswick-Balke-Collender Company of Chicago about their equipment. The A.M.F. Pinspotters are also being considered.

Copies of the Coffman Memorial Union report on Summary of Income and Expenditures for period of July 1, 1956, through March 31, 1957 were passed out. Mr. Starr discussed this report and stated that a significant fact was that our bowling fees have jumped from \$23,000 to \$30,000. Our bowling lineage has been increased 35% this year. (A copy of this report is attached to the permanent copies of the minutes.)

Mr. Starr said that members should be aware of the fact that we belong to the Association of College Unions. Suggestions are received from the Association through means of a quarterly bulletin, different reports that are sent out, and from research that is being conducted. We receive valuable help on program, etc. You will hear reference being made to the Association from time to time.

There is a need to consider office furniture for the Board office soon. It is hoped that this can be taken care of during the summer months.

He announced that the Arts-Craft Shop will be closed on May 30, 31, and June 1.

The Union is very well set-up as far as staff is concerned at the present time. There is an Arts-Craft Administrative Fellowship position open at the present time and also a night manager position and one other administrative fellowship position.

Jim Schimschock, the Union Board House and Finance Committee Chairman of this past year, has been named to Phi Beta Kappa, National Honorary Society.

Passes to Union events for Board members were passed out.

Mr. Starr attended the Cotton Ball at the Village Union last Saturday night. This event was part of the carnival put on at the Village Union last weekend. The carnival was very successful. He advised the members of our Board to visit the Play Center at the Village Union since the meeting was being held here this evening.

P-321
Motion K-1047+

It was moved to accept the Director's Report.

Seconded and carried.

A five minute recess was in order at this time.

Summer School Program Report:

Mr. Dick Getchell gave a report on the plans for Program in the Union during summer session. He has been working on a large display which will be set up next week. This display will aid greatly in publicizing summer Program. He passed out diagrams entitled "Your Union Country

Club," showing the areas of the building which will be used this summer around the theme of a Country Club. He also passed out sheets listing the activities which will take place in the Union during the first summer session. The name of this report is "Everyone Meets in the Union."

A good deal of publicity is being given to Union Summer Program. A summer session bulletin, "Socially Speaking" which lists events going on on the campus, is listing our entire schedule this year.

On Monday, June 17, there will be a Union Grand Opening, at which time free coffee and lemonade will be served all day long. This first day is important in that it will give people coming to the campus for the first time, and also others, an idea of what the Union will offer in the way of Program for the summer session.

Summer Program this year will include families of students, Wednesday night programming is centered especially around activities for the family, such as marshmallow roasts, pot luck suppers, comedies, and cartoons, etc.

In summing up summer Programming, Mr. Getchell said that this summer the Programming will include everyone. The Union will be closed Saturdays and Sundays during the summer as usual.

Program Committee Report:

On behalf of the Program Committee, Larry DeWitt reported that now that the official programming is over, all events reports should be turned in.

P-322

Motion K-1040-

It was moved to approve the report of the Program Committee.

Seconded and carried.

Personnel Committee Report:

Larry Swandby passed out dittoed copies of "Committee Chairmanships for the Approval of the Board." (A copy is on file with the permanent copies of the minutes.) Larry stated that no approval is required for Marshall Runge for Chairman of Photo Sub Committee. Another change is that Tom D'Andrea, Chairman of Jazz Workshop is not a Graduate Student but a senior in SIA. A number of chairmanships are still open. These should be filled as soon as possible. Action should be taken on these at the next meeting.

Larry asked that members contact their area chairman and have them take care of the Merit reports. These reports may be obtained from Miss Helen Hartwick.

P-323

Motion K-1049-

It was moved to approve the report of the Personnel Committee.

Seconded and carried.

The question was brought up as to why Tom D'Andrea, as a graduate student, would be accepted as Chairman of the Jazz Workshop. Further discussion clarified the selection made.

P-324

Motion K-1050-

It was moved to accept the committee chairmanships as stated in the report.

Seconded and carried.

Larry Swandby asked that these new chairmen be congratulated as soon as possible.

Old Business:

Terry Olofson reported that the minutes of the 3 day Big Ten Student Union Conference are compiled and in the process of being assembled. The proposed constitution will be sent out with the minutes before the end of the week.

New Business:

Terry Olofson read the proposed constitution of the Big Ten Student Union Association. He suggested that our Board initiate the ratification of this proposed constitution since we played a large part in getting it written up.

A brief discussion took place on the proposed constitution. A vote will be taken on this constitution at the next meeting.

Terry Olofson reported that he will have personal meetings with the Board members at which time he will discuss the relationship of committee chairman to the area director. This is set up in the by-laws. If members have complaints they should first be taken to the Board president. Too many matters are taken directly to the Program Office and since this is strictly Board business, it should go through the proper channels. If any major conflicts occur between the Board and Program staff this will be settled by the Board president and Mr. Finlayson, the Program Director.

Terry Olofson reported that a memorandum has gone to the Program staff stating that if there are no area directors present at events, the Program Consultant shall cancel that event. It is not the function of the Program staff to handle the entire program themselves and if responsibilities are neglected by the area directors, the event will be cancelled.

Terry Olofson suggested that area chairmen should be functioning as soon as possible.

Motion K-1051:

It was moved to adjourn the meeting.

Seconded and carried.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:gb:tn

COMMITTEE CHAIRMANSHIPS FOR THE APPROVAL OF THE BOARD

Personnel Bureau

Norm Winer	Chairman of Personnel Bureau	SLA	Soph
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Fine Arts Area

Priscilla Orme	Chairman of Art Gallery	SLA	Soph
Katie Jordan	Chairman of Humanities Forum	GC	Fresh.
Dianna Knight	Chairman of Art Crafts	Educ	Soph
Marshall Runge	Chairman of Photo Sub Comm.	IT	Junior

Talent Development

Dave Carlson	WMMR Manager	IT	Junior
Mike Kars	Chairman of Creative Society	SLA	Fresh

Music Area

Marsha Lukash	Chairman of Musicale	SLA	Fresh
Tom D'Andrea	Chairman of Jazz Workshop	Grad.	

Social Skills Area

Gary Hastings	Chairman of Foreign Students	SLA	Soph
Dick Jorandby	Chairman of Student Faculty	SLA	Fresh

These chairmanships are still open:

Games Area:

Table Tennis
 Bridge
 Chess
 Bowling
 Billiards

Noon Programs:

Noon Program Coordinator

Public Relations Bureau

Unioners
 Newsletter
 Publicity
 Ad Agency

Talent Development Areas:

Talent Bureau

Outings Area:

Rovers
 Water Skiing
 Co Rec Nights

Music Area

Listening Hours
 Song Fest

Social Skills

Toastmasters
 Grad Students
 Charn

Dance

Wednesday Nite

IF YOU NOW OF ANY ONE INTERESTED IN ANY OF THESE CHAIRMANSHIPS, PLEASE CONTACT THEM.

AGENDA

Meeting of June 4, 1957

- I. Call the meeting to order
- II. Executive Committee Report
- III. Standing Committees
 - a. Program
 - b. House and Finance
 - c. Personnel
- IV. No break tonight.
- V. Old Business
 - a. Big Ten Constitution
 - b. What ever else to delay us from hitting the books.
- VI. New Business
- VII. Adjournment

Executive Committee Minutes
Tuesday, June 4, 1957

Executive Committee voted not to accept All U Congress's invitation to join with them in putting out the All U Calender. It would entail a cost to us of approximately \$300.00. Executive Committee suggests close advisory co-operation with Congress on this matter however.

Members of the Expansion and Development Committee are:

Jack Decker - Chairman

Gordon Starr

Terry Olafson

Steve O'Brien

Vernon Ausen

Larry DeWitt

Respectfully submitted
Mary Ellen Wallerius
Corresponding Secretary

University of Minnesota Union Board of Governors
Meeting of June 4, 1957

Members Present:

Terry Olofson, Mary Ellen Wallerius, Dave Porter, Paul Taylor, Steve Schochet, Steve O'Brien, Larry DeWitt, Con Katzenmeyer, Mike Ragen, Mr. Richter, Gail Taylor, Jack Decker, Larry Swandby, Arlene Rossen, Jack Weber, Mr. Pfleider, Dr. Moore, Mr. Ausen, Dick Johnson.

Members Absent:

Others Present:

Don Finlayson, Mr. Starr, Fran Munnings, Trena Nelson

A dinner meeting was held in Room 351 at 6:00 p.m.

Executive Committee Report:

Mary Ellen Wallerius presented the following report of the Executive Committee:

It was voted not to accept All-U Congress's invitation to join with them in publishing the All-U Calendar. It would entail a cost to us of approximately \$300. The Executive Committee suggests close advisory cooperation with Congress on this matter, however.

Members of the Expansion and Development Committee are:

Jack Decker, Chairman
Terry Olofson
Steve O'Brien
Vernon Ausen
Larry DeWitt
Gordon Starr, Secretary

Mr. Kingsley will become an active member of the Board next fall.

^{P-326}
Motion K-1052:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

House and Finance Committee Report:

Steve Schochet presented the following report of the House and Finance Committee:

A letter from the National Home Demonstrators for the use of the Main Ballroom on October 25 was denied. Another request for the Main Ballroom was also denied. This was for Friday, April 11, 1958, for Career Day. This was denied because of something already scheduled that night.

The room contracts to student organizations using office space in the building are now coming in.

A letter from Carleton College inquiring about the use of the shuffle board was answered.

^{P-327}
Motion K-1053:

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

Seconded and carried.

Public Relations Committee:

Mike Ragen handed out filing sheets on extra-curricular activities. He asked the Board members to fill these out and hand them in to him. Pictures of board members will be used in a brochure to be given to the new freshmen next fall.

Personnel Committee Report:

Larry Swandby asked for approval of the following appointments:

Dance Area
Ginny Hubbard - Wednesday Nite Dance
Sandy Yerdon - Saturday Nite Dance

Social Skills
Mardeen Johnson - Chairman

Noon Program
Bud Volkman
Tom Hay
Larry Metberg
Mimi Basaan

Homecoming Dance Chairman
Barb Clark

There was some discussion on the Homecoming Dance Chairmanship.

P-328

Motion K-1054:

It was moved to divide the question.

Seconded and carried.

P-329

Motion K-1055:

It was moved to approve the first part of the chairmanship appointments.

Seconded and carried.

P-330

Motion K-1056:

It was moved to accept the chairmanship appointment for the Homecoming Dance.

Seconded and carried.

Old Business:

Terry Olofson stated the correction on the Big Ten Constitution.

ARTICLE III - ANNUAL CONFERENCE - Section 4: Voting powers: Each delegation to the annual conference shall have no more than one (1) vote. Section 4a: Michigan Women's League and Michigan Men's Union shall each have one-half ($\frac{1}{2}$) vote.

P-331

Motion K-1057:

It was moved to accept the Big Ten Constitution from the Student Union of Minnesota.

Seconded and carried.

Mr. Starr mentioned to keep in mind that other schools have not approved this Constitution as of yet, and that the Big Ten directors and the Association of College Unions would undoubtedly have an interest and say in the matter.

Terry Olofson explained the details of the Constitution.

Mr. Starr was asked by the Board members to give the background of the development of the Big Ten Student Union meeting. He pointed out that at one time both students and staff met together, but due to the size of the conference it was felt advisable that a conference be held for staff only. At that time there was a development of regions within the country which hold annual student and staff conferences. The regional meetings have been developing stronger throughout the country. In addition to these meetings the students in the Big Ten have held meetings. There has been some objection to these meetings because there was a feeling that these meetings might be harmful to the development of the regions. Several years ago there was considerable objection to the Big Ten Student meeting by the Big Ten directors, due to the fact that very little concrete values came from this meeting. At the last Association of College Unions meeting held at the University of Utah, Salt Lake City, the Big Ten directors met and discussed this matter. It was agreed that the Big Ten student meeting should be held in Minnesota this year. It was further agreed that hereafter there would be no pre-planning conference for this meeting as this could be done through correspondence. It was stipulated also that the primary purpose of this meeting would be for leadership training and that there be a limit placed of two students and one staff member attending a conference. This meant that only two students could attend if no staff member were possible to attend.

It was pointed out that plans are being made for next year's meeting to be held at the University of Michigan at Ann Arbor.

Larry Swandby reminded the area directors to call the chairmen that were appointed to congratulate them and to keep in contact with them throughout the summer.

Con Katzenmeyer read the cost of the Big Ten Conference.

Food	-	\$201.00
Party	-	20.51
Lodging	-	41.50
Flight	-	90.00
Administrative Exp.	-	<u>53.12</u>
Total		\$416.13
Intake		287.00
Expense		129.13

The amount approximated by the Coffman Memorial Union Board was \$130.00.

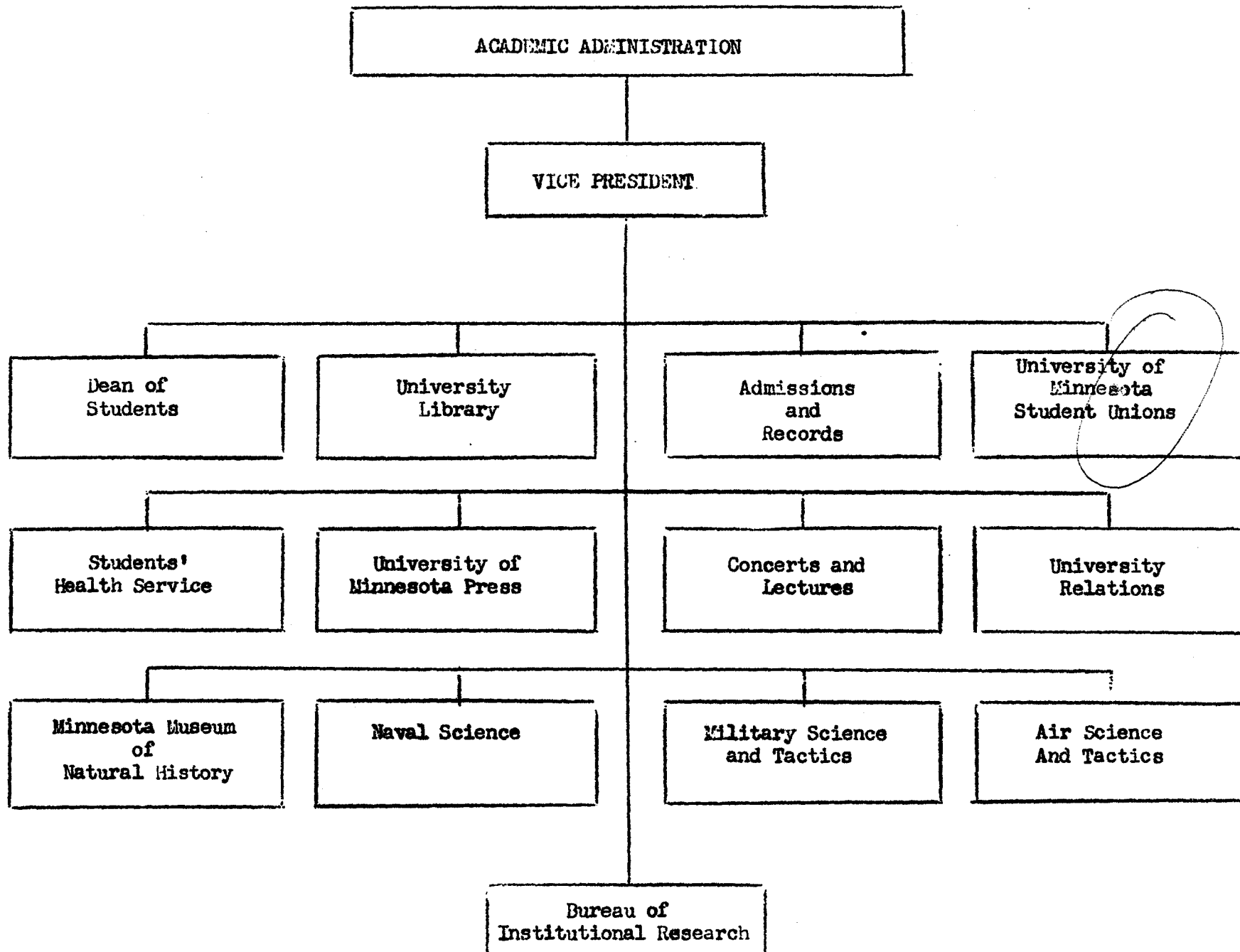
^{P 332}
Motion K-1058:

It was moved to have a vote of commendation to all of the people who worked so hard on the Big Ten Conference.

Seconded and carried.

New Business:

Mr. Starr mentioned that summer board meetings are required. The date can be decided on by correspondence. Matters of business for this summer are orientation, pin-setting equipment, refinishing, etc. Mr. Starr invited the members to come to his cabin at Cokato - the date will be decided later.



University of Minnesota Organizational Chart

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14, Minnesota

AGENDA
Minnesota Union Board of Governors
June 24, 1957

1. Minutes of last meeting.
2. President's report - Terry Olofson
 - a. Building Committee
3. Summer Orientation - Steve Schochet
4. House and Finance Committee Report - Steve Schochet
 - a. Request of Home Demonstration Agents
 - b. Automatic Pinsetting Equipment - Mr. Starr
 - c. Statement of the Campus Club
5. Program - Summer Session - Dick Getchell
6. Director's report - Mr. Starr
7. Policy on rental of canoes
8. Other

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14, Minnesota

June 24, 1957

TO: Minnesota Union Board

FROM: Gordon L. Starr, Director of Student Unions

SUBJECT: Summary of Automatic Pinsetting Equipment report.

Since the installation of our bowling alleys in 1940, automatic pinsetting equipment has come on the market. Our present hand-operated machines have seen 17 years of service which is 3 years beyond the life expectancy of these machines. There are 2 companies now producing automatic equipment, one the American Machine and Foundry Company and the other the Brunswick-Balke-Collender Company, the latter being an old reliable bowling equipment firm and the former one of the foremost companies in the automation business.

In consideration of these machines the following facts should be taken into consideration:

1. It is very doubtful that we can continue with the present hand-operated machines and provide the kind of service we would like to.
2. It is expected that our bowling lineage will increase if we have automatic equipment. It is expected that we will reach approximately 105,000 lines this year.
3. The A.M.F. company leases their machines at a rate of 12¢ a line or less (depending on rate charged). Our pinsetters are paid 11-15¢ a line. There is an installation charge. The contract has recently been reduced from 12 years to 10 years. A minimum of \$800 per alley is required. This would mean 128,000 lines a year.
4. The Brunswick Company sells the machines outright at \$7,700 a machine, which would amount to \$123,200 for 16 alleys plus installation.
5. The cost of installation, preparing the alley pits, parts kit, and training of a mechanic would be slightly under \$20,000 and approximately the same for each company.
6. The A.M.F. machine has been operating in this area about 3 years and the Brunswick less than 1 year. Good reports have been received on both machines from operators.
7. Now is the time to make a change so the installation work can be done before fall quarter starts.
8. The amount appropriated this year is \$10,000 (April 30, 1957 minutes) and from last year \$5,000 (August 4, 1956) for automatic equipment.
9. If we were to purchase outright we would need to set aside our entire renovation fund for this one use which would mean a delay in other projects, plus the fact that we would have to borrow the additional

money. This would have an effect on any future borrowing and it is recognized that in the near future we may have to borrow a considerable sum for new facilities.

10. It is estimated that it will take over 7 years to pay for the Brunswick machines. We do not, nor does anyone else, know the length of life of these machines.

In view of the above information it is recommended that the Director of Student Unions make the proper negotiations through the University administration for lease equipment.

GLS:gb

Presented at meeting of June 24, 1957

Campus Club: Board of Directors

It was moved that the financial responsibility of the club for necessary repairs to and maintenance of the Coffman Memorial Union building should be settled so far as may be on the following basis:

1. That the cost of necessary repairs to and maintenance of the building beneficial only to so much of the building as is occupied by the club shall be paid by the club.

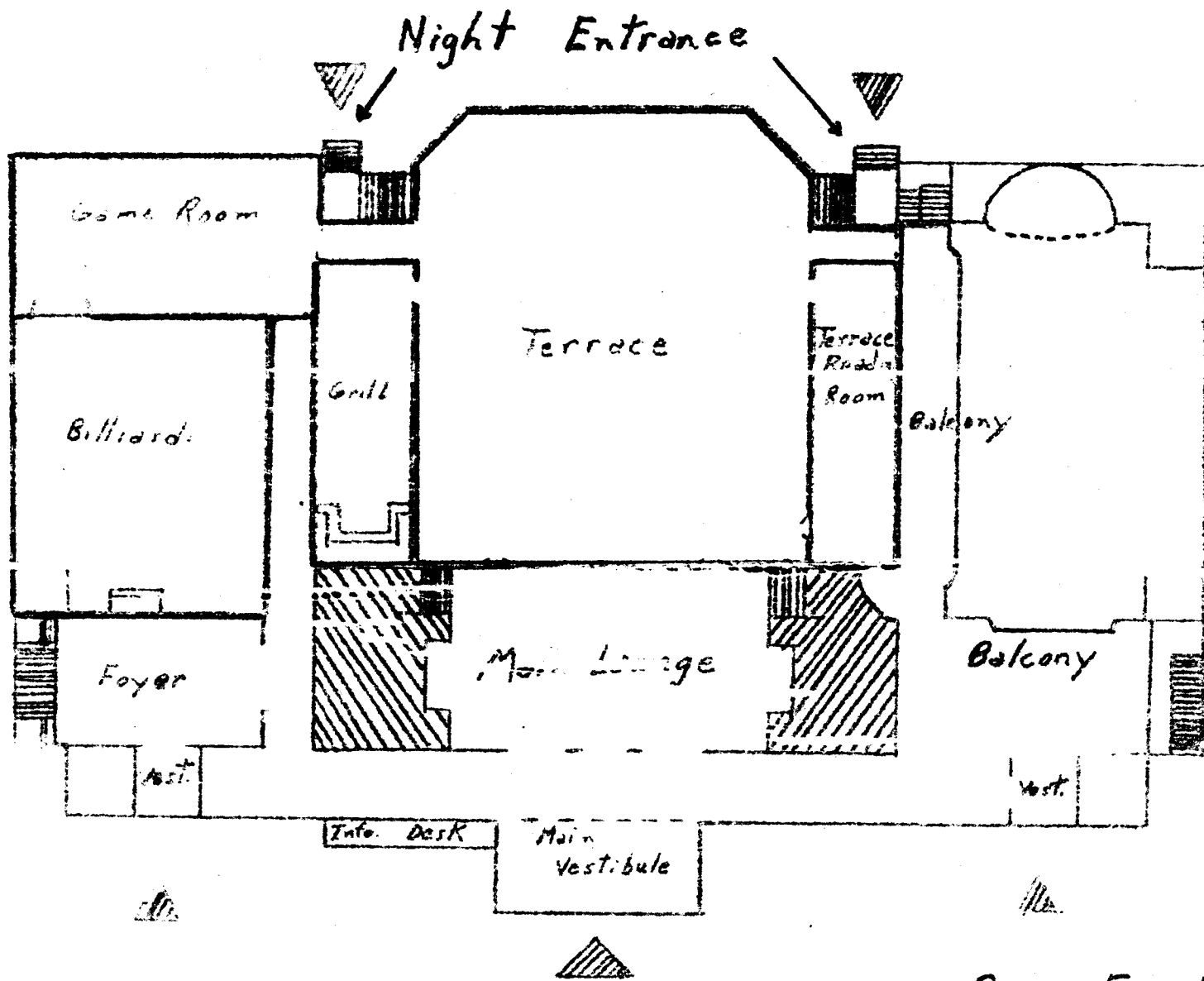
2. That the cost of necessary repairs to and maintenance of the building beneficial to parts of the building not occupied by the club shall not be charged to or paid by the club.

3. That the cost of necessary repairs to and maintenance of parts of the building and facilities and apparatus therein that benefit or serve all users of the building as a whole (such as foundations, sidewalls, roofs, cornices; pipes for carrying gas, water, and steam throughout the building; and electrical conduits, plumbing, heating, elevators, and other apparatus intended for the general service of the entire building) shall be apportioned, and charged to and paid by the club in the proportion that the usable floor space occupied by the club bears to all the usable floor space in the building. The cost of repairs to or replacement of lighting and plumbing fixtures, radiators and like facilities shall not be apportioned, but shall be dealt with under paragraphs numbered 1 and 2 hereof.

4. That the proper administrative officers of the University designate Mr. Roy V. Lund (the Supervising Engineer of the Physical Plant Department) to determine the amount chargeable to the club in accordance with the principles above set forth.

Copy of the statement of the Campus Club Board of Directors

Yankee Memorial Union - University of Mississippi
Your Union Country Club



Open Evenings —

University of Minnesota Union Board of Governors
Meeting of June 24, 1957

Members Present:

Terry Olofson, Jack Decker, Steve Schochet, Larry Swandby, Larry DeWitt, Mr. Ausen, Mr. Starr, Dr. Kingsley, Mr. Fenske.

Members Absent:

Mary Ellen Wallerius, Dave Porter, Paul Taylor, Gail Taylor, Steve O'Brien, Con Katzenmeyer, Mike Ragen, Arlene Rossen, Jack Weber, Dick Johnson, Dr. Moore.

Others Present:

Dick Gatchell, Joy Winkie, Hartley Koch, Rollie Larson, Fran Munnings, Irene Talsness, Ginny Boalter.

The meeting was called to order at 7:15 p.m. in the Men's Lounge.

Mr. Starr read the minutes of the previous meeting. These stand approved as read.

President's Report:

Terry Olofson introduced to the Board Dr. G. Gordon Kingsley, a new Board member.

Terry read the minutes of the last meeting of the official University Building Committee to study expansion of student facilities of Coffman Memorial Union. (A copy of these minutes is attached to the permanent record of the Board minutes.) Consideration was given to three locations for expansion of facilities: the north part of the campus, the existing building, and the Riverside Campus. The 1970 building development of the Minneapolis campus would tend to shift the student population center towards the south end of the mall. This would appear to indicate that expansion of Union facilities in the north part of the campus might not be as satisfactory as expansion of facilities in the present building. In considering the activities in the present building which might be relocated, it was pointed out that the Alumni office would like to consolidate its operation in a single building. In discussing physical expansion for the present building it was suggested that consideration might be given to a scheme which would extend low connecting wings to the east and west of the present building. One of these wings would be an ideal location for the Bookstore. Expanded food facilities are being considered for Shevlin Hall. This might help to reduce the expansion problem for Coffman Union Food Service. It was agreed that the Campus Club should remain and expand in its present location. It was suggested that student organizations proceed to define their needs through a survey of the use of present student facilities in the Union. This survey should include the type of facility and the number of students by college year utilizing each facility. This information should be forwarded to Mr. Starr who will notify the committee when the survey has been completed. The survey and the Union expansion program should coincide with the progress of the overall planning for the Riverside area.

Terry stated that the main task in regard to this matter will be to provide a survey of student organizations so that material can be presented to the official building committee.

Terry has received a note from Miss Helen Hartwick, Program Consultant, regarding co-sponsorship of the Campus Chest Dance next October. They want an immediate decision. Our policy on co-sponsorship of events states that any activity that we co-sponsor must affect either a college or the campus as a whole. Any financial agreements are split 50-50 whether we go into the red or profit. It was felt that no action should be taken this evening since the dance area director was not present and also there was not enough information available. This matter was tabled until the August meeting.

There is a budget set up by the Union to cover programs during Welcome Week. This is in the amount of \$800. During Activities Day the Union will be operating its own publicity center, and we will be holding the entire program on the day that Coffman Capers is held. The Welcome Week committee has suggested that on Wednesday of Welcome Week the Union Board sponsor Augie Garcia at a cost of \$100. This would be a noon hour program. There was discussion on this matter. It was brought out that the total cost would exceed \$100. A total of \$780 was spent last year during Welcome Week. This matter has been referred to the Executive Committee for more information at which time a general Board vote will be taken at a non-scheduled meeting.

Summer Orientation:

Steve Schochet briefly outlined the Union's part in summer orientation. Steve is working as the Union representative on a committee which includes representatives of IFC, Pan Hel, SCR, and the Union. Steve is serving as Program Coordinator. We will be presenting an evening program during orientation. The purpose will be social orientation. Programs will follow much the same lines as last year with no radical changes. One change that will take place is that IFC and Pan Hel will not hold separate meetings for their sales talks but the audience will be kept together for this session. The representatives will identify themselves so that they may be approached individually after the meeting. The program will be divided into the following parts: (1) A dinner with a song fest afterward; (2) short speeches by the Greeks; (3) the evening program of social orientation. This year during summer orientation the informal student activities will be emphasized.

P-334

Motion K-1060:

It was moved to approve the report on summer orientation.

Seconded and carried.

House and Finance Committee Report:

Steve Schochet presented the following report of the House and Finance Committee: The earlier decision to deny the request of the Home Demonstration Agents group to use the Main Ballroom on Friday, October 25, has been reversed and this group has now received permission to use the Ballroom on October 25. At first it was thought that this was a commercial group putting on a luncheon but after more information had been received on the group the decision was reversed.

Copies of a statement presented by the Campus Club Board of Directors were passed out. (A copy is attached to the permanent record of the minutes.) This statement deals with the financial responsibilities of the Campus Club on repairs of the building. Steve stated that he felt this statement could be accepted in principle. This does not abolish the Liaison Committee.

Copies of a summary report on automatic pinsetting equipment were passed out. (A copy is attached to the permanent copy of the minutes.) Mr. Starr briefly discussed this. Terry Olofson pointed out that much research has gone into this project. During the past few years Mr. Hans Hopf, Assistant to the Director, has made intensive studies of bowling equipment. Mr. Starr gave the figures on bowling lineage over the past 10 years. These figures show that there is definitely an upward swing in bowling lineage. The summary report on automatic pinsetting equipment recommended that automatic pinsetters be leased and that the Director of Student Unions make the proper negotiations through the University administration.

^{p-335}
Motion K-1061:

It was moved to accept the House and Finance Committee report including the recommendations as given.

Seconded and carried.

Summer Program Report:

Dick Gatchall gave a progress report on the summer program. Last week was the first week the Country Club was tried. It met with success even though the weather was not good. 61 people attended the marshmallow roast on Wednesday night. The Friday Night Dance scheduled for the terrace was held in the Main Ballroom because of rain. There was an attendance of over 200. Dr. Ziebarth, summer session director, and others have expressed appreciation for the help extended by the Union on registration day. The free coffee and lemonade was appreciated by some 970 individuals.

At this point Terry Olofson introduced to the Board Mr. Hartley Koch, a new member of the Program staff in the Union. Terry announced that Bill Hillard, who directed the Sno Ball program during winter quarter, has now joined our staff as an Administrative Fellow and will be here until next June.

Dick Gatchall reported on a trip he had made with the Rovers last weekend. A trip was taken to Lake Ann near Zimmerman, Minnesota. Dick expressed much enthusiasm over this trip, stated that the group engaged in numerous activities such as canoeing, volleyball, softball, etc. He mentioned that it would be very worthwhile for all Board members to go on a Rovers trip. Dick introduced Rollie Larson, chairman of the Rovers.

Director's Report:

Mr. Starr introduced Irene Talsness, the new clerk-stenographer who joined the staff at the Information Desk on June 3.

Eldon Katter will begin work on August 1 as the Arts and Crafts Administrative Fellow and James Killen will join the staff as an Administrative Fellow.

Mr. Starr introduced Joy Winkle who is taking over the position formerly held by Marcia Koth. Joy explained that the 15th Anniversary brochure will be placed in the orientation packets this fall. There is a need for a few minor changes in the brochure. She suggested a method of stamping the copies as a souvenir so that the brochure can be used this year. The final decision on the wording of the stamp was to be left to Joy.

Terry Olofson has indicated to the Program staff that they can proceed with the Date Digest. A study is being made of the effectiveness of the Date Digest.

Mr. Starr stated that the Board may wish to express their appreciation by way of a letter or some other means to Mr. Ray Goff. Mr. Goff has been custodial supervisor since the building opened and will be retiring on June 30. This matter is to be referred to the Public Relations Committee with the suggestion that a dinner or some other recognition take place in the fall.

Policy on rental of canoes:

During the past few weeks concern has been expressed on the rental of canoes. A meeting was held between Mr. Don Finlayson, Program Director, and the University safety supervisor, at which time a list was drawn up of several points by which we will have to abide. (A copy is attached to the permanent copy of the minutes.) The question has come up as to whether the Union should rent canoes - and whether the University wants to accept responsibility of letting their students rent canoes. Terry Olofson stated that the problem before the Union Board was the rental of canoes by University students in general. It was brought up that the University would be in a poor position in regard to the publicity it would receive should an accident occur and if it were discovered that the University had rented canoes.

P-336

Motion K-1062:

It was moved to abolish rental of canoes to University students as a whole.

Seconded and carried.

Rollie Larson stated that the loss of canoes to the Rovers would hinder program. He said that canoeing is one of the most popular sports with the Rovers and that there are numerous opportunities when the canoes can be used. Dean Fenske pointed out that this would be an incentive for students to join the Rovers. There was discussion by the Board on training for canoes.

P-337

Motion K-1063:

It was moved that the Rovers be allowed continued use of their canoes.

Seconded and carried.

Rollie stated that they have a number of people who would be willing to conduct canoeing instruction and that they would abide by the safety rules.

Other Business:

Mr. Starr brought up the matter of staff members using the Arts-Craft Workshop. The general policy is that any staff member who has contributed to the St. Paul Student Center or Coffman Memorial Union be allowed to use the shop free of charge. Others would be charged a fee of \$1.00. It is very doubtful that staff members can be allowed to participate in the short class sessions free of charge. More information will be given later.

Terry Olofson will be notifying all Board members in regard to the Welcome Week program. The next Board meeting will be held sometime in August.

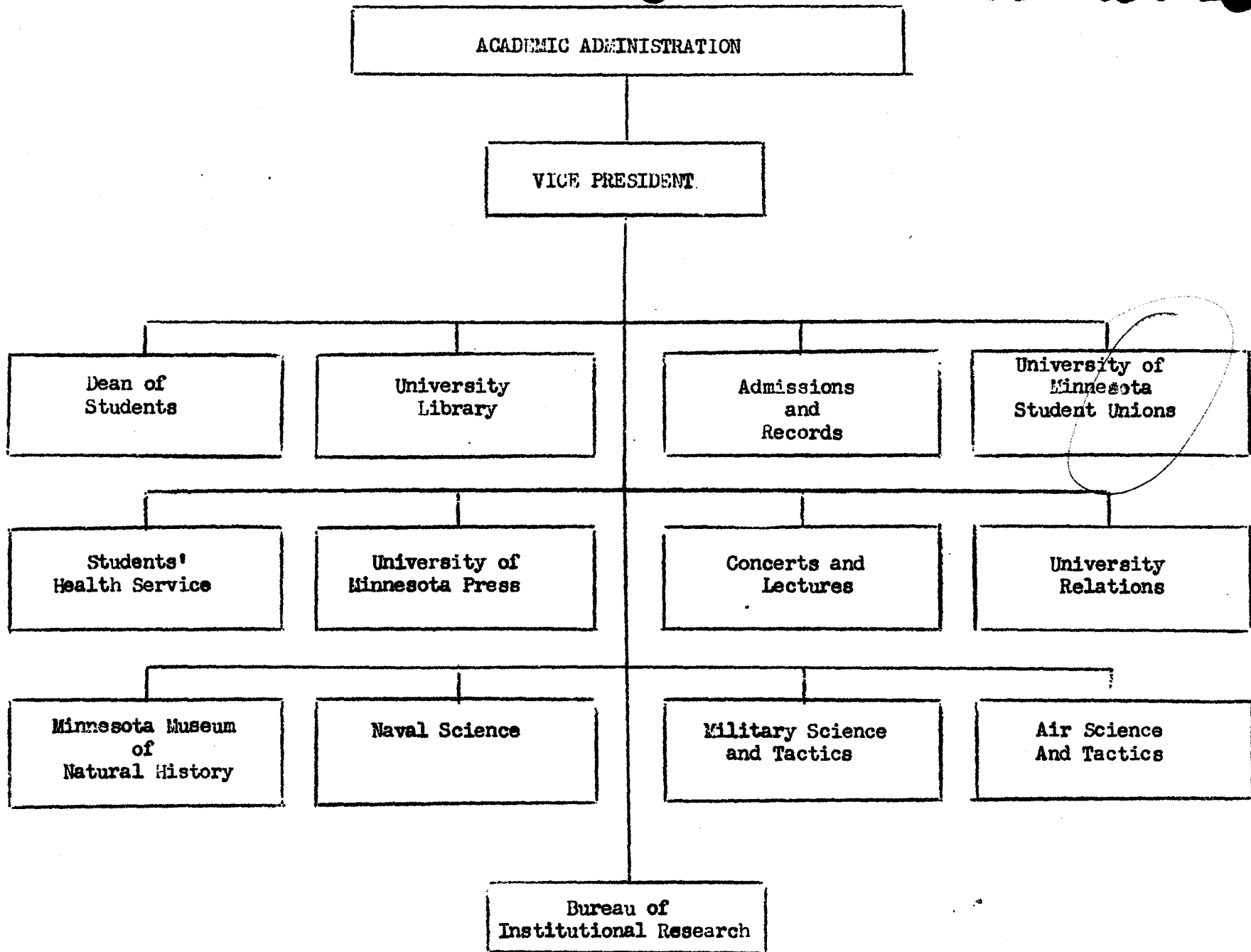
P-338

Motion K-1064:

It was moved to adjourn the meeting. Seconded and carried. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary



University of Minnesota Organizational Chart

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14, Minnesota

AGENDA
Minnesota Union Board of Governors
August 20, 1957

- I. Minutes of last meeting.
- II. Committee reports
 1. House and Finance Request
 2. Executive
 3. Welcome Week
 4. Orientation Program
 5. Summer Session Program - Hartley Koch
- III. Director's report
- IV. Old Business
- V. New Business

Survey on Billiard Prices

(Price per hour)

790/17
"Chicago Lake Recreation Room"

Price now is .60¢ per 2 and .10 per additional

Price raise this fall is .70¢ per two

"The Flame"

.50¢ - per 2

.80¢ - 4 or more

"DeLuxe Recreation"

.60¢ - per 2

"Henn Recreation"

.60¢ - per 2

.20¢ - per hr. ea. additional

1.00 - per 4

"Homewood Club"

.60¢ - per 2

.90¢ - per 3

1.20 - per 4

"Lavardo Bar & Recreation"

.60¢ - per 2

"Lincoln Recreation Parlors"

.70¢ - per 2

.90¢ - per 3

1.20 - per 4

1.50 - per 5

"Loring Rec. Rm."

.50¢ - per 2

.60¢ - per 3

.70¢ - per 4

"Mpls. Rec."

.70 - per 2 (morning special - .30 per 1)

August 20, 1957

Dear Board Members:

A copy of the enclosed letter has been sent to each of your chairmen or representative. All the information you will need about Coffman Capers Night is included in this letter.

This one evening is of extreme importance, not only as an information event but also as a personnel recruitment campaign. Therefore it is ^{crucial} ~~important~~ that you keep in close contact with your chairmen and do everything possible to assist them in making their booths attractive.

Sincerely,

Jack W. Weber, Chairman
Welcome Week Carnival

JV:di

August 8, 1957

Dear

August is here! and soon comes September with Welcome Week as the main program of the University. The first night of Welcome Week, Monday, September 23rd, is "UNION NIGHT". During this evening in the Union, the students will attend a carnival, a stage show, and to top it all off, a dance all of these events are put on by YOU, the Union Committees, to sell your Union. FUN is the main word during the evening. The objective is to give the Freshmen and new students a warm, friendly welcome to the University. We want this new group of students to really remember the Union after they have left all the excitement and fun of the first week and settle down to their studies.

Here is how "UNION NIGHT" goes...each committee in the Union sets up a carnival type booth in a designated space in the building. These booths should be the "participating" type booth so that the new students can have a good time trying to "beat the game". As the students are participating in the activity at each booth, people from the committee tell about their committee's activities....Your goal?...to create enough interest on the part of the students for them to become active on Union committees. Remember, this is our one big personnel drive for the year...this is the time when we get most of our committee members who will carry the program throughout the entire school year...so, be a good salesman! Sell YOUR committee to the new students!

Here is the plan for the Carnival.....the date is Monday, September 23rd, from 7 to 9 p.m. YOU, as chairman or representative of your committee, work with your committee to plan and set up your booth. The theme is "College Days" with a carnival atmosphere prevailing. Each booth will represent a college. The booths around the main lounge will represent the Big Ten Schools while the booths upstairs will represent the Ivy League Schools. Make your booth as original and novel as possible. Use ideas which can be associated with the college atmosphere and especially with the school assigned to you. Your school is _____ . Their school colors are _____ .
Your booth is to be located in _____ .

Here are a few ideas for your booths to stimulate your thinking.....

- Throwing hoops over pegs
- Throwing darts at balloons
- Knock milk bottles over with ball
- Miniature golf
- Weight guessing
- Apple polishing
- Talent show

Drop me a line on or before August 23rd and let me know what booth idea will be used by your committee.

The following supplies will be available for your use on Capers Nite. Please advise me as to how much you would like to have ordered for your committee so that it will be ready for you when you begin setting up your booth on Monday.

- Lumber
- White butcher paper
- poster paint
- Creme paper
- Thumb tacks
- Card tables

Prizes will be supplied for each booth during the evening. The booth can be set up any time after 3 p.m. and must be completed not later than 6 p.m. Keep your design simple and easy to construct as time will be a factor that afternoon.

Remember: The deadline for ordering supplies is September 6th.
The deadline for sending in your definite idea for your booth is August 23rd.

Sincerely,

Jack Weber
Chairman, Carnival
Room 230
Coffman Memorial Union
University of Minnesota

HH:di

cc: Don Finlayson
Program Director

Gordon L. Starr
Director, Student Unions
University of Minnesota

THEME: COLLEGE DAYS

carnival
welcome week - sept. 23, 1957

AREA & DIR.	COMMITTEE	REPRESENTATIVE	PHONE	LOCATION	SCHOOL	COLORS
DANCE AREA Con Katzemeyer	Saturday Nite Variety Dance Square Dance Dance Instruct.	? Elaine Davis Jim Watson Doris Bixler		Game Room Same Same Same	Michigan State Same Same Same	Green & White Same Same Same
FINE ARTS Dick Johnson	Fine Arts Lounge Humanities Forum Art-Craft Shop	Fris Orms Katie Jordan Diana Knight		Fine Arts Ing. Main Ing. SW Craft Shop	None Michigan None	None Blue & Yellow None
GAMES Paul Taylor	Billiards Bowling Bridge Table Tennis	Hugh MacLean Gary Kuhn		Billiard Rm. Bowling Alley Foyer-Billiard Foyer-Billiard	None None None None	None None None None
MUSIC Steve Schochet	Musicals Jazz Workshop	Marsha Lankash Eddie Barnett		Main Lounge SE Men's Lounge	Indiana Princeton	Red & White Orange & Black
NOON PROGRAM Arlene Rossen	Noon Varieties	Tom Hay		Terrace R.R.	Illinois	Blue & Orange
OUTINGS Jack Weber	Rowers	Hollis Larson		Terrace	Wisconsin	Red & White
SOCIAL SKILLS Gail Taylor	Cham Student-Faculty American-Foreign Toastmasters	Hardeen Johnson Dick Jorandby Gary Hastings Chuck Erickson		W.L.-W wall cent. W.L.-M corner Main Lounge NW W.L.-NE corner	Vassar Dartmouth Iowa Harvard	? Green & White Gold & Red Red & White
TALENT DEVELOP. Dave Porter	Creative Society Talent Bureau WSSR	Nally Struchen same Dave Carlson		W.L. South Wall Same Main Ing. NS	Yale Same Ohio	Blue & White Same Red & Grey
PERSONNEL Larry Sandby	Personnel Bureau	Norm Weiner		Main Ing.Center	Minnesota	Maroon & Gold
PUBLIC RELATIONS Mike Ragan	Public Relations Bureau ?			Main Ing. Center	Minnesota	Maroon & Gold

Report on Attendance during Summer Sessions 1957

The attendance this summer at the Union Country Club, at the Monday Evening Square Dances and the Friday Evening Country Club Dances was very good. Attendance at the Wednesday Fun Nights was fairly good. There was no special programming that took place on Tuesday and Thursday evenings, and this is possibly one of the contributing factors to the rather meager attendance on those evenings.

We tried some new ideas this summer with the Final Funrisers, Family Day Picnic, and the Pot Luck Supper. Unfortunately, only one of these proved to be mildly successful; the Final Funrisers. Due to the lack of interest displayed by the Summer School Students in the Family Day Picnic and the Pot Luck Supper during the first Summer Session, we cancelled them for the Second Summer Session.

The Bowling alleys were closed on July 3rd to prepare them to have the automatic pinsetters installed. This might have some effect on our attendance totals for the summer also.

The attendance figures for Summer School this year are for the first Summer Session approximately 8100 as compared to 7400 last year, and for the second Summer Session approximately 5600 as compared to 5400 last year. This represents an 8% increase in attendance for the first Summer Session and a 4% increase in attendance for the second Summer Session for this year over last year.

Last years Summer Program report indicates a total attendance at all of the events during the two summer sessions of 4,559. This year so far the attendance at all events is already 13,383 representing an increase of 193% over last years summer program.

ATTENDANCE - CMU Summer Session, 1957

Events	ISS No. of Events	ISS Attendance	Average Attendance	IISS No. of Events	IISS Attend.	Average Attend.	Total Summer Attendance
Square Dance	4	1038	259	5	1195	239	2233
Terrace Dance	4	1372	343	4	1155	289	2527
Dance Instruction	4	141	35	3	43	14	184
Hum Nite	5	298	59	4	215	54	513
HIFI Listen.Hr.	22	488	22	20	342	17	830
Art Craft Shop	Open			Open			
Traffic	Daily	1591	76	Daily	1516	76	3107
Registered	"	458	22	"	414	20	872
Ceramics Wksp.	3	33	11	3	22	7	55
Photography "	4	20	5	4	14	3	34
Woodworking "	4	17	4	4	10	3	27
Leathercraft "	4	32	8	4	28	7	60
Jewelry "	2	18	9	4	16	4	34
Billiard Room	Daily	*108	5	Daily	*101	5	209
Ping Pong	Daily	*104	5	Daily	*105	5	209
Bowling (to 7/3)		439	40	Closed			439
Bowling Instruct.	2	6	3	Closed			6
Country Club (tues)	5	197	40	4	165	41	362
Country Club (thurs)	4	118	50	4	90	22	208
Grand Opening	1	975	975	1	400	400	1375
Final Fixtures	1	71	71	1			
Family Day Picnic	1	27	cancelled				27
Pot Luck Supper	1	0	"				0
					Total		13383

*Night Count only.

(Total of all Summer *56 attendance for all events was 4,559)

University of Minnesota Union Board of Governors
Meeting of August 20, 1957

Members Present: Terry Olofson, Steve O'Brien, Vernon Ausen, Steve Schocket,
Con Katz / meyer, Richard Johnson, Jack Weber, David Porter, Gordon Kingsley,
Jack Derler, Larry DeHitt, Gordon L. Starr, *Larry Swandby*

Members Absent: Gail Taylor, Mr. Moore, Arlene Rossen, Mike Ragon, Mary Ellen
Walarius, Paul Taylor, Mr. Fenske.

Others Present: Eldon Katter, Don Finlayson, Jim Watson, Irene Talsness.

A dinner meeting was held in room 355 at 6:15 p.m.

An introduction of guests was made.

Mr. Starr read the minutes of the previous meeting. These stand approved as read.

House and Finance Report:

Steve O'Brien reported that Steve Schocket, who has been attending summer session, has been observing the Union closely this summer and has found that good progress has been made with the painting and repairs. Student organizations have been moving into the new rooms assigned. All the room contracts have not been returned as yet.

Terry Olofson referred a letter from Mary Ann Kirchmer, General Chairman of the Campus Chest to the house and finance committee for study in accord with our rules and regulations.

Steve O'Brien reported that the Christian Science Organization wants to have a blanket reservation on 315. The request will be reviewed by the House and Finance committee and their recommendations will be presented at the next Board meeting.

The Welcome Week committee wants to put tables in the Main Lounge. With the removal of the planters making this area a passageway, it does not seem advisable to grant this request. Alternate suggestions will be presented to the Welcome Week committee.

Motion K-1065: It was moved to accept the House and Finance report.
Seconded and carried.

Executive Report:

Following the last meeting, Terry canvassed Union Board members and received no negative votes in regard to the Union providing Augie Garcia for a noon program. We were under no obligation at all to have this paid group that Wednesday. They only asked us to approve a noon program. We are now listed as a program on Wednesday, the 25th, during Welcome Week, at 11:30 scheduling Augie Garcia at a cost of \$100. He stated that he has an agreement with the Orientation people that any expenses for outside speakers or PA systems will be taken over by them.

Terry then asked Don Finlayson to briefly outline the history and the problem concerning our costumes.

Mr. Finlayson pointed out that we have accumulated costumes of our own and bought left over costumes with the idea that they could be rented in the future. Lack of adequate storage space, and the cost of employing someone to take care of the costumes has presented a problem. Rental income last year was \$26, which does not exceed costs. Mrs. Josie Paterek will take over the costumes under the following stipulations.

1. For one year the Union shall have free rental on any or all costumes available from her for any production or program we give.
2. That after the period of one year the Union shall pay rental on any or all costumes needed for productions or programs in the Union.
3. That in the case of any needed costumes she will make them free of charge provided we supply her with the materials. These costumes will be used by the Union free of charge.
4. Costumes made by her will be her property.

Following discussion the matter was referred to House and Finance.

^{P-348}
Motion K-1066:

It was moved to approve the report of the Executive Committee.

Seconded and carried.

At this point Don Finlayson introduced Mr. Jim Watson and Mr. Eldon Katter.

Welcome Week:

Larry DeWitt reported on the progress of Coffman Capers. This year there will be a melodrama.

Jack Weber gave a brief outline of the Carnival, the theme of which will be "College Days." This is the most important evening as far as we are concerned on personnel. He stressed the fact that all board members should take an active part as this is our event.

The Rovers will be using the Terrace for their activities. Some questions were raised about the use of the Terrace and the Main Lounge for activities.

^{P-349}
Motion K-1067:

It was moved to give the House and Finance committee the power to act in regard to the arrangements for Coffman Capers.

Seconded and carried.

Orientation:

Larry outlined the orientation program in which we participate. Following the banquet, there is a song fest, followed by talks by Pan Hui and Interfraternity representatives. As part of the social orientation a style show has been presented. Local stores have provided clothing. There has been some problem as the models change each week.

Larry Swandby reported that about 200 new freshmen go through orientation a day and about 75% to 80% stay for the Union program. A new experiment, a Japanese drama, will be presented. The program is usually over at 7:45. Terry suggested that board members see the program.

Larry DeWitt expressed appreciation to the program staff for the fine job they have done on the summer program.

Director's report:

Mr. Starr welcomed the board members back and stated that many of the members have taken a good interest in the summer work.

The AMF pinspotters are being installed according to schedule.

Good progress has been made on the painting and repairs to the building in preparation for fall quarter. Room 346 and the lounge on the second floor will be painted but the plans for these areas will have to be completed later.

Bids for the construction of the Student Center on the St. Paul Campus have been delayed one week. A committee has been appointed by Dean Macy, Institute of Agriculture, to plan for a ground breaking ceremony. He said that in a week we should know whether we have enough money as bids should be opened. We may have to reopen bids.

A study is being made of the position now being held by Hartley Koch. One administrative staff fellowship is open. We will have a new member on our clerical staff. Mrs. Marilyn Olson will be coming to replace Miss Virginia Boelter as department secretary.

The Village Union Board members are concerned about the reduction of a number of units at the University village. This reduction will have effect both on the income and program of the Village Union. It is recommended that the executive committee of the Coffman Union and the executive committee of the Village Union study the problem.

Mr. Charlie Peterson, the world billiard expert, who students have enjoyed the past fifteen years will not be able to make his visit here this fall because of his health. He has done a tremendous job here. An invitation was extended to him whenever he can come.

Indications are that we had a good year financially and that our yearly financial report should be ready at our early fall meeting.

With the increase in wages of both full-time and part-time student employees it is recommended that there be an increase in fee charges for billiards. It is recommended that this price be set at:

60¢ per hour	1 person
80¢ per hour	2 persons
90¢ per hour	3 persons
\$1.00 per hour	4 or more persons

These prices are to become effective September 3. It is recommended that bowling prices remain the same.

With installation of automatic pinsetting equipment we will need bowlers. All Board members will be notified.

We have just made our annual tabulation of meetings held in Coffman Memorial Union during the last year and found that over 3,026 groups used the building and that attendance was over 378,000. This does not include food service or Campus Club. During this time there were 43 days in which the Union was booked to capacity.

Mr. Starr read a thank you letter from the Chairman of the Committee for establishing a Student Union at the University of Tokyo.

Following the director's report there was discussion relative to the prices of billiards, bowling, pop and cigarettes.

Steve O'Brien suggested that a poll be made by a student in regard to increased prices. Much concern was shown for the effect the increase in prices would have on the Union as well as the need for this increase.

P-350
Motion K-1068:

It was moved that the Director's report with the price recommendations be approved.

P-351
Motion K-1069:

An amendment was made and seconded to set the billiard prices at:

60¢ per hour	1 person
60¢ per hour	2 persons
80¢ per hour	3 persons
\$1.00 per hour	4 or more persons

Motion defeated.

The original motion (K-1068) was voted upon and approved.

Old Business:

Larry Swandy reported on personnel and stated that four resignations have been accepted this summer. The Homecoming Chairman, the Wednesday Night Dance Chairman, the Saturday Night Dance Chairman, the Creative Society Chairman.

Elaine Davis is recommended for the Wednesday Night Dance Chairman.

Mike Kuchnel is recommended for the Homecoming Dance Chairman.

Jim Watson is recommended for the Square Dance Chairman.

The Executive committee accepted the resignation from Mike Ragen on behalf of the Union Board of Governors.

The Arts Craft shop will be closed until September 17. From then until October 1 they will be open from Tuesdays through Saturdays from 9 a.m. to 5 p.m.

Torry reported that Union Board office 231 has recently been painted and it should be maintained in good order. Plans are to be made for better use of the committee office.

Jim Watson proposed that the Board continue to sponsor square dances through September. He said he has polled the students to see how much interest there was in it and secured some 150 names.

P-352
Motion K-1070:

It was moved that the program suggested by Jim Watson to extend the square dances to cover the period from the end of the second summer session as far as the committee discretion provides for with the proviso that this be cleared with the University administration.

It was seconded and carried.

P-353
Motion K-1071:

It was moved to adjourn the meeting. Seconded and carried. Adjourned at 10:10 p.m.
Respectfully submitted,

Gordon L. Starr