

1957-1958

PROGRAM REPORT

1956-1957
C O F F M A N
MEMORIAL UNION
UNIVERSITY OF MINNESOTA

WELCOME

1956 - 1957 ... THE YEAR OF THE OPEN DOOR ...

A strange way to begin an annual program report, perhaps, but appropriate for the 1956-57 program year in Coffman Memorial Union for this has certainly been the year of the "open door" in every way; faced with the very real possibility that in a short time we would be drawing the plans for increased facilities, the Union Board and staff were on the trail of programming which might indicate future needs and desires. Trends were carefully noted, surveys were made of leisure habits, programs were given a trial - some lived, some died - closer attention was paid to reactions of participants and planners; we were planting seeds.

We stepped off into the unknown with many steady program friends launched from a comfortable increase in the year just realized. We fully expected our old friends to provide the backbone for the new year and a few did, but generally the newly-introduced features made this year the biggest program year in Coffman experience.

The pages to follow are not just a report of which programs attracted the 114,301 participants but rather a proud accounting of countless hours invested by a well-knit team of committees, Union Board, and their staff. If the pages reveal critical comment they are made to improve; if they reveal outspoken pride, these too are offered if not modestly, at least honestly, as a guide to the future.

MAJOR HIGHLIGHTS AND MAJOR IMPROVEMENTS

In attempting to pin-point the major highlights and major improvements throughout any year, he who evaluates must be extremely careful not to be blinded by the flamboyant, the colorful, or the high-participation programs to the exclusion of the consistent, the dependable, the special-interest, or the low-participation programs which constantly bring home the proverbial bacon and are the sinew of the annual program.

Perhaps these were the highlights of 1956-57:

FALL QUARTER

1. HOMECOMING DANCE...highlighted because it was a well-executed program for 4138 guests and featured successfully a singing group - The Four Aces - rather than a big-name band.
2. WELCOME WEEK...the shackles of tradition were discarded and the usually rather dignified Coffman Capers became a mad-house of fun from seven to twelve with a full-sized "Carney" upstairs and Olde Tyme Vodvil in the Ballroom all neatly wound up by the usual Capers Dance.
3. CHRISTMAS SING...for good programming in excellent taste and executed with pride, the season's greetings were never so well presented and always to SRO houses.

WINTER QUARTER

1. SNO WEEK...the nod goes to Sno Week primarily because the planners and the Board had the courage to match their beliefs; Sno Week in 1957 was new and exciting with the accent on FUN. Of special acclaim was the newest and most exciting innovation: the "Holiday Inn," an ice

show in the Main Ballroom.

2. UNION JAZZ WORKSHOP...a trial balloon which made musical history in the Twin Cities and repeated a feat accomplished by the Union in the early days of the Union: bringing Jazz to the campus and beyond. To limit this highlight to one quarter would be decidedly unfair for all three quarters were exceptional growths climaxed by the fabulous Jazz Festival in May.

3. GRADUATE STUDENT PROGRAMS...like the weather, everyone has talked about graduate programming but noone ever does anything about it; not so in the future if Winter Quarter is any indication for this committee has been coming to life and has produced two successful programs.

SPRING QUARTER

1. CREATIVE ARTS FESTIVAL...without question the most outstanding program in the Union's history. 17 Union committees, 10 University Departments, and 5 other groups produced a series of programs in the Music, Dance, Drama, and Visual Arts areas - a program which has been a long-standing dream of many on this campus.

The two-week program has proved its right to a permanent feature of coming years; properly cultivated with loving care and carefully weeded, the Creative Arts Festival will be here to stay.

2. TABLE TENNIS...neglected and abused in the past, table tennis really came into its own during Spring Quarter but not without a great deal of hard work by the chairman over a long span. Tournaments in the games area can happen with the right people willing to invest themselves.

3. ROVERS...probably the most varied and exciting trip period in Rover history ranging from the deep South to the Far West with originality oozing through every event of the quarter.

4. DANCE INSTRUCTION...a new twist on an old program which paid off handsomely...one chief instructor who handles the entire program and girls as hostesses - a system which has shown concrete progress toward licking the instruction program.

THESE COMMITTEES AND PROGRAMS SHOWED THE MOST IMPROVEMENT:

1. SQUARE DANCE... consistently good throughout the year; nicely balanced old-timer, neophyte crowd...a dependable, smooth-running feature.

2. DANCE INSTRUCTION...as mentioned under highlights, although this program didn't get underway until Spring, the new system is a definite step forward.

3. COFFMAN MUSICAL...although the attendance figures show an increase of 300% over the previous year, the actual improvement was substantial but not this great for the accelerated Noon Program Area accounted for more consistent crowds in part. The improvement in this area was noticeable in the variety of programming utilized.

4. UNION JAZZ WORKSHOP...heads and shoulders above any individual committee in terms of attendance, the UJW was a standout improvement in terms of programming.

5. TABLE TENNIS...as mentioned in the highlights, consistent improvement throughout the year climaxed by the All-U tournament in the Spring... once again the result of an eager and conscientious Chairman who worked consistently and productively.

6. ROVERS...in terms of man hours per trip, per project, attendance on trips, and unique programming the Rovers Committee have shown steady, dependable growth and improvement.

7. NOON MOVIES...attendanceswise, the movie program has stepped considerably ahead of last year...more attention was paid to the selection of movies presented which helped and as the year progressed, the movies began to find more of a clientele which could be developed into an outstanding feature.

8. CHRISTMAS SING...quality production, attention to detail, and selfless interest produced a greatly improved Christmas Sing program.

9. COFFMAN CAPERS...a definite improvement throughout Welcome Week with the Capers night heading the list...the new "Carnival" plan is excellent and should make the Freshman's first night a big one.

10. CREATIVE ARTS FESTIVAL...to single out any one program among the many involved in this program would be difficult...the improvement brought into every participating committee was noticeable and the improvement to the Union program as a unit was outstanding.

These were our proud moments in a year of experimentation. To prove that experimentation can be profitable when the year-end tally is taken, your attention is directed to the attendance figures in the next section of this report and particularly to the total attendance of 114,301 participants in planned programming which excludes any informal use of facilities. This represents a 12% increase over our previous year even though many of our attendance-providing Special Events were not held during this past year.

BUT TO FLIP THE COIN...

There were also disappointments in 1956-57: programs which failed to live up to our high hopes for one or many reasons - reasons which will become the agenda for planning meetings of 1957-58. We shall not attempt to excuse ourselves in the listing of the programs to follow which clouded our sunny skies:

1. FINE ARTS LOUNGE (Gallery)... fewer shows, undependable booking.
2. SATURDAY NITE DANCE...low attendance from the beginning; the first of our "social successes, financial failures". Normally one of our proud producers; this year students stayed away in droves.
3. LISTENING HOURS...if one word could be used, it would be, "Nothing".
4. BRIDGE INSTRUCTION & TOURNAMENTS...although the attendance figures belie the fact, this program went from bad to worse although instruction was excellent.
5. CREATIVE SOCIETY...in the area of Drama, an artistic "Well Done" due to the efforts of two students; in the expected field of creative development, the Society did not literally "Get off the ground".
6. CHRISTMAS SEMI-FORMAL...from the very beginning the "nicest" dance of the year was doomed to become just average...poorly planned and executed, it did not make the grade.
7. SNO WEEK...courageously attacked, Sno Week as a "week" could not be saved from a slow death...the committee pulled every trick in the hat, but Sno Week had become passe. Bright features were the Sno Ball, Ski Train, and Holiday Inn.

8. BIG NAME DANCES...allow the lumping of these events under one heading for they generally had the same fate and should receive the same comment: this year's crop of students determined mass movement out... social successes, well-handled, but flops in terms of attendance and finance.

If the comments just made seem brutal, please remember that the analysis is completely honest and meant to be constructive criticism for the planners of the biggest year yet - next year.

...IF YOU ARE INTERESTED IN SOME MIGHTY INTERESTING FIGURES.....

THE NEXT PAGES ARE FOR YOU

COFFMAN LOCAL UNION
PROGRAM ATTENDANCE REPORT
FALL QUARTER - 1956

	NO. EVENTS	1955 TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	1956 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	2	1643	822	4	3000	750
Humanities Forum	4	196	49	3	290	97
Craft Shop		<u>2750</u>		11 weeks	<u>879</u>	80
TOTAL		4589			4169	
GAMES						
Billiards				1	950	950
Bowling				6	153	26
Bridge	15	369	50	10	191	19
Chess				7	218	31
Table Tennis				1	<u>31</u>	31
TOTAL		<u>369</u>			1543	
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*WMMR	<u>135</u>	15
TOTAL		2322			5497	
NOON PROGRAM						
Movies	2	1162	581	11	<u>7144</u>	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						
Rover Meetings and 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						
Chara	16	1220	75	23	1321	57
Student-Faculty	8	689	85	13	1033	79
American-Foreign Studs.	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	100	100
TOTAL					<u>1562</u>	

	1955		1956			
	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
SPECIAL EVENTS						
Homecoming Dance	1	4182	4182	1	4138	4138
Christmas Sing	3	1050	350	3	2380	793
Christmas Semi-Formal	1	400	400	1	400	400
Welcomes 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		 42457			 46367	

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WINTER & SPRING 1957
PROGRAM ATTENDANCE REPORT

Co-sponsored events

	1956			1957		
	No. Events	Total Attend.	Average Attend.	No. Events	Total Attend.	Average Attend.
DANCE AREA						
Saturday Nightclub	2	424	212	3	441	147
Wednesday Dance Party	6	2,298	366	4	794	199
Square Dance	8	1,043	130	8	1,167	146
Beginning Dance Instr.	8	203	25	8	530	66
Intermediate Instr.	7	179	25	8	250	31
Advanced Instruction	7	179	25	8	80	10
So. American Instr.	-	-	-	8	300	38
Hawaiian Instruction	5	40	8	-	-	-
Let's Dance	8	1,021	128	-	-	-
Bag Lunch Canteen	2	242	121	-	-	-
FINE ARTS						
Gallery	5	3,975	795	2	2,300	1,150
Humanities Forum	7	470	67	5	239	48
Craft Shop		3,538		11	1,118	102
GAMES						
Billiards	1	31	31	5	88	18
Bowling	1	194	194	17	254	15
Bridge	15	294	20	24	339	14
Chess	-	-	-	3	13	4
Table Tennis	-	-	-	6	352	59
MUSIC						
Musicales	4	975	288	2	1,943	972
Song Fests	1	50	50	-	-	-
Listening Hours	14	690	49	-	-	-
Union Jazz Workshops	-	-	-	9	5,782	642
NOON PROGRAM						
Movies	8	3,218	402	11	8,857	805
Misc.	-	-	-	12	4,709	392
Union Varieties	2	920	460	-	-	-
OUTINGS						
Rovers Meetings & Trips	16	295	18	20	512	26
				* 2	905	
Co-Rec Nites	3	370	123	3	336	112
Water Skiing	-	-	-	2	60	30
SOCIAL SKILLS						
Charm	7	2,042	291	7	1,480	211
Student-Faculty	9	500	56	5	332	66
American-Foreign Students	2	402	203	1	40	40
Toastmasters	9	209	23	9	162	18
Graduate Students	-	-	-	2	234	117
Toastmistress	7	60	9	-	-	-

	1956			1957		
	No. Events	Total Attend.	Average Attend.	No. Events	Total Attend.	Average Attend.
<u>TALENT DEVELOPMENT</u>						
WMMR Record Lending Library	27	249	9	10	60	6
Talent Bureau	2	28	14	-	-	-
Creative Society	7	271	39	-	-	-
WMMR noon program	-	-	-	4	2,317	579
<u>SPECIAL EVENTS</u>						
Sno Week Ski Trip		300			149	
Sno Week Prom		3,750			-	
Sno Week Polar Party		360			-	
Sno Week Production		1,550			825	
Sno Week Tabaggan Party		30			-	
Sno Week Sno Ball		2,200			1,400	
Sno Week Competitive Events		-			644	
Sno Week Noon Programs		-			1,649	
Sno Week Style Show		-			1,350	
Sno Week Queens		-			50	
Dividend Night		600			-	
Mardi Gras		200			-	
Les Brown		-			1,499	
Unioneers		-		2	50	25
		33,400		231	43,425	

	1955-56			1956-57		
	No. Events	Total Attendance	Average Attendance	No. Events	Total Attendance	Average Attend.
AREAS AND COMMITTEES						
NOON PROGRAM AREA						
Noon Movies	15	6,191	412	28	19,222	687
Noon Programs (Misc.)	12	7,310	609	21	8,469	403
Bag Lunch Canteen	3	591	197	---	---	---
TOTALS		14,092			27,691	
SPECIAL EVENTS						
Homecoming Dance	1	4,182	4,182	1	4,138	4,138
Christmas Sing	3	1,050	350	3	2,380	793
Christmas Semi-Formal	1	400	400	1	400	400
Coffman Capers	1	2,500	2,500	1	4,792	4,792
Open Houses	2	9,112	4,556	1	700	700
Sno Week	6	8,190	1,365	7	6,067	867
Mardi Gras	1	200	200	---	---	---
Stardust Dance	1	4,280	4,280	---	---	---
Merit Reception	1	150	150	1	135	135
Spring Retreat	1	32	32	1	30	30
Unioners	2	50	25	4	100	25
Decorating Party	---	---	---	1	50	50
Leadership Retreat	---	---	---	2	153	76
Diamond Caravan	---	---	---	1	576	576
Autumn Leaves(SLA)	---	---	---	1	873	873
Public Relations	---	---	---	1	175	175
Les Brown	---	---	---	1	1,499	1,499
Creative Arts Festival	---	---	---	**17	1,930	
				*** 4	19,288	
TOTALS		30,146			22,038	
GRAND TOTAL	589	101,490		658	111,301	

* weeks

** non-union activities - CAF

*** operas - CAF

not included in total

SITTING

AREAS	No. Events	1956 Total Attend.	Average Attend.	No. Events	1957 Total Attend.	Average Attend.
SPECIAL EVENTS						
Stardust	1	4280	4280	---	---	---
Merit Reception	1	150	150	1	135	135
Spring Retreat	1	32	32	1	30	30
Creative Arts Festival	---	---	---	**17	1930	114
Creative Arts Festival	---	---	---	*** 4	19288	4822
Creative Arts Festival				5	Campus Art Displays	
TOTALS		4462			165	
GRAND TOTALS	175	28,018		151	26,744	

* weeks

** Non-Union Festival Programs not included in total

*** Operas not included in total

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7/25/57

1956-57
ANNUAL PROGRAM ATTENDANCE
 COFFMAN MEMORIAL UNION
 UNIVERSITY OF MINNESOTA

AREAS AND COMMITTEES	1955-56			1956-57		
	No. Events	Total Attendance	Average Attendance	No. Events	Total Attendance	Average Attendance
FINE ARTS AREA						
Gallery	11	11,509	1,046	11	9,330	848
Humanities Forum	14	906	64	14	883	63
Artcraft Shop		6,631		*33	3,247	98
TOTALS						
DANCE AREA						
Saturday Nite Dance	8	3,544	443	8	2,114	264
Variety Dance	18	6,701	372	19	4,399	232
Square Dance	23	2,655	115	22	3,206	146
Let's Dance	16	1,567	98	--	--	--
Dance Instruction	82	2,518	30	69	2,614	38
TOTALS						
MUSIC AREA						
Coffman Musicals	10	2,922	292	11	8,222	748
Listening Hours	56	2,790	50	4	97	24
Jazz Workshop	3	2,792	930	19	13,032	686
Record Lending Library	52	766	14	29	345	12
Song Fests	2	250	125	--	--	--
TOTALS						
SOCIAL SKILLS AREA						
Charm, Inc.	48	4,846	101	55	3,932	71
Toastmasters	26	471	18	24	378	16
Toastmistress	12	115	9	--	--	--
Student-Faculty Rel.	25	1,598	64	25	1,671	67
Foreign Students	5	832	166	4	455	114
TOTALS						
GAMES AREA						
Bowling Tournaments	1	179	179	23	407	18
Billiards Tournament	1	20	20	6	1,038	173
Bridge Instruction & Bridge Tournament	26	580	22	41	601	15
Chess Tournament	2	19	9	12	256	21
Table Tennis Tournament	1	20	20	8	427	53
TOTALS						
OUTINGS AREA						
Rover Trips and Mtgs.	47	891	19	74	1,658	22
Co-Rec Nites	8	870	109	8	930	116
TOTALS						
TALENT DEVELOPMENT AREA						
Talent Bureau	2	28	14	6	1,652	275
Creative Society	13	1,232	95	17	661	39
WMMR	--	--	--	19	2,987	157
TOTALS						

1955-56			1956-57		
No. Events	Total Attendance	Average Attendance	No. Events	Total Attendance	Average Attend.

AREAS AND COMMITTEES

NOON PROGRAM AREA					
Noon Movies	15	6,191	412	28	19,222
Noon Programs (Misc.)	12	7,310	609	21	8,469
Bag Lunch Canteen	3	591	197	--	--
TOTALS		14,092			27,691
SPECIAL EVENTS					
Homecoming Dance	1	4,182	4,182	1	4,138
Christmas Sing	3	1,050	350	3	2,380
Christmas Semi-Formal	1	400	400	1	400
Coffman Capers	1	2,500	2,500	1	4,792
Open Houses	2	9,112	4,556	1	700
Sno Week	6	8,190	1,365	7	6,067
Mardi Gras	1	200	200	--	--
Stardust Dance	1	4,280	4,280	--	--
Merit Reception	1	150	150	1	135
Spring Retreat	1	32	32	1	30
Unioners	2	50	25	4	100
Decorating Party	--	--	--	1	50
Leadership Retreat	--	--	--	2	153
Diamond Caravan	--	--	--	1	576
Autumn Leaves(SIA)	--	--	--	1	873
Public Relations	--	--	--	1	175
Les Brown	--	--	--	1	1,499
Creative Arts Festival	--	--	--	**17	1,930
TOTALS		30,146		*** 4	19,288
					22,068
GRAND TOTAL	589	101,490		658	114,301

* weeks
 ** non-union activities - CAF not included in total
 *** operas - CAF

AND HERE'S THE MONEY WE SPENT TO DO THE JOB.....

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
Personal 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
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SUMMER EXPENSES

Summer Program	400.00	193.00	578.82	24.28
Summer Office Expenses	300.00	None	299.09	.91
Orientation	100.00	None	142.98	42.98

***SPECIAL EVENTS REVOLVING FUND**

None	8,179.00	7,706.73	472.27
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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 16,275.00 13,921.37 21,032.25

*This does not include Alumni

1957
Winter Quarter Program Budget
Coffman Memorial Union

	Balance March 5	Winter Qtr. Income	Winter Qtr. Expenses	Total Balance April 1
DANCE AREA				
Instruction	-51.50	-	6.60	-58.10
Saturday Nite Dance	-95.67	-	68.80	-164.47
Variety Dance	5.23	-	37.80	197.43
Square Dance	206.30	48.40	70.40	184.30
FINE ARTS				
Gallery	321.57	-	-	321.57
Humanities Forum	28.40	-	-	28.40
Artcraft Shop	160.69	82.74	45.00	198.43
GAMES AREA				
Bridge	63.75	-	13.70	50.05
Billiards	49.02	-	16.26	32.76
Bowling	.05	30.25	31.32	- 1.02
Chess	158.25	-	25.66	132.59
Table Tennis	9.35	-	14.57	- 5.22
Big Ten Tourney	300.00	-	25.00	275.00
MUSIC AREA				
Coffman Musicale	207.56	-	18.28	189.28
Listening Hours	33.98	-	-	33.98
Song Fests	25.00	-	-	25.00
Jazz Workshops	21.92	-	22.30	- .38
NOON PROGRAM				
Noon Movies	412.42	-	51.23	361.19
Noon Programs				
Noontime Canteen				

	Balance March 5	Winter Qtr. Income	Winter Qtr. Expenses	Total Balance April 1
OUTINGS AREA				
Minnesota Rovers	57.79	-	60.36	-2.57
Co-Rec Activities	12.70	-	5.40	7.30
Water Skiing	56.00	-	6.00	50.00
SOCIAL SKILLS AREA				
Charm, Inc.	128.78	-	24.60	104.18
Student Faculty Relations	315.01	-	60.20	254.81
Foreign Students	230.64	-	20.00	210.64
Toastmasters	35.32	-	20.10	15.22
Grad Students	177.77	-	45.76	132.01
TALENT DEVELOPMENT				
Creative Society	248.85	-	84.00	164.85
Talent Bureau	51.37	-	-	51.37
WMR	605.25	339.85	310.82	634.28
PROGRAM DEVELOPMENT				
Recreational Reading	100.00	-	-	100.00
Program Expansion	244.00	-	-	244.00
PUBLICITY				
Publicity (Including Ad Agency) Photo Service, Union Regulations, Date Digest	463.62	-	27.15	436.47
Brochures	854.01	-	-	854.01
Gopher	44.50	-	-	44.50
UNION BOARD ACTIVITIES				
Board Activities	213.80	-	48.64	138.76
Merit Reception	750.00	-	-	750.00
Spring Bd. Retreat	150.00	-	-	150.00
Personnel General	63.15	-	13.20	49.95
Open House	-	-	-	151.61

	Balance March 5	Winter Qtr. Income	Winter Qtr. Expense	Total Balance April 1
CONTINGENCY FUND	501.80	-	-	501.80
SPECIAL EVENTS REVOLVING FUND	-3,215.03	-	26.40	-3,241.43
PROGRAM ADMINISTRATION				
Supplies	194.06	-	44.29	149.77
Telephone	142.15	-	12.30	129.85
Postage	51.09	-	28.00	23.09
Travel	213.78	+	-	213.78
Equipment	91.92	+	22.35	70.57

1957

Coffman Memorial Union
University of MinnesotaSpring Quarter
Program Budget

	Balance April 1	Spring Qtr. Income	Spring Qtr. Expense	Total Balance June 28
DANCE AREA				
Instruction	58.10	280.35	216.40	5.85
Saturday Nite Dance		0	0	
Variety Dance	197.43	176.50	166.37	207.56
Square Dance	184.30	254.55	294.85	189.00
FINE ARTS				
Gallery	321.57	0	55.55	266.02
Humanities Forum	28.40	0	11.55	16.85
Artcraft Shop	198.43	0	105.40	93.03
Creative Arts Festival	0	0	381.78	
GAMES AREA				
Bridge	50.05	35.00	61.70	23.35
Billiards	32.76	0	12.20	20.56
Bowling		0	0	
Chess	132.59	0	94.35	38.24
Table Tennis		22.50	18.80	
Big Ten Tourney	275.00	152.98	511.28	
MUSIC AREA				
Coffman Musicale	189.28	60.30	202.44	47.14
Listening Hours	33.98	0	17.42	16.56
Song Fests	25.00	0	9.44	15.56
Jazz Workshops		990.35	1,151.75	
NOON PROGRAM AREA				
Noon Movies and Programs	361.19	0	193.13	168.06
OUTINGS AREA				
Minnesota Bovers		76.45	158.65	
Co-Ed Activities	7.30	0	0	7.30
Water-Skiing	50.00	0	23.00	27.00

	Balance April 1	Spring Qtr. Income	Spring Qtr. Expense	Total Balance June 28
SOCIAL SKILLS AREA				
Charm. Inc.	104.18	486.00	612.20	22.02
Student-Faculty Relations	254.81	0	110.05	144.76
Foreign Students	210.64	0	100.05	110.59
Toastmasters	15.22	0	8.50	6.72
Grad. Students	132.01	24.40	70.58	85.83
TALENT DEVELOPMENT AREA				
Creative Society	164.85	405.40	575.81	5.56
Talent Bureau	51.37	0	15.40	35.97
WMNR	634.28	370.15	611.17	393.26
PROGRAM DEVELOPMENT				
Recreational Reading	100.00	0	0	100.00
Program Expansion	244.00	0	0	244.00
PUBLICITY				
Publicity (Including Ad Agency) Photo Service, Unioners Union Regulations, Public Relations, Date Digest, Dividend Books.	436.47	0	295.18	141.29
Brochures	854.01	0	106.85	747.16
Gopher	44.50	0	0	44.50
UNION BOARD ACTIVITIES				
Board Activities	138.76	0	51.38	87.38
Merit Reception	750.00	0	720.08	29.92
Spring Board Retreat	150.00	34.50	140.78	43.72
Personal General	49.95	0	43.38	6.57
Open House	151.01	0	0	151.01
*Big Ten		241.90	429.33	187.43
CONTINGENCY FUND				
	501.80	0	0	501.80
SPECIAL EVENTS REVOLVING FUND				
	3,241.43	0	0	3,241.43

	Balance April 1	Spring Qtr. Income	Spring Qtr. Expense	Total Balance June 28
PROGRAM ADMINISTRATION				
Supplies	149.77	21.61	193.83	22.46
Telephone	129.85	1.45	189.71	58.11
Postage	23.09	20.25	51.65	8.31
Travel	213.78	0	213.78	0
Equipment	70.57	10.00	111.66	31.09

* not added to totals (7202-2500).

MINNESOTA
OLYMPIAN MEMORIAL UNION
PROGRAM BUDGET

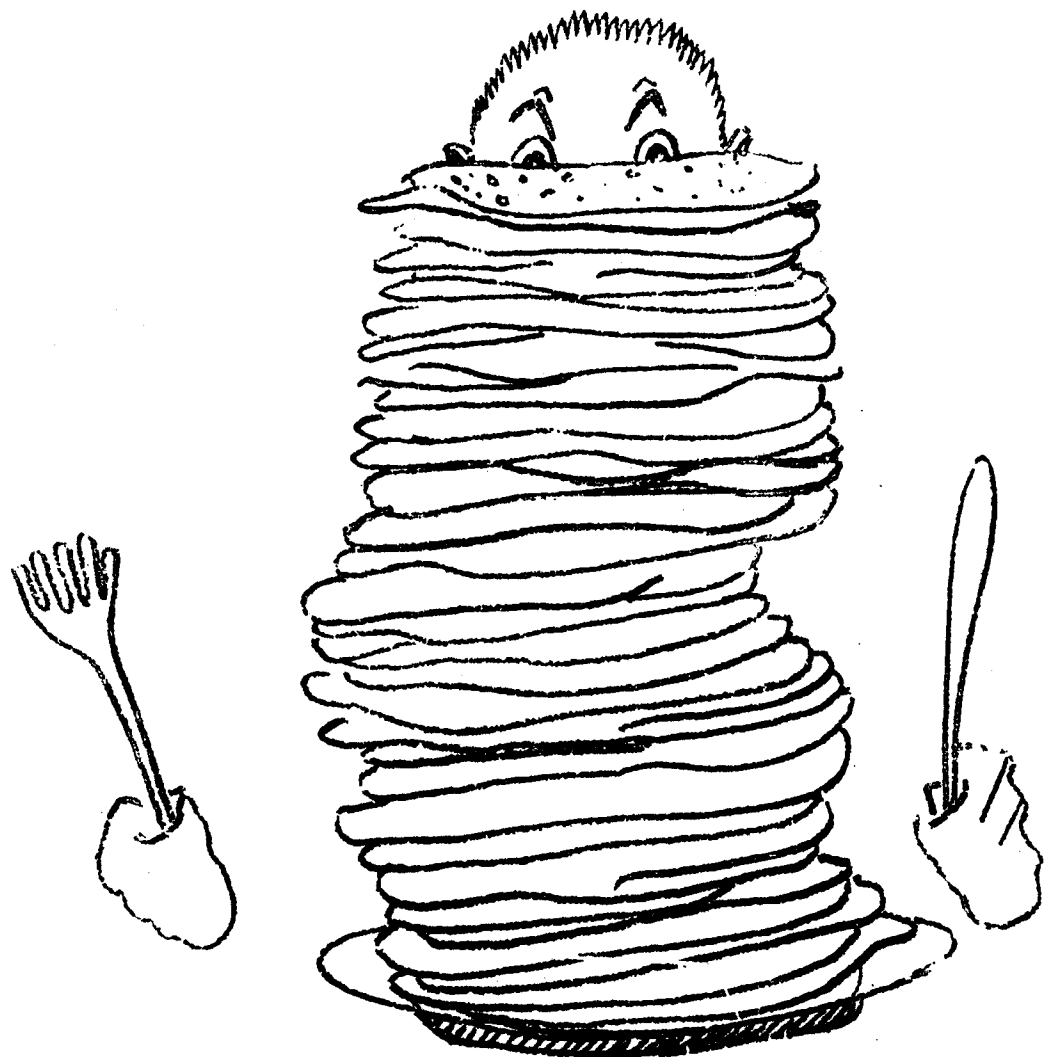
	ORIGINAL BUDGET 1956-57	TOTAL INCOME	TOTAL EXPENSES	BALANCE	1957-58 BUDGET
DANCE AREA					
Construction	75.00	767.35	836.50	5.85	100.00
Saturday Nite Dance	None	1063.95	1228.42	164.47	None
Varsity Dance	None	678.60	471.04	207.56	None
Squire Dance	None	780.05	591.05	188.00	None
Let's Dance	250.00	None	250.00	0	Cancelled
FINE ARTS AREA					
Art Arts Lounge	400.00	None	133.98	266.02	200.00
Human Forum (including proposed convo.spons.)	100.00	None	83.15	16.85	2000.00
Artcraft Shop	200.00	82.74	190.71	93.03	400.00
Creative Arts Festival	None	None	381.78	381.78	None
GAMES AREA					
Bridge	100.00	99.00	175.65	23.35	75.00
Billiards	100.00	None	79.44	20.56	100.00
Bowling	100.00	30.25	131.27	68.73	100.00
Chess	150.00	31.50	143.26	6.74	150.00
Table Tennis	25.00	22.50	49.02	23.48	50.00
Big Tex Tourney	300.00	275.00	658.30	37.30	300.00
Gen. Room	50.00	None	50.00	0	Cancelled
MUSIC AREA					
Coffmar Musicale	255.00	60.30	268.16	47.14	250.00
Listening Hours	50.00	None	33.44	16.56	100.00
Song Fests	50.00	None	34.44	15.56	50.00
Jazz Workshop	300.00	1509.60	1971.38	166.78	900.00
Christmas Sing	35.00	None	26.71	8.29	50.00
NOON PROGRAM AREA					
Noon Movies	400.00				400.00
Noon Program	300.00	None	531.94	168.06	300.00
Noon Time Canteen	100.00				Cancelled
OUTINGS AREA					
Minnesota Rovers	750.00	91.70	926.47	173.53	825.00
Co-Rec Activities	25.00	None	17.70	7.30	100.00
Water Skiing	None	56.00	29.00	27.00	175.00
SOCIAL SKILLS AREA					
Charm, Inc.	325.00	657.00	1004.02	332.02	300.00
Student-Faculty Relat.	500.00	None	355.24	144.76	400.00
American-Foreign Studs.	300.00	None	189.41	110.59	300.00
Toastmasters	100.00	None	93.28	6.72	100.00
Graduate Students	None	136.70	232.87	96.97	300.00
*Commons Room	300.00	None	300.00	0	None
Toastmistress	75.00	Cancelled	75.00	Cancelled	

* Transferred to Personnel (7202-2500)

FALL QUARTER BUDGET - 1956

as of January 8, 1957

	1956-57 BUDGET	INCOME	EXPENSE	BALANCE
DANCE AREA				
Instruction	75.00	487.00	595.98	33.98
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
FINE ARTS AREA				
Gallery	400.00	NONE	45.22	354.78
Humanities Forum	100.00	NONE	38.52	61.48
Artercraft 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
Table Tennis	25.00	NONE	6.25	18.75
Big Ten Tourney	300.00	NONE	NONE	300.00
MUSIC AREA				
Coffman Musicals	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
Christmas Sing	35.00	NONE	26.71	8.29
NOON VARIETY AREA				
Noon Movies	400.00)			
Noon Program	300.00)	NONE	301.04	498.96
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
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
WHR	NONE	2,261.00	1,225.40	1,035.60
Special	3,000.00	NONE	3,208.59	208.59



FOOD FOR THOUGHT

THESE TRENDS MAY AFFECT YOUR PROGRAM IN 1957-58

1. Going Steady is steady...the swing is now a fact: going steady is "the thing to do".
2. Another "thing to do" is to take the final plunge and marry the gal...marriage percentages are on the up among students.
3. Competition from both on and off-campus organizations is steadily growing...don't wait for the mountain to come to us...we are in a tight market for time.
4. The folding stuff is going to be harder to come by...fewer summer jobs, lower scale when found, and higher costs will take their toll.
5. The "Workshop" idea is taking the country by storm in all areas of the arts.
6. On-campus relationships with other organizations looks better than ever.
7. Program administrative costs are up this year...your budget dollar won't go quite so far.
8. A real shocker...high schools are talking seriously about constructing Unions to house their increased social programs.
9. The trend is away from bigger and better to just plain better and let the bigger take care of itself.
10. The enrollment of veterans training under the bill is dropping at an accelerated rate...the age level will drop with it.
11. It is becoming more fashionable to be creative, original, unusual.

TRY THESE IDEAS ON FOR SIZE

1. Try the "Festival plan as a monthly occurrence selecting different types of festivals for each month.
2. In the Dorms, utilize the House and Corridor Vice-Presidents as the "Ambassadors of the Union" to supplement the Unioneers.
3. Report To The Stockholders...brochures designed to tell the students about the Union- progress, etc.
4. More research...particularly in the areas of values and long-range results...participation....
5. Make Coffman a fount of information for those who want to establish Unions of their own.
6. When publicising programs, tell the whole story then follow up with post-publicity...use committee names...follow through.
7. Go "Two-deep" on the committee level...the leaders of a committee should be planners, not arrangers...recruit willing workers for the second level: those who carry out the plan.
8. Assign Special Events to the areas to which they naturally belong; where the skill and experience lie. i.e. Special Events dances to the Dance Area.
9. Plan "programming for Two"...the stag is become a rare bird...if they gotta go steady, let's go Union.
10. Let's not commit ourselves to a solid year of programming...experiment, work by the quarter...keep your assets, throw away your losers.

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Union Board
Agenda, September 17, 1957

- I Minutes of the Last Meeting
- II Executive Committee
- III Program Committee
 - a. Annual Program Report
 - b. Welcomes Week - Coffman Capers
 - c. Summer Reports
- VI House and Finance Committee
 - a. Summary of Income and Expense 1956-57
 - b. Requests
Welcomes Week and Costumes
- V Personnel Committee
 - a. New Board Appointment
- VI Public Relations Committee
- VII Old Business
- VIII New Business

COFFMAN MEMORIAL UNION

Summary of Income & Expenditures
July 1, 1956 through June 30, 1957
Schedule I

	1957	1956	
<u>Income</u>			
Student Fees	\$311,617.75	\$233,901.62	
Rentals & Services	10,702.03	12,743.58	
Program	27,863.82	35,047.89	
Arctcraft Shop	4,962.20	4,594.55	
Billiard Room	65,778.29	64,754.78	
Bowling Alleys	43,725.60	31,047.34	
Village Union	<u>20,628.54</u>	<u>17,011.27</u>	
Total	\$485,278.23		\$399,101.03
Rental from Barber Shop, Beauty Parlor, & Bookstore	6,285.63		
Total Income	<u>\$491,563.86</u>		<u>\$399,101.03</u>
<u>Expense</u>			
Administration	\$ 53,336.88	\$ 46,917.11	
Program	71,126.28	69,785.21	
Maintenance	109,030.17	106,143.78	
Arctcraft Shop	10,963.17	11,567.92	
Billiards	56,627.30	54,124.04	
Bowling Alleys	33,214.94	30,312.09	
Village Union	<u>31,274.26</u>	<u>27,753.54</u>	
Total	\$365,573.00		\$346,603.69
On Requisition	7,163.82		6,307.15
Debt Service - St. Paul Union	32,306.00		
Main Lounge Renovation	20,000.00		
Pinspotters	10,000.00		10,000.00
Capital Expenditures	35,000.00		10,000.00
Camp Contingency	5,000.00		1,000.00
Renovation	16,521.04		25,190.19
Total Expense	<u>\$491,563.86</u>		<u>\$399,101.03</u>

University of Minnesota Union Board of Governors
Meeting of September 17, 1957

Members Present:

Terry Olofson, Steve O'Brien, Con Katzenmeyer, Steve Schochet, Mr. Ausen, Mr. Kingsley, Mr. Moore, Larry Swandby, Jack Weber, Arlene Rossen, Dave Porter, Mr. Starr

Members Absent:

Gail Taylor, Mary Ellen Wallerius, Paul Taylor, Mr. Fenske, Richard Johnson

Others Present:

Don McNamara, Dorothy Wolfangel, Irene Talsness, Edward Vavreck

The meeting was called to order at 7:20 p.m. in the Men's Lounge.

Motion K-1072:

It was moved to approve the minutes of the previous meeting.

Seconded and carried.

Executive Committee Report:

The resignation of Gail Taylor as a member of the Union Board has been accepted. The Board expressed their regret.

The Village Union Board recommended Mr. Edward Vavreck to replace Mrs. Dorothy Wolfangel whose term has expired.

The recommendation was referred to the executive committee.

Program Report:

Don Finlayson brought to our attention and commented upon the Coffman Memorial Union Program Report for 1956-57. He reviewed the high spots of the year, mentioned the areas in which a better job could have been done and the programs which were very good. He stated that we had 658 individually planned programs last year; 114,000 people actually engaged in programs planned by students. It was pointed out that over 378,000 people came into the Union for actual meetings and programs during the last year.

Each board member was given a program report and it was suggested that each person review this report as it includes suggestions for next year which were taken from the evaluation event reports.

Welcome Week- Coffman Capers:

Jack Weber emphasized that many of the chairmen have not called in yet and that they must be contacted immediately. He told us where the various booths would be set up.

Larry Swandby explained the registration of new committee members during Coffman Capers.

Steve O'Brien gave a few facts concerning the rules and regulations of the Union. He warned that everyone is responsible for any damage that they do and that they should pick up a copy of house rules on decoration at the information desk.

Mr. Starr raised a question about the official opening of the Bowling Alleys.

This was referred to the Welcome Week committee.

Arlene Rossen reported that they are having a drawing, the prizes for which are free tickets that her committee will buy from their own budget.

9-1
Motion K-1073:

It was moved to approve the Welcome Week report.

Seconded and carried.

Summary Program Report:

Don Finlayson reported that our summer program has an overall balance of \$656.85.

Ferry Clifton added that we doubled the attendance figures for this summer and he congratulated the program staff for all the work they did and the excellent results produced.

House and Finance Committee:

Mr. Starr gave a report of the summary of income and expenditures for 1956-57. The bids for the new St. Paul Campus Student Center were let for the building. The total cost is \$1,095,112.96. The bids were somewhat higher than expected. We are short \$71,000 which means omitting the elevators, bowling lanes and furnishings until funds can be found. This will be a major problem for this year. Construction has started and the completion time is 380 days.

Mr. Starr brought up the question of planning for having the Union open on Sundays.

This was referred to the program committee to study the aspects and the problems and to make a recommendation to the Board.

10-7
Motion K-1074:

It was moved to accept Mr. Starr's report.

Seconded and carried.

Home Week and costumes:

Steve O'Brien reported that Josie Paterek has been in New York but he has talked with her business manager. He wants an appraisal of the value of the costumes. The contract is so indefinite that it would be better to have an open and closed contract with five years as the legal minimum. In other words, she will have to render us the services for five years.

Steve O'Brien reported that the Campus Chest would like to schedule a dance here November 20, or the Saturday preceeding. This matter was referred to the Executive committee.

Personnel Committee:

Larry Swanby reported on committee and Board vacancies. It was recommended that Priscilla Orme be appointed to the Board as Fine Arts chairman.

Steve O'Brien outlined the qualities of this candidate.

Mr. Moore raised the question of other candidates and it was reported that previous candidates were reviewed.

Q-3

Motion K-1075:

It was moved to approve Larry Swandby's report with the recommendation of Priscilla Orme as Board appointee.

Seconded and carried.

Public Relations Committee:

The Public Relations Committee has two openings. Terry Olofson reported that these positions will be filled by the Executive Committee this week.

Old Business:

We now have a band for Homecoming - Russ Carlisle at a cost of \$1750.

Don Finlayson reported on the annual fall camp which will be held Sunday, October 13, this year at the Fort Snelling Officers Club. This year we are going to be able to have all three Unions with their respective committees together. He gave the program schedule for the retreat.

New Business:

Mrs. Dorothy Wolfangel, representative from the Village Union, read the following action taken at the last Village Union Board meeting:
"Motion 218A. It was moved and seconded that we of the Village Union Board of Governors recommend to Coffman Union Board that our charter title be amended to read "Married Students Union of the University of Minnesota. Carried."

This matter was referred to the Executive Committee.

Mrs. Wolfangel stated that this would be her final meeting. She said she certainly enjoyed working with the Board and she appreciated the nice way she was accepted.

Terry Olofson, on behalf of the Board, thanked her very much for the time which she had extended to us and the fine job she has done.

The Board will meet next October 1 at 7:30 at the home of Mr. Willey, Academic Vice President of the University.

Q-4

Motion K-1076:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:IST:tn

UNIVERSITY OF MINNESOTA

Coffman Memorial Union

Union Board of Governors

Meeting of October 1, 1957

AGENDA

- I. Minutes of last meeting.
- II. Executive Committee Report.
 - A. New Alumni Representative assigned to Union Board
 - B. New chairman of Public Relations
 - C. New Outings Area Director
 - D. Approval of Representative to Village Board
 - E. Resignation of Vice President - Election to be held Oct. 8
 - F. Appointment of Administrative Fellow
- III. House and Finance Report - Steve O'Brien
 - A. Costume Contract
 - B. Receptionists Desk
 - C. Hospital Emergencies
 - D. Community Chest Request
- IV. Program Committee - Larry DeWitt
 - A. Plans for Fall Quarter
 - B. Union Co-ordination of Pep Feats
- V. Personnel Committee - Larry Swandby
 - A. Personal Interviews Report
 - B. Opening for Board Applications & Committees
- VI. Public Relations - Jack Weber
 - A. Plans for Fall Quarter
- VII. Old Business
- VIII. New Business
 - A. Region 7 Association of College Unions - St. Cloud Nov. 1 & 2
- IX. Adjournment

Meeting of October 1, 1957

Members Present:

Terry Olofson, Dean Fenske, Mr. Starr, Steve Schochet, Mr. Moore, Con Katzenmeyer, Priscilla Orme, Ed Veverek, David Porter, Stove O'Brien, Mary Ellen Wallerius, Arlene Rosen, Larry Dewitt, Jack Weber, Mr. Aussen, Mr. Kingsley, Marie A. Wensel, Richard Johnson.

Members Absent:

Larry Swandby, Paul Taylor

Others Present:

Mr. Willey, Mrs. Willey, Fran Munnings, Irene Talsness

The meeting was called to order at 7:45 p.m. in the home of Mr. Malcolm M. Willey.

Motion K-1077:

Q-5
It was moved to accept the minutes of the meeting of September 17 with the following correction: The personnel committee report on page two be changed to read "Priscilla Orme be appointed to the Board as Social Skills Chairman."

Seconded and carried.

EXECUTIVE COMMITTEE REPORT:

Terry Olofson introduced our new Alumni Representative Board Member, Miss Marie A. Wensel.

Terry reported that Jack Weber is now our new chairman for public relations, which position was vacated when Mike Hagen resigned. Dave Porter has been assigned new Outings Director which leaves Talent Development open.

The executive committee approved the appointment of Mr. Ed Vaverek to the Village Board.

Terry received the resignation of Jack Decker as vice president of the Board, as Mr. Decker is not registered in school this year. This also leaves the chairmanship on the Union Expansion & Development committee open. He has also the president of the regional Region 7 Student Union Association. The nominations and the election for this office will be held next Tuesday, October 8. Terry recommended that all the members think very seriously about this election.

We have a new administrative fellow, Mr. Bob James, who will work directly under Mr. Starr and will be working with our Expansion and Development committee. Board members are encouraged to introduce themselves to him.

The following appointments to standing committees were made:

Dr. Kingsley - Personnel committee
Mr. Aussen - Program committee and Expansion & Development
Dr. Moore - Coffman Memorial Union Liaison Committee
Dean Fenske - Executive Committee
Miss Marie A. Wensel - Public Relations

-2-

Terry stated that from time to time the Board members would be asked to prepare and present reports from their individual areas. Larry DeWitt is interested in having your programs presented to the Board so we are aware of what you are doing. He suggested that complete written reports be presented wherever possible.

Sunday, October 13, Union Boards' Conference. It will be an all day outing held at the officers' Club at Fort Snelling. Each chairman of the Board is to be there and there is room for 55 other people. The Board will make the final approval of these additional people next Tuesday night. The cost for this outing is only \$1.50 per person, which is quite reasonable. This is the first time the three Union Boards have been able to have a joint meeting for a number of years. Each member of the Board is going to present a 5 to 10 minute talk outlining his programs and his areas for this school year.

Q-6

Motion K-1076:

It was moved to accept the Executive committee report.

Seconded and carried.

HOUSE AND FINANCE COMMITTEE:

Steve O'Brien reported that our contract with Mrs. Josie Paterek will remain with the same four points except that at the end of two years either Mrs. Paterek or the Board can refuse to renew the contract.

The House and Finance Committee is making a study of whether the staff is better able to serve people more hospitably with the desk in the Main Lounge or behind the old information desk.

In case of an Asiatic Flu epidemic there may not be enough bed space at University Hospital and it is recommended that our third floor be used for this purpose. We have been in close cooperation with the Health service on this matter.

The Community Chest requested permission to place a sign on the outside of the building. While this was being discussed in the meeting, the sign was placed there. It is recommended that this not be repeated next year.

It is recommended that Schoolmen's week be granted the use of meeting rooms and lounges the first week of Spring Quarter as requested.

Q-7

Motion K-1077:

It was moved to accept the House and Finance Committee report.

Seconded and Carried.

PROGRAM COMMITTEE REPORT:

Larry DeWitt invited all the members to attend the Program Committee meetings which will be held in the Board office at 5:30 on Tuesdays before the regular Board meetings.

Arrangements have been made with the Athletic Department, and members of the Senate Committee on Athletics to conduct pep rallies in the Union. The first one will take place this Thursday night. Details of having the team here at that time are being made.

Terry added that this is just one example of cooperation and what we are trying to do for the entire year. We want to do our share in building college spirit here in Minnesota.

PERSONNEL COMMITTEE REPORT:

Arlene Rosen reported that there is going to be a coffee hour at 3:30 Thursday, October 3 in the Men's lounge. All the Area Directors are requested to be there.

Filing for Union Board will close Monday, October 7.

Terry Urged all members to get both Committee and Board applications in as soon as possible.

PUBLIC RELATIONS COMMITTEE:

Jack Weber requested that the public relations committee meet with him right after the meeting.

The Ad Agency is set up now in the Terrace Reading Room office. This is where to place your ads for the paper. Be sure to tell your chairman.

Hartley Kock will be the staff person to work with in regard to Unioneers. It was pointed out that the Unioneers is part of the function of the Public Relations Committee.

Diane Sher is now handling the news letter and circulation it to the dormitories. We may begin circulation this newsletter throughout the Union.

Old Business:

Mr. Starr reported that the suit against WMR was taken out of court and referred to the State Claims Commission.

Mr. Starr reminded the Board members to fill out their class schedule cards and send them in.

New Business:

Next Tuesday night we will elect delegates for the Region 7 Association of College Unions Convention November 1 and 2 at St. Cloud.

Don Finlayson is now out of the city and will be gone until next Monday. He is attending the National Recreational Association at Long Beach, California. Helen Hartwick is assuring his duties in his absence.

Steve Schochet pointed out that the Bowling Alley score sheets were printed with no mention being made of the Coffman Union Board of Governors.

Mary Ellen reported that she has an office girl who can work from 1:30 to 3:30 every day. She will answer the phones, do typing and other office work.

We should all see if we can increase the number of volunteer office help.

Dean Fenske was asked by our former president, Jim Heltzer, and his wife, Marilyn, to give the Board their best wishes.

Motion 1-1080:

It was moved to adjourn.

Seconded and carried.

Adjourned at 8:30 p.m.

Respectfully submitted,

University of Minnesota
Coffman Memorial Union

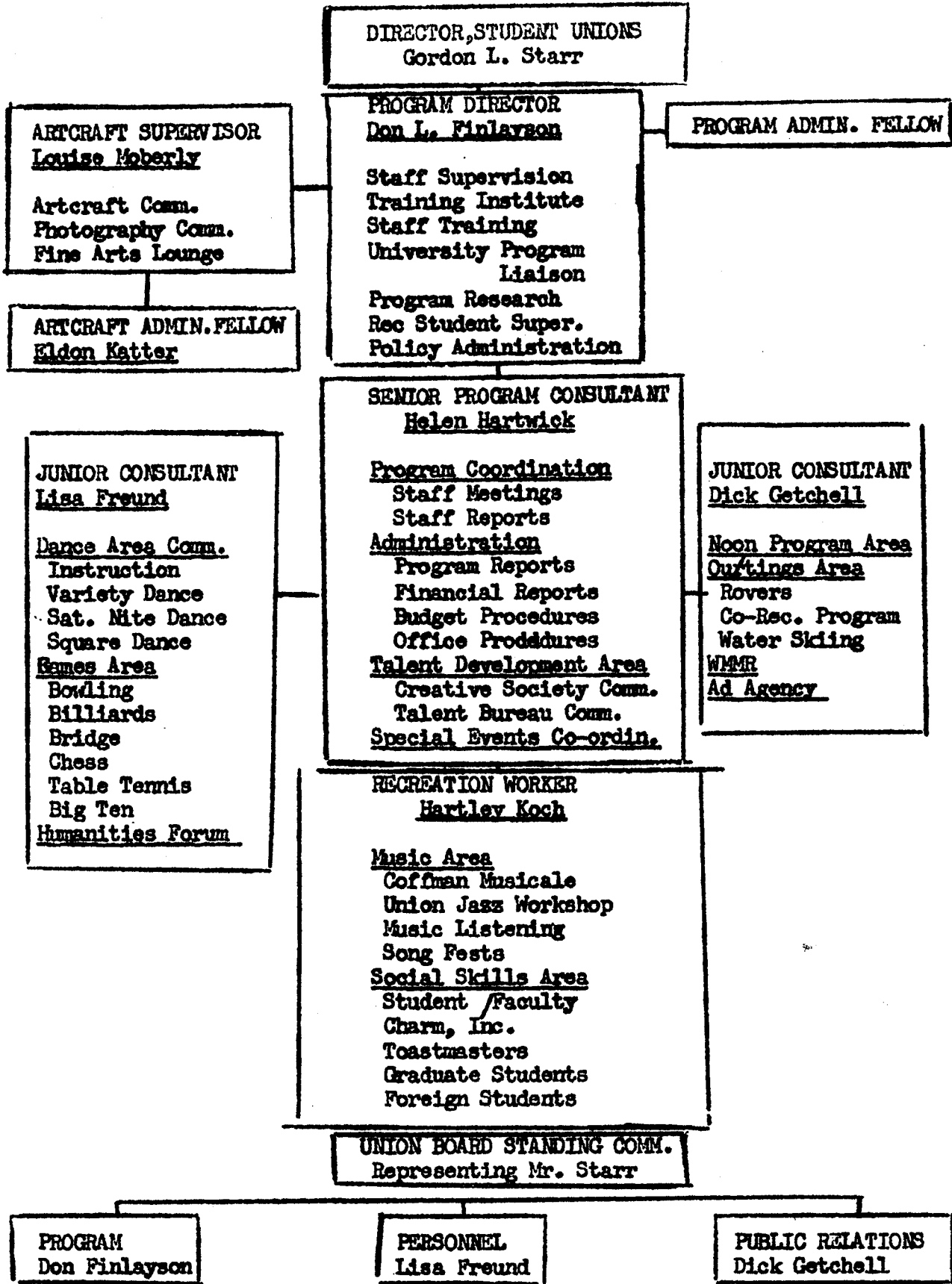
Agenda

Meeting of October 8, 1957

1. Approval of minutes
2. Executive Committee Report
 - a. Campus Chest, co-sponsorship of dance
 - b. Assignment of those positions affected will be made day following elections
3. Election of new Vice-President
4. House & Finance Committee report
5. Program Committee report
 - a. football pep-fest data
6. Public Relations
7. Personnel
 - a. report on new board member applications
8. Old business
9. New business
 - a. Don Finlayson - report of conference
 - b. Paul Taylor - report on VIP conference
10. Other

COFFMAN MEMORIAL UNION
University of Minnesota

© PROGRAM STAFF ASSIGNMENTS FALL QUARTER, 1957-58



University of Minnesota Union Board of Governors
Meeting of October 8, 1957

Members Present:

Terry Olofson, Dave Porter, Jack Weber, Con Katsenmeyer, Larry Swandby,
Forrest Moore, Dean Fenske, Mr. Ausen, Dick Johnson, Steve O'Brien,
Arlene Rosen, Paul Taylor, Larry DeWitt, Steve Schocket.

Members Absent:

Mary Ellen Wallerius, Patricia Orme, Dr. Kingsley, Marie Wesnel, Ed Vavorek.

Others Present:

Don Finlayson, Fran Munnings, Mary Ann Kirschmer, Mike Kuehnel, Irene Talsness.

The meeting was called to order at 7:25 p.m. in the Women's Lounge.

^{Q-7}
Motion K-1081:

It was moved to approve the minutes of the meeting of October 1, 1957.

Seconded and carried.

Executive Committee report:

Terry reported that Campus Chest would like to co-sponsor a dance with the Union. This matter was referred to the Program Committee and will be included in their Report.

Assignments of those positions affected by to-night's election of a Vice President and member-at-large will be made during this week.

Election of New Vice President:

Terry Olofson opened the floor for nomination of the new Vice President.

^{Q-8}
Motion K-1082:

It was moved that the speeches, concerning the forthcoming election of Vice President, be dispensed with.

Seconded.

There was a discussion and the question was called.

The motion was defeated.

Larry DeWitt and Steve O'Brien were nominated.

^{Q-9}
Motion K-1083:

It was moved that nominations cease.

Seconded and carried.

After the vote was taken by ballot, it was announced that Steve O'Brien was elected.

Terry congratulated Steve on his new appointment as Vice President of the Coffman Union Board of Governors.

Terry Olofson opened the floor for nomination of member-at-large.

Larry Swandby, Larry DeWitt, and Steve Schocket were nominated.

Q-10

Motion K-1084:

It was moved that nominations cease.

Seconded and carried.

After the vote was taken by ballot, it was announced that Larry DeWitt was elected.

On behalf of the Board, Terry Olofson congratulated Larry on his new position.

The by-law to the Constitution, of the member-at-large position, was read and it was suggested that the executive committee look into the re-writing of the by-laws concerning the duties of the member-at-large position.

Program Committee report:

Larry DeWitt introduced Mary Ann Kirschmer, Campus Chest General Chairman, to the Board. He stated that basically, she would like the Union to co-sponsor with the Campus Chest a dance with a band. We have a dance booked for that night with the Bob Leighton band scheduled to play. Con Katzenmeyer, Dance Area Director, stated that he was very concerned about the quality of the dance as it would reflect on the Union as well as the Chest.

Larry made a general program committee recommendation that the Board co-sponsor this dance with the Campus Chest, November 23.

Mary Ann Kirschmer stated that they would pay for the dance band, etc. The Board would not have to pay out any actual cash.

Q-11

Motion K-1085:

It was moved that the Union Board of Governors in conjunction with the Campus Chest sponsor a dance - the Union Board is to furnish the ballroom, custodial and student help, and facilities free of charge.

Seconded.

Discussion.

Q-12

Motion K-1086:

It was moved to amend that the Campus Chest pay the student and custodial help.

Seconded and defeated.

Discussion on original motion resumed. The question was called.

Motion K-1085:

The motion was carried.

Mike Kuehnal, Homecoming Dance Committee Chairman, was introduced to the Board. He reported on publicity, posters, radio, television, advertisements, etc. All newspaper advertisements must be ready by October 14. The tickets are being sold

on the St. Paul Campus also this year. Publicity budget for this year is \$350. Their main decorating expense will be for a large mirror-inlaid four-dimensional "M" which will cost approximately \$100. They are going to use more lighting effects than crepe paper and balloons. The dance will be in the Main Ballroom, the Junior Ballroom, the Men's and Women's lounges and the cafeteria.

^{Q-13}
Motion K-1087s

It was moved to approve the Homecoming dance budget of \$2908.

Seconded.

^{Q-14}
Motion K-1088s

It was moved to amend the Homecoming budget to include decorations in the sum of \$250 which would include \$100 expenditure for the large "M" decoration.

Seconded and carried.

Motion K-1087:

The Motion as amended was carried. This then increases the Homecoming budget to \$3008.

^{Q-15}
Motion K-1087s

It was moved to give Mike Kuehnal and the Homecoming committee a vote of confidence.

Seconded and carried unanimously.

A chart of the Program Staff assignments was passed out to the Board members.

Larry DeWitt reported that in conjunction with the All-U-Congress and Larry Larson, we are holding football pep fests to help promote new campus spirit. At all the traveling games we want the Coach to stop by during the Noon Program as the team is on its way to the Airport so that we can give the team a send-off. Jim Eddy, singing star, will be on our Noon Program Friday, October 11. We hope to have a large crowd for the team if they come that noon.

House and Finance Committee report:

Steve O'Brien stated that they would like to have main reports given at monthly business meetings and to bring up only matters of necessity at the other meetings.

Room 316 and the conference room in the basement need names. This was referred to the Public Relations committee.

The costume contract with Josie Paterek has been signed.

We are arranging for a conference table to be put in room 316 for the Board meetings and for other large conference groups.

Personnel Report:

Larry Swandby reported on applications.)

^{Q-16}
Motion K-1090s

It was moved that Norm Winer be approved and that the filing should be left open for one more week.

Seconded.

Discussion followed.

Defeated.

A general recommendation was made from the Board that when a person's name comes up before the Board, one or two recommendations from outside sources be included.

The Personnel Committee recommends Diane Sher for the Newsletter committee Chairmanship.

The whole personnel system has been revised. A complete report will be made next week. A new application form has been made. Everyone working on committees has to have one of these new application forms filled out in Room 231.

Don Finlayson reported that it is not necessary to send people to SAB to get their eligibility checked. Our staff will send a list of these people to the Dean's office and they will send back a list designating their eligibility. All they need to do is fill out an application form.

^{Q-17}
Motion K-1091:

It was moved to approve the personnel committee report.

Seconded and carried.

Old Business:

Don Finlayson reminded the Board that VIP is this coming Sunday and every Board member needs to have a short talk prepared. On Thursday there will be a bag lunch meeting in his office at 12 o'clock for all those interested in seeing their people go to this Board Retreat.

Steve O'Brien reminded the Board to read their House Rules copies and then he reviewed the poster policy.

Terry Olofson added that if any Board member sees a poster in an unauthorized place he may feel free to remove it.

New Business:

Paul Taylor reported on the program for Sunday's Board retreat. The Master of Ceremonies will be Bill Dean. Lany Mintz will be a special attraction. Mr. Stanley Wenberg, Assistant to Dr. Morrill, will be the guest speaker.

Fran Munnings appealed to the Board to help her get correct program information in time to get it into the Rally.

Steve O'Brien on behalf of the Board wished to thank Fran Munnings and Howie Seemann for the help they have given to us.

^{Q-18}
Motion K-1092:

It was moved to adjourn.

Seconded and carried.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

University of Minnesota
Coffman Memorial Union

Agenda - October 15, 1957

- A. Executive Committee Report
 - 1. Expansion and Development
 - 2. House and Finance Chairman
 - 3. New standing committee assignments

- B. Program Committee

- C. Program Director - Report of Rec. Leadership Conf.

- D. Report on Region VII Conference
Selection of Delegates

- E. Old Business

- F. New Business

- G. Adjournment

University of Minnesota
Coffman Memorial Union

Executive Committee Meeting Minutes

Meeting of October 35, 1957

1. Larry DeWitt will retain responsibility of Program Committee.
2. House and Finance Committee Chairman
a. Steve Schochet
3. Con Katzenmeyer - Program Committee member.
4. Expansion & Development Committee Chairman - Steve O'Brien

Respectfully submitted,

Mary Ellen Wallerius
Secretary

MEW:te

Region VII of Association of College Unions
Conference at St. Cloud State College
November 1 and 2, 1957

Keynote Speaker - Dr. Earl E. Harper, Director
Iowa Memorial Union
University of Iowa
Iowa City, Iowa
Past President of the National Association
of College Unions

Headquarters - Stewart Hall, St. Cloud State College,
St. Cloud, Minnesota

Region VII - Includes colleges in Minnesota, North Dakota,
South Dakota, and Central Canada

CONFERENCE PROGRAM

Friday, Nov. 1, 1957

- 10:00 A.M. - 1:00 P.M. Registration in Stewart Hall
Tours of St. Cloud State Campus
- 12 noon Dutch Lunch in college cafeteria
- 1:00 P.M. Meeting of Summarizers and Workshop Leaders
- 1:30 P.M. Opening Session
Keynote Address: "What is Worthwhile in College
Union Work?" Dr. Earl E. Harper
- 3:00 P.M. - 3:30 P.M. Coffee Break
- 3:30 P.M. - 5:00 P.M. Workshop Session
1. Planning a College Union
 - A. Meeting the needs of your campus
 - B. Methods used in getting student opinion on a college union
 - C. Procedures that might be used to promote a Student Union on the campus
Leader and Summarizer - Mankato State College
 2. Introducing the College Union
 - A. Orientating the new student to the Union
 - B. Re-introduce the Union to all students
Leader and Summarizer - Gustavus Adolphus College
 3. New Features in the Student Union Facilities
 - A. Consideration in building arrangements, for hi-fi, TV, Snack Bar, and Bowling Alleys
 - B. Movies - Foreign Film Series, etc.
 - C. Out-of-door Activities - Sports Programs
Leader and Summarizer - U. of M., Duluth Branch
 4. Union Board and Committees
 - A. Over-participant vs. non-participant
 - B. Leadership techniques and training
 - C. Recognition of leaders
 - D. Stimulating creative thinking in committees
 - E. Training committee members
 - F. What happens to the student who participates in student activities
Leader and Summarizer - U. of South Dakota

5:00 P.M.

6:00 P.M. - 7:15 P.M.

7:15 P.M. - 8:45 P.M.

Break

Banquet in Lawrence Hall Dining Room

Speaker's Topic "Trustee or Traitor, Which?"

Dr. Earl E. Harper

Workshop Sessions

1. Programming that can be done without a college union
 - A. Utilizing available facilities
 - B. Providing a variety of activitiesLeader and Summarizer - St. Olaf College

2. Programming in a Student Union
 - A. Educational programs
 - B. Cultural programs
 - C. Recreational activitiesLeader and Summarizer - North Dakota Ag. College

3. Who's Boss?
 - A. Dollars and Sense - financial operations
 - B. Enforcement of rules in the college union
 - C. Who sets the policies of the UnionLeader and Summarizer - Macalester College

4. What's Your PRQ (Public Relation Quotient)
 - A. In the community
 - B. Within the college
 - C. Techniques for improving PRQLeader and Summarizer - U. of M. St. Paul Branch

9:00 P.M. - 12 midnite Socializing with students at St. Cloud State

Saturday, Nov. 2, 1957

7:30 A.M. - 10:30 A.M.

8:00 A.M. - 8:45 A.M.

9:00 A.M. - 10:30 A.M.

Staff breakfast meeting in Faculty Lounge

Student breakfast in Cafeteria

Workshop Session

1. Present trends in college life
 - A. Attendance at Union functions
 - B. Student Exodus - effect on the campus and the Student Union
 - C. Values of today's student with respect to the Student Union ProgramLeader and Summarizer - U. of M.
2. Coordination of Campus Activities
 - A. Place of the College Union in the total campus community
 - B. Student organizations and the College Union programLeader and Summarizer - South Dakota State College
3. Regional Organizations and Programs
 - A. Tournaments and games
 - B. Exhibits
 - C. Talent shows and dances
 - D. Value of a Regional Organization to a college unionLeader and Summarizer - North Dakota Ag. College

4. Food Service

- A. New trends in food service
- B. Problems of food service in a union
- C. Benefits from food service in a college union

Leader and Summarizer - U. of North Dakota

10:30 A.M. - 10:45 A.M. Go to Talahi Lodge
10:45 A.M. - 12:15 P.M. Summary of Conference
12:30 P.M. Lunch at Talahi
1:15 P.M. Business Meeting
Conclusion of Conference

Cost of conference per delegate

Housing -	\$2.00
Registration and food -	\$6.25

Further information may be secured from:

Student Union Committee
St. Cloud State College
St. Cloud, Minnesota

*INTRODUCTION

Where does a student-managed Union staff member begin when attempting to offer valuable thoughts which might be in context? Couple this puzzler with the fact that this 45 minute period may be the only opportunity for the year and you are now faced with a baffling decision. There is so much to say, so many divergent avenues to explore, so many temptations to linger overly long at a particular crossroads.

Perhaps the staff member must take himself firmly in hand and approach all factors as one, stand on tip toe to see over the trees, and attack what is-in his estimation - the subject which might ultimately affect all subjects and have significance beyond and including the immediate.

The subject of this talk is "The Big Picture."

* Delivered at the 1957 Union Board Meeting - VIP.

"The Big Picture"

by Don Finlayson
Program Director

Sputnik

1. Sputnik - symbol of future - of tension - of a way of life yet unborn.

a. The world is our own back door - tomorrow all of life shall be yours.

b. In my hectic lifetime:

Radio
Television
Air planes - propeller to jet to ?
Diseases have disappeared
Plastics - the modern kitchen
Modern warfare - already obsolete

c. In your lifetime?

Interplanetary travel?
Face to face communication?
Synthetic life - perhaps everlasting life?
Unknown?
World-wide television?

2. Why review "old hat?"

One answer only: you are the molders of tomorrow as a generation - as the union planners and producers of today you must be aware of the possibilities of tomorrow and the effect your decisions and actions will have on the hundreds of thousands who will follow either to carry on your initial steps or benefit from what you have produced. As individuals you are the recipients of what tomorrow has to offer.

3. How is this done without a crystal ball?

- a. Studying facts
- b. Surveying trends
- c. Experimentation

The Greatest Discovery

Man's greatest discovery is not fire, or the wheel, or the internal combustion engine or atomic energy, or anything in the material world.

It lies in the world of ideas. The advance of civilization can almost be told in terms of widening appreciation of the ability to work together.

Every step of the way on the long road of human progress has increased the need for human teamwork. The farther mankind pushes out the frontiers of knowledge the larger must be the safari organized to take the next scientific explorer into the unknown.

The individual is no less important than he ever was, but in more and more fields of endeavor, large scale teamwork is required merely to place the individual on the perimeter of the known world where discoveries become possible.

What does all of this mean to us here - now?

1. Leisure time is no longer a luxury.

A simple statement, but loaded, less than twenty years ago, leisure time was earned by labor and because it was relatively insignificant time-wise, it was a recuperative process.

Today, leisure time is actually forced onto our daily and weekly routine as an existent fact, neither earned nor insignificant. Leisure time exists in quantity and must be approached as a sizeable portion of our lives which may in time assume the most influential factor in our lives.

labor is quickly becoming a period of enforced duty rather than

the focal point of an individual's life.

Today we spend only 40 of 168 weekly hours at the work bench - 128 easy. Tomorrow we shall add an additional 10 hours of leisure or a total of 138 hours of unscheduled, free - to plan - or - waste hours. Of this total, we could spend ten hours a day or 70 in slumber and at one hour per meal, 21 more at the feed trough. Even at this rate, we will still have 47 large hours or roughly 6 full 8-hour days a week to plan for ourselves. What is your generation in their prime and in it's twilight reserve going to do with this slumbering giant - free time? It can be a force for good of immeasurable value or it can be the seed of our own moral and physical destruction. There are enemies among us who look to this factor as the weapon of our suicide - who literally have "bet their lives " on our inability to cope with ourselves in leisure. They wait - buzzard like for leisure to be the gangrenous disease which will not our moral and physical fiber, leaving a nation of jellyfish in its wake, easily conquered by a people who have yet to know leisure in any form. Only the very unwise can believe this to be an impossible glimpse of this proud and strong nation. The bald truth is that this can happen if the danger is not recognized and intelligent planning initiated today.

This, then, is the "Big Picture" - a nation - symbol of democratic strength -- standard bearer of free men - carries within itself, a self-created seed of self-sacrifice.

Where do you and I fit into the "Big Picture?" As a professional dedicated to the principal that the intelligent use of leisure time is a learned skill, I have little trouble being placed - to search for the intelligent path and attempt to light the guide-lights along that path. A catalytic leadership, if you please.

As students today and the moulders of tomorrow, you have many niches in this picture. Today - you are cast as the "providers of opportunity" for your Fellow Students: opportunity to learn the skills necessary to be prepared individually for the battle of self against self in the programs of the Union which you will plan and produce.

Tomorrow - because you are the leaders, you alone will answer the "Big Question" - can this nation of "haves" continue to have even more and yet survive?

Every student on our campus and on every campus, large or small, must be equipped to live intelligently in a face-to-face relationship with himself and his fellow man. To survive in a jungle without substance. To face the most intangible opponent ever to be matches against a people - time.

To properly arm oneself in this survival, will demand the very best of you and I and thousands like us in educational institutions across America - the best of our intellect, the best of our creativity, the best of our experience, the best ;of our stamina, and the best of our moral fiber.

And only the very best will do. -

University of Minnesota Union Board of Governors
Meeting of October 15, 1957

Members Present:

Terry Olofson, Mary Ellen Wallerius, Arlene Rosen, Priscilla Orme, Steve Schochet, Forrest Moore, Miss Wensel, Steve O'Brien, Mr. Kinglsey, Paul Taylor, Mr. Aussen, Dick Johnson, Mr. Starr.

Members Absent:

David Porter, Jack Weber, Con Katzenmeyer, Larry Swandby, Dean Fenske, Larry DeWitt.

Others Present:

Don Finlayson, Jim Talle, Fran Munnings, Irene Talsness.

The meeting was called to order at 7:25 p.m. in room 346.

The minutes of the last meeting stand approved.

Motion R-19
R-1993

At Jim Talle's request it was moved that SLA be given clearance for using the lawn in front of the Union for football.

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius recommended the following appointments:

1. Larry DeWitt - to stay on the program committee
2. Steve Schochet - House and Finance Committee Chairman
3. Con Katzenmeyer - Program Committee member
4. Steve O'Brien - Expansion & Development Committee Chairman
5. Priscilla Orme - Personnel Committee

Terry stated that when personnel vacancies are open to come in and see him if you are interested.

Motion R-20
R-1994

Mr. Aussen reported that the Program Committee had met but did not have anything to report at this time.

Mr. Finlayson gave a report on his participation at the National Association of Recreation Congress. His main theme was that the recreational profession is no longer a luxury but a necessity and that recreation is becoming big business. He said that he gained a lot from his trip and he hopes he can pass on some of what he learned to the operations here.

Steve O'Brien asked Don whether, since the conference dealt mainly with adult recreation, there was a gap between our program and the type of program they discussed.

Don said that the program was almost identical and cited many examples.

Terry Olofson thanked Don for reporting on his trip. He added that some of the committees should make use of the many useful ideas and information that Don brought back.

Report on Region VII Conference of the Association of College Unions:

This conference is being held November 1 and 2 at St. Cloud State College. It was pointed out that this is the 10th annual Regional Conference. Mr. Starr gave some background on the conference. Provisions for travel expense had been made last spring. The cost will be \$8.25 per person to attend this conference.

Q-21
Motion K-1095-

It was moved that the executive committee select, with their consent, six people to represent the Union Board of Governors at the Region VII conference this year.

Seconded.

Discussion.

Carried.

Old Business:

Mr. Starr announced that he has a new secretary in his office now. She is Miss Doris Lindstrom who started working here October 14.

Terry Olofson now has the Association of College Unions Bulletin and it is suggested that members of the Board read it.

Don Finlayson brought up the proposed new UFOG emblem for advertising, etc. UFOG stands for Union Board of Governors and could be used instead of the standard straight line, "Sponsored by the Union Board of Governors."

The decision on the use of UFOG as an official emblem was referred to the public relations committee for initiating a study to present to the Board at the next meeting. The Ad Agency can use this emblem until we reach a decision.

Terry gave a brief report on the Ad Agency and said that a study of what has been happening will be given at the next meeting. It must be decided whether the Ad Agency should remain in the public relations area or not.

The report by Miss Ann Jarvis, who made a survey of the Union, has now been completed. There are many facts in it which all members of the Board will be interested in. The basic context of her report will be presented at one of our next Board meetings.

New Business:

Mr. Aussen stated that he felt the Union Board needed a full-time staff member to help the personnel committee when they are overloaded, and to take over many of the routine tasks that the Board members do not have time for.

Q-22
Motion K-1095s

It was moved that the Union Board make a study of the feasibility, possibility, and desirability of adding such a staff position.

Seconded.

Discussion.

Carried.

Don thanked the Board for making the October 13 Fall Board VIP Conference possible. He was very impressed and the rest of the staff wishes to thank the Board also for taking an active part in the Retreat. An evaluation of the Conference will be held at our next meeting.

The next Board meeting will be on October 22 in Room 353. It is a dinner meeting set for 6'o'clock.

^{A-23}
Motion K-1097

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

University of Minnesota
Coffman Memorial Union

Agenda

for
Meeting of October 22, 1957

1. Executive Committee Report
 - a. President's Message
 - b. Delegates to the Big 10
2. Welcome Week Report
Larry Swandby, Jack Weber
3. Program Committee
Larry DeWitt
4. Personnel Committee
Larry Swandby
5. Ad Agency - Dick Getchell
6. Old Business
old Don Finlayson
old Gordon Starr
7. New Business

October 22, 1957

THE UNION SPUTNICK FAILURE OR SUCCESS

As authorized by the Board of Regents, the Union Board of Governors has a responsibility to provide a social, recreational, and cultural program for all of the students at the University of Minnesota. A balance of all three should be our goal in the coming school year.

With an ever increasing student enrollment and our now over-taxed facilities it seems evident that expansion and development studies will play a dominant role in this year's Board business. It is important that the present physical plant be utilized to its utmost. We must study the problems of providing adequate lounge space as well as more comfortable and enjoyable dance areas. As a center for campus events we have a responsibility to provide office space for the student organizations and governing boards. The Union must truly become the living room of the campus. The possibility of providing service to some extent on the West Bank of the River must also be given serious consideration. Wherever students go, so goes the Union.

Getting the story of the Union out to all 26,000 students is a gigantic task in itself. But this will be one of the many important responsibilities of the Public Relations Committee. Every student organization, living unit, rooming house, dorm counselor, and student in general must hear about the Union. Only then will they look toward the Union for the particular type of programming that appeals to them.

The Committee should also continue in its program of letting the story of the Union be told to the staff and faculty of the University. As we are all a part of the greater university community it is important that the staff and faculty be aware of the programming of the Union.

If there were ever a fireman whose job it was to keep the ol' locomotive going it's the personnel committee. It is their responsibility to keep the committees and the agencies operating with good and conscientious personnel. The Union is an excellent spot for a student to invest some of his leisure time. And I use the word invest in the sense that his returns will be rewarding in many different aspects. A study is now being undertaken to determine the value of a full-time personnel worker to assist in many of the day-to-day problems of this gigantic operation. Keeping accurate up-to-date files on every student engaged in a Union activity besides interviewing new students and placing them with respect to their interests is no easy task.

Acting in the capacity of an almost super co-ordinator program has the responsibility of seeing that programs of good quality are put on by the Union. As in a store, a satisfied customer will always come back. This year will also be the proving ground for the effectiveness of our theme presentations. The Creative Arts Festival will be a big part of this. Keeping the Board members informed is also a function of this committee. Being accurately informed is important if we as Board members are going to decide the problems and policies of the Union.

The foundations of a strong Union program lie within the committees and their chairmen. This is the place where the Union actually contacts the student. If we as a governing board can help maintain the interest and enthusiasm of our committee members half of our problems are solved.

In order to facilitate the ease in which the committees, their chairmen, the area directors, and the program staff are to work, close attention must be given to the policy statement concerning these relationships. It is important that each person is aware of his or her responsibilities and does not trespass on other areas.

With so much valuable experience in the past few years, this year's Board should be able to set an all-time record for quality programming. In order to do this it is essential that we pick up where the last Board left off and keep the ball rolling. Everything is lost and nothing actually gained if we are to go back and start our programs from scratch.

The Union Board of Governors must remember that they are in debt to each and every fee-paying student the sum of \$16.35 for the coming school year. We now have an obligation to see to it that this debt is paid off by providing the finest programming possible to the students at Minnesota.

The particular problems and futures for the areas themselves will be dealt with in the second part of this report.

BUDGET SUMMARY - WELCOME WEEK, 1957

Coffman Capers - - - - -	\$68.94		
Carnival - - - - -	\$246.00		
Noon Program - - - - -	\$105.53		
Dance - - - - -	\$124.45	Original Budget ...	\$800.00
Publicity - - - - -	\$99.95	<u>Expense ...</u>	<u>\$644.87</u>
Total Welcome Week		BALANCE	\$155.13
Expense... \$644.87			

BUDGET SUMMARY - ORIENTATION, 1957

Food - - - - -	\$108.90		
Program - - - - -	\$113.41	Original Budget ...	\$150.00
Supplies & Transportation	\$11.68	<u>Expense ...</u>	<u>\$233.99</u>
Total Orientation		BALANCE	- \$ 83.01
Expense \$233.99			

University of Minnesota Union Board of Governors
Meeting of October 22, 1957

Members Present:

Terry Olofson, Larry DeWitt, Dr. Moore, Mr. Kingsley, Mr. Aussen, Steve Schochet, Larry Swandby, Arlene Rosen, Con Katzenmeyer, Paul Taylor, Jack Weber, Pat Orms, Dick Johnson, Dean Fesnke, Mary Ellen Wallerius, Marie Wensel, Mr. Starr.

Members Absent:

Steve O'Brien.

Others Present:

Dr. Bob Schaffer, Don Finlayson, Dick Getchell, Fran Munnings, Irene Talsness.

This was a dinner meeting at 6 o'clock in room 353.

The minutes stand approved as read.

Executive Committee Report:

Terry Olofson gave a speech entitled "The Union Sputnik Failure or Success." Part II of this speech, which he will give next week, will go into more detail.

Four delegates have been chosen to go to the Region VII Conference in St. Cloud November 1 and 2. These are: Terry Olofson, Larry DeWitt, Paul Taylor, Mr. Aussen. The delegates will be leaving here at 10:30 on Friday, and will be coming back at noon Saturday.

The resignation of Dave Porter as a member of the Union Board has been received and accepted by the executive committee.

Dr. Bob Schaffer, Dean of Students at the University of Indiana, was introduced to the Board.

Welcome Week Report:

Larry Swandby reported that altogether, Welcome Week was a success. The Carnival came out very well as far as personnel. The dance and the show were also successes.

Jack Weber reported that the main strong point of the Coffman Capers evening was that the Union was ready to receive the freshmen when they came. It is his recommendation that a coordinating committee be set up. This committee should consist of a program chairman, public relations chairman, business manager, and personnel chairman. He also made a recommendation that pre-constructed booths be used and stored during the year for use that evening. He recommended, too, that all the committees using booths be placed in one main room such as the Ski U Mah room. Financially, the budget was \$800 and we came out with \$155.13 left. Copies of the budget summary were passed out to the Board members.

Larry Swandby recommended that our Orientation program be discontinued next year unless it is worked out with the rest of the orientation programs through the year including the Camps and Welcome Week, etc. The planning for this should begin in the Spring quarter as it is impossible to set it up during the summer. The biggest problem is that students, in their first day here, can think of nothing but getting home and filling out their programs.

Larry added that the Orientation program is one that should be started as early as possible and he recommended that the people be reimbursed for working on this during the summer. A general chairman and chairmen for specific areas should be chosen and their duties should be outlined so that there is no question as to who is to do what.

Larry will be submitting a complete dittoed report and urged all Board members to read it.

Terry thanked Larry Swandby and Jack Weber for their report.

Program Committee:

Larry DeWitt asked the Noon Program committee and the Social Skills committee to give reports.

Arlene Rossen reported that today the Noon Program had an excellent program - a table tennis demonstration. The attendance was 681. Yesterday we had two movies, "Canyon Country" and "Hypnotic Behaviour". Tomorrow we are having a Varsity Show preview. A week ago we had Jim Eddy here which drew over a thousand people. We have an excellent committee.

Priscilla Orme reported that the Student-Faculty Coffee Hour has gotten off to a good start this year. The Foreign Students had a noon program Friday. They are also planning a hay ride. Charm is planning a Homecoming style show. The Toastmasters is just getting underway. They would like to have several groups with less than twenty in a group. There is a great interest in this program.

Larry DeWitt thanked Arlene Rossen and Priscilla Orme for their reports and mentioned that he has a surprise coming up in his program.

Personnel Committee:

Larry Swandby reported that we have three openings on the Board - Talent development, Outings, and Music Areas. We will have to leave them open for another week until we get recommendations, etc. These committee chairmanships are still open: Games Area, Billiards, Bowling, Music Listening, Song Fests, Creative Society, and Fine Arts Lounge.

We will have recommendations for these positions next week. About seventy applicants for committee membership are in the process of being approved. Terry reminded the Board to get the names of their committee personnel in to Larry right away.

Ad Agency:

Dick Getchell gave some background on the Ad Agency. The purpose of the Ad Agency is to aid the Union Committee and other campus organizations in drawing up their advertisements and posters. They now call themselves a Campus Advertising Agency, a service of the Union Board of Governors. At present they want anyone who has any interest in advertising to join. An advertising director, a chairman and four students are on the planning board. Under the planning Board are copy writers, lay-out personnel, artists, etc. The planning board was appointed this time, but we plan on having people work into these positions from now on.

Terry added that it is very important that the Ad Agency feels it has the Union board behind it in their activities.

Dick Johnson reminded the Board that the Poster Clinic is going to start tomorrow at 3:30. Altogether there will be four lessons and each committee is urged to send someone.

Public Relations:

Jack Weber made a survey to find out whether the UBOG emblem is going to be accepted by the students.

Of the class of '61 - 87% said yes.
Of the class of '60 - 76% said yes.
Of the class of '59 - 96% said yes.
Of the class of '58 -100% said yes.

Approximately 100 individuals were interviewed for this survey.

Q-24
Motion K-1098:

It was moved to accept UBOG as the emblem of the Union Board of Governors.

Seconded and carried.

Jack Weber reported that the Artcraft Shop would now like to be called the Artcraft Studio.

Q-25
Motion K-1099:

It was moved to change the name of the Artcraft Shop to Artcraft Studio.

Seconded and carried.

Old Business:

Don Finlayson reported on the success of the VII Fall Training program. This was the least expensive training program we have ever had. We made a profit of \$26.55. The estimated attendance was 124. Don asked the Board for their attitudes to the Conference. He took notes on their comments.

Mr. Starr stated that there has been a considerable amount of flu, both on the staff and on the Board. We appreciate the cooperation of the entire Board on this matter. He also stated that it is essential that we get all of our standing committees scheduled to meet at regular times.

Mr. Starr asked Dean Schaffer to give a few comments.

Dean Schaffer said he thought our Board had gotten off to a tremendous start. He reminded our Board that we have to be able to account for every penny we spend.

Terry thanked Dean Schaffer.

New Business:

Dick Getchell stated that the Rovers asked him to express their sincerest thanks for being invited to go to the Fall Conference at Fort Snelling.

Terry Olofson reminded the Board of the coffee hour on November 21 that is for all student leaders sponsored by the Daily and will be held at the Daily Office at 3:30.

Mary Ellen Gallerius read a letter from the University of Michigan regarding the Big Ten Student meeting. The suggested dates were April 22 and 23. Terry had written the planning committee to the effect that it would not be necessary to have a planning meeting as most of this could be done by correspondence or phone.

Q-26
Motion K-100:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

University of Minnesota
Coffman Memorial Union
Union Board of Governors

Agenda

for
Meeting of October 29, 1957

- I. Correction on Minutes
- II. Executive Report
 - A. Region VII
 - B. Personnel position study
 - C. Village Union motion to change name
 - D. Part II of Sputnik report
- III. House and Finance Report and Director's Report
- IV. Personnel Committee
- V. Program
- VI. Public Relations
- VII. Old Business
- VIII. New Business

October 29, 1957

"THE UNION SPOTNICK FAILURE OR SUCCESS"

PART II

Talent Development has had an awkward beginning this year due to a certain amount of Board change over. However, its committees are doing an outstanding job. WMR is each year reaching an ever increasing audience. As experience is often the best teacher, the stations personnel have learned and profited by their work with this unique station. We (the Board) are not only offering an exceptionally high standard of service to the students, we are also offering a marvelous training ground for the student. The station's Alumni is beginning to read like a "Who's Who" in Minnesota. WMR is an excellent example of where the Union can serve in a two-way relationship. As their audience becomes more loyal, the Union should attempt to bring its story to these students via WMR.

The Talent Bureau under the leadership is in the process of working out its fall and winter programs. Through its services to the University community and the Twin Cities area it has done a great deal to better the public relations of the Union. With the tremendous store of talent at our University to draw upon it seems only fitting that the Talent Bureau should be one of our best entertainment sources.

Working with University departments is healthy from a number of standpoints. First it betters our relations with the numerous departments of the University. Secondly it can provide us with wise counseling in the selection and execution of our programming. Thirdly it facilitates our programming by supplying the Union with materials, physical help, and even financial support. The Creative Society built itself up to a wonderful peak last year climaxing its season with a series of excellent plays during the Creative Arts Festival. With the wonderful opportunities this area has to offer it will need solid Board backing to once again supply the University with choice programs and talent. When committees

have lain idle for too long a time, it takes weeks and sometimes months to put the pieces back together again. During a school year, a week is an extremely precious unit of time and can make or break a Union program or committee. The association of a committee's name must not leave the student's mind. If a student has enjoyed a certain aspect of a Union's program he'll be looking for follow-ups and he'll expect them.

Co-Rec nights is another example of where a committee must not lie dormant. Already the Intra-mural department at the University has asked for information on Co-Rec's program for the year. They are looking for the popular and enjoyable programs that this area of the Union is known campus-wide for. We are doing a disservice to the University and the students when these "arms" of the Union are resting in slings.

Certainly one of the tallest flags flying from the Union is the Rover's, the perennial beavers of Beaver Island. Here a display of sincere enjoyment and teamwork takes place to help provide some of the most fascination and delightful programs of our Union's repertoire. This group knows no seasons and enjoys its efforts the most when a battle against the elements is part of their activities. However, when a group like the Rovers moves its programming out of the city and even state, the Union must keep a careful watch. As it is here that the ability of students and trained consultants enters the university's scope of vision. Full and adult responsibility must be assumed if the Union is to continue its programs in such a unique manner.

This brings us to the noon programs area. How trite an expression it is to refer once again to it as the "show case" of the Union but it will perhaps best describe its important function. In a store, the display window sells the consumer on the goods shown in the case. Here the best, most interesting, and the greatest variety of displays takes place to keep the "consumer" or public interested in the store's wares. So it is the same with the Union. This is where all of the Union's committees come into common coordination in the

displaying of their services and functions. This is where it has a chance to show to a loyal and appreciative crowd its best qualities. Because of the crowded facilities during the lunch hours the Union provides the commuter with comfortable eating facilities while enjoying top rate entertainment from all of the Unions numerous areas. This continuous programming is unknown to many campuses and often initiates new ideas of a continuous noon hour program for other schools. The noon hour programs will strive with all of their effort to hit that 100,000 mark for this year. Its our responsibility to assist in obtaining this noteworthy goal.

Because of its diversity, the Social Skills area is one of the hardest to coordinate. Some years ago, the Union recognized the need for the Foreign Student Committee. With the 600-800 foreign students on our campus, there was a necessity to set up a special committee which could aid its programming at these students. A number of fine programs have resulted from this effort and now a study is being made to determine the feasibility of redecorating the 2nd floor hall way to an International theme. More cooperation with the YMCA, Foreign Student Council, Foreign Student Advisors Office and other departments whose functions coincide with those of the Foreign Student Committee.

Student Faculty has an excellent opportunity to provide particular services to the departments and students directly. This must not become a charity service, however. The Union is not here to provide free coffee and cake to students looking for some time to kill. We must not be put into a position when we are used by students and the administration in the sense of providing financial assistance whenever requested.

Toastrasters speak for themselves. Under excellent leadership, they are fast becoming one of the strong holds of the Union. Charm presents outstanding style shows and other services such as hostesses. The Union should eventually come to the place where their services are asked for by other groups. Our experiences have been valuable and we should show them with the many groups on campus.

With more development, the Graduate Students Committee can even provide more services for more graduate students than it has in the past. Since their most

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successful programs seem to be spontaneous perhaps ideas like impromptu coffee hours and informal discussion sessions with prominent faculty members could be worked into their schedules.

Dance has come up considerably over attendance figures last spring. Saturday nite dance can be built into a major weekly attraction on campus with a loyal audience if it so desires. We must improve publicity, however, improve decorations and many other things if our programs are to be of a well-planned nature. The Union is the social center of the campus and we have a responsibility to make sure that all of our programs are presented in the best possible manner. A re-evaluation of our policies with regard to the use of the Main Ballroom will have to be made as figures show that conflicts often arise between our square dance programs for Friday nite and non-union requests for the Ballroom. None of our committees are buffer zones when it comes to room or space requests.

Music listening and song fests have room for improvements this year too. These are special services that provide the cultural and extra special something that must accompany our day by day programming. With hi-fi becoming the fad of the day, the Union should pick up the opportunity and take hold of an audience that is available. The Union Jazz workshop has already presented a number of fine programs and of course is one of our keys to Sunday programming. All of the areas and committees must seriously concern themselves with what they may contribute to Sunday afternoon programming. This is a new area and waiting to be developed.

With bowling figures already showing an increase of 60% of our lineage over the same period last year, the Games area should have a wonderful year. However, bringing in outside or national tournaments should be one of the goals of this area. Then bridge instruction, billiards and bowling could easily be the little intra-mural program for non-organized groups of students on our campus.

Fine Arts with their new "studio" in the basement is already off to a good start. The promotion of the Fine Arts Lounge Chairman to the Board has temp-

orarily left the area without a chairman but several exhibits have already been planned. A concrete study is going to be made of developing professional and suitable exhibiting facilities in order that our fine arts lounge may become a strong factor in our cultural phase of Union programming.

Humanities Forum can expand themselves to new heights with the possibilities of bringing in top-name speakers through cooperation with the Department of Concerts and Lectures. Its very probable that some day William Falkner, Ernest Hemingway and others will be speaking from our Main Ballroom.

The poster clinic is one of the highlights of the Art Craft Studio. Here is a real attempt at solving on age old problem of attractive posters in the building. Ceramics, oil painting, leather making, sewing are only a few of the many work shops for students provided by the Union to make their four years more enjoyable.

Keeping in mind our individual goals and our responsibilities to the University and the students of Minnesota should keep us fairly busy during the remainder of this school year.

The University is holding its annual Homecoming Dance on Saturday, November 2nd at Coffman Union with dancing from 9-1. The dance, sponsored by Union Board of Governors will feature Russ Carlyle's orchestra with the Coachmen. This group performs many specials, among them is the recent "Stashu Pandowski."

Four other bands will play on Homecoming Night. They are Eddie Tolek's Dixieland Band, Gary Berg, Dick Marrone and his "Velvetones", and Bob Leighton.

Tickets will be on sale as long as they remain in the Union Ticket Office with 4000 set as the limit. On Monday and Tuesday sales times are from 11:30 - 1:00. During the remainder of the week, the Ticket Office will be open 8:00 - 10:00, 10:30 - 12:30, and 1:00 - 4:00. No tickets will be sold at the door.

The price of the tickets is \$1.50 per person and it is not necessary to bring a date to the dance although Homecoming is traditionally a date affair.

University of Minnesota Union Board of Governors
Meeting of October 29, 1957

Members Present:

Terry Olofson, Mary Ellen Wallerius, Steve O'Brien, Mr. Starr, Steve Schochet, Co. Katzenmeyer, Dean Penske, Forrest Moore, Mr. Vernon Ausen, Dr. Kingsley, Larry DeWitt, Arlene Rossen, Larry Swandby, Paul Taylor

Members Absent:

Jack Weber, Marie A. Wensel, Dick Johnson, Priscilla Orme

Others Present:

Fran Jennings, Howie Seemaun, Irene Talsness

The meeting was called to order at 7:15 p.m. in Room 346.

Q-27
Motion K-1101:

It was moved to approve the minutes of the preceding meeting with the following correction: The name Pat Orme under "Members Present" changed to Priscilla Orme.

Executive Committee Report:

The delegates to the Region VII Conference in St. Cloud are: Paul Taylor, Mr. Vernon Ausen, Terry Olofson, and Larry DeWitt. Since it was moved that the Executive Committee choose six delegates, a recommendation was made that two committee chairmen go along also. This was referred to the Personnel Committee.

Mary Ellen Wallerius read a general job description of the new staff member position to help the personnel bureau. This position is classified under Civil Service as a Junior Student Personnel Worker. The description included the qualifications needed, the duties, and responsibilities of the job.

This position has been approved by Civil Service and can take effect November 1 if it is passed. This staff member will not be used by any other department of the Union. She is not a hired secretary for other committees.

Q-28
Motion K-1102:

It was moved that the Board accept the position of Junior Personnel Worker as stated.

Q-29
Seconded.

Motion K-1103:

It was moved to amend Motion K-1102 by adding "to be on a part time basis."

Seconded and carried.

The question was called on the original motion.

Q-30
Motion K-1102:

Carried as amended.

The Village Union's request to change their name to Married Student's Union is being considered by the Executive Committee and is under further study.

Terry Olofson gave Part II of the speech entitled "The Union Sputnik Failure or Success." Part I of this speech was given last week.

Mary Ellen Wallerius read the pass list for the Homecoming Dance. Altogether, there were 128 names.

Q-31

Motion K-1104:

It was moved to approve the Executive Committee Report.

Seconded and carried.

Q-32

Motion K-1105:

It was moved to have a short recess after the Director's report.

Seconded and carried.

House and Finance Committee:

Steve Schochet, Chairman of the House and Finance Committee, presented the House and Finance Committee Monthly Report. A copy of his report is in the permanent records.

The University of Minnesota Crew Association has requested office space and arrangements are being worked out with the Kovers and the Ski Club.

On Veteran's Day, November 11, the building will be open from 8 a.m. to 10 p.m. On Sunday, November 10, the building will be open from 12 to 10 p.m. The Bowling Lanes will be open as usual on Sunday and will be open from 2 p.m. to 10 p.m. on Monday.

The House and Finance Committee is planning to designate the North Star Room as a quiet study area from 7 a.m. to 11 a.m. and from 2 p.m. to closing time.

Q-33

Motion K-1106:

It was moved to approve the House and Finance Committee Report.

Seconded.

Discussion.

Q-34

Motion K-1107:

It was moved to amend Motion K-1106 by adding "except part IB which shall be referred to the Program Committee and the House and Finance Committee for further investigation."

Seconded and carried.

Motion K-1106:

Carried as amended.

Director's report:

Mr. Starr gave the following report:

1. A new record was set in the bowling lanes last Friday, October 25, 1957 - 1024 lines were bowled.
2. The study of "Actual and Potential Leaders of the Union" by Ann Jarvis will be presented at a later date. It is suggested that we consider ways and means of having this study published.
3. Mr. Dave Harris, manager of the Village Union, will be graduating this fall quarter and therefore we will have an Administrative Fellowship position open.
4. Last year's Union Board recommended that a movie be made of the Union. It is recommended that the Public Relations Committee give some thought to this matter.
5. Mr. Starr suggested that we invite more guests to our meetings, such as chairmen, and outstanding committee members, key personnel of other organizations, etc.
6. Mr. Starr will be attending the Big Ten Directors' meeting in Chicago next week end and he will welcome any questions he may direct to the other Big Ten delegates.

- 7. Mr. Starr urged the executive committee to make long range plans in regard to regularly scheduled meetings.
- 8. Good progress is being made on the new Student Center on the St. Paul Campus, but the Board must face the fact that we are short \$77,000, which means no elevator, bowling lanes, or furnishings.
- 9. The St. Paul Campus Union is having a "Student Center Day" on November 1, 1957, to which all the members of the Board are invited.

The Board had a 10 minute recess, at this time, in accordance with Motion K-1105.

Personnel Committee Report:

Larry Swandby said that as Personnel Committee Chairman he approved the action taken on a new Junior Student Personnel Worker for the Union Board Personnel bureau. It will give the personnel committee a chance to work on the many improvements necessary on the personnel committee.

We still have three openings on the Board. Larry stated that he has three names for the Board's approval. The choosing of these names was based on:

- 1. Past experience.
- 2. Ability.
- 3. Interest.

These names are Melanie Finkelstein, Tom Hay, and Norm Weiner. Norm Weiner's application was held for another week because of the lack of recommendations. Larry recommended Melanie Finkelstein and Tom Hay for Board membership.

Q-35
Motion K-1108:

It was moved that the question on these two applicants be divided simultaneously.

Seconded and carried.

A ballot vote was taken and Melanie Finkelstein and Tom Hay were appointed to the Board.

Program Committee:

Larry DeWitt, Chairman of the Program Committee, reported that the Homecoming Dance ticket sales are going wonderfully; over 1,500 have been sold to date, on Friday noon.

The chairman presented the list of the ideas which were given in the Brainstorming Session at the VIP Conference. He suggested that each board member review them and select the ideas which might be of value to their committees.

New Business:

Next Tuesday night at 6 p.m. there will be a dinner meeting featuring the Ann Jarvis study on actual and potential leaders of the Union.

Q-36
Motion K-1109:

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
House and Finance Committee
Monthly Report
October 29, 1957

I. Requests

- A. SIA Board. Use of three conference rooms on October 14 through October 17 for the Quiz Bowl. Approved.
- B. WFR. \$800 for the purchase of an additional tape recorder as a part of the previously proposed and approved expansion program of the station. Approved with provision that funds be found in the program budget and that the recorder be sent out on bid.
- C. Plumbing and Hot Water Heater. \$3608 needed for repairs and replacement. Approved. Work to be done after Winter or Spring Quarters.
- D. Homecoming Dance. Approximately \$100 for the purchase of a large "M" for use at the Homecoming Dance. Denied: It was suggested that this money come directly from the Homecoming Budget.
- E. All-U-Congress. Use of the Game Room Wednesday evenings for Congress meetings. Approved. With the exception of one evening on which the Game Room has been previously scheduled.
- F. Intervarsity Christian Fellowship. Use of Room 320 for weekly meetings of a purely religious nature. Denied: According to current policy.
- G. Interfraternity Council. Use of Ski-U-Mah Room for the Rush program. Approved.
- H. Community Chest. Request for permission to place the large red feather thermometer on the front of the Union. Approved, but not to be approved for this group at any other time or for any other group.
- I. SIA Board. Use of the Foyer for selling SIA Week Show tickets. Denied.
- J. Homecoming Committee. Use of the Foyer for button sales. Approved only on the condition that sales and contact be from behind the table to be set up.
- K. Alpha Phi Omega. Use of Room 315 alternate Wednesday evenings for meetings. Approved.
- L. Noon Program Area. Request for permission to continue to display their marquee on the Ground Floor. Approved: it was recommended to the Area that some sort of permanent stand be built for the marquee so that it would take less room.
- M. Art-Craft Studio. Request to put the display case in the Ground Floor Hall. Approved with the understanding that a display will always be in the case and that displays be changed often.

II. Report of Painting and Cleaning Done in the building during the summer:

First Floor:

Room 131 painted.
Game Room painted - west wall and pillars.
Billiard Room repaired and columns painted.
Room 110 refinished - doors and baseboards.
Room 110 A painted.

Ground Floor:

Room 20 - washed walls.
Stairways and landing to Bowling Alley painted.

Second Floor:

Room 214 - west wall repaired.
Room 216 - walls washed.
West corridor walls painted.
Room 203 - walls washed.
Room 201 - Door painted.
Room 231 - painted.
Rooms 225-6 - walls washed.
Men's Lounge - walls washed.
Room 227 - walls repaired and painted.

Third Floor:

Room 320 - painted, also doors.
Room 321 - entrance painted, wall plastered.
Rooms 325, 6, 7 - walls washed, wall boards installed.
East side of third floor corridor walls washed.
East side of third floor corridor fire extinguisher wall patched and painted.
Wall with direction signs to Room 343-347 painted.
Rooms 343-4-5 painted and wall boards installed.
Room 347 washed and baseboards painted.
Room 348 walls and ceiling washed, wall boards installed.
Room 349 painted.

III. Projects under consideration and in progress

- A. Improvements of the front hall are now in the initial planning stage. They will include resurfacing of the walls, improvements of lighting, and possibly more display area.
- B. Mr. Starr has contacted Physical plant concerning the clearance necessary to put up a large Christmas tree in front of the Union and decorations within the Union.
- C. Plans were received for the extension and improvement of the loading facilities behind the Union. The cost will be approximately \$25,000 which will be shared by the Union, Food Service, and the Campus Club. The plans are still under investigation, and no recommendation is offered by this Committee at this time.
- D. The location of the Information Desk is being evaluated. It has been suggested that the desk be placed between the pillars north of the Main Lounge. This arrangement is now being tried.
- E. Use of the Second floor lounge overlooking the Main Lounge was discussed. It has been suggested that it be converted into an International Lounge.

The matter has been referred to the Foreign Students Committee of the Union for its recommendations as to implementing the suggestion.

- F. The possibility of extending the Main Lounge in the direction of the patio was mentioned and will be examined.
- G. The east stairs between the Ground Floor and the First Floor will be repaired between Fall and Winter Quarters.
- H. Plans for the furnishing of Room 231 were discussed. The organization of an office committee was mentioned. This will be investigated further.
- I. The South (patio) wall of the Main Lounge will be refinished between Fall and Winter Quarters.
- J. The final plans for the redecoration of Room 346 were presented Mr. Mike Hopkins and approved by the committee. It is expected that the work will be finished in approximately 60 to 90 days after bids are opened and contracts awarded.
- K. The naming of the new Conference Rooms, 346 and B-4, has been referred to the Public Relations Committee.

IV. Miscellaneous

- A. Physical Plant has assigned the following numbers to the basement rooms: Office of Lisa Freund, B-60A; Office of Dick Getchell and Hart Koch, B-60B; Space directly between those two offices, B-60; Basement Conference Room. B-4.
- B. Sunday hours will continue as in the past with the building open for bowling, and the Terrace Reading Room and the Main Lounge open.

Committee Members: Steve Schochet, Chairman; Mary Ellen Wallerius, Steve O'Brien, Mr. Starr.

Respectfully submitted,

Steve Schochet, Chairman
House and Finance Committee

UNIVERSITY OF MINNESOTA
COFFMAN UNION BOARD OF GOVERNORS
MEETING OF NOV. 5, 1957

AGENDA:

- I. Executive Committee report
- II. "Actual and Potential Leaders of the Union"
by Ann Jarvis
- III. Five minute recess
- IV. Personnel report
- V. Program report
- VI. Public Relations
- VII. St. Paul Union Activities Day
- VIII. Old business
Region VII - Paul Taylor
- IX. New business

University of Minnesota Union Board of Governors
Meeting of November 5, 1957

Members Present:

Terry Olofson, Steve O'Brien, Steve Schochet, Con Katzenmeyer, Forrest Moore, Vernon Ausen, G. Gordon Kingsley, Larry DeWitt, Larry Swandby, Paul Taylor, Priscilla Orme, Jack Webber, Tom Hay, Melanie Finkelstein

Members Absent:

Mary Ellen Wallerius, Arlene Rossen, Dick Johnson, Dean Fenske, Mr. Starr

Others Present:

Richard Schneider, Edward Vavreck, Don Finlayson, Hartley Koch, Fran Munnings, Doris Lindstrom

Following dinner, the meeting was called to order at 7:00 p.m. in Room 355.

The minutes of the meeting of October 29, 1957 stand approved as read.

Executive Committee Report:

Terry Olofson informed the Board of the resignation of Dick Johnson, effective immediately. He stated that there are now two openings to be filled on the Union Board of Governors.

Ann Jarvis gave a resumé of her study, "Actual and Potential Leaders of the Union."

After a five-minute recess, the gavel was turned over to Steve O'Brien, Vice President.

St. Paul Union Activities Day:

Richard Schneider spoke of the Student Center Day which was held on Friday afternoon, November 1, 1957, at the St. Paul Campus. The theme "Gay Nineties" was brought out in the decorations and in the dress of staff and students. Mr. Malcolm Willey, Academic Vice President, and the Deans of the College of Agriculture and Veterinary Medicine, formally recognized the beginning of the new Student Center.

Richard, who is President of the St. Paul Campus Union Board of Governors, expressed appreciation for the opportunity of attending this meeting, and extended an invitation to all present to visit the St. Paul Union Board meetings.

Personnel Committee Report:

Larry Swandby, Chairman of the Personnel Committee, reported that there are now two openings to be filled. He submitted the name of Robert Boylan, SIA junior, and gave a report on his qualifications. Steve Schochet asked how many people were being considered. Larry stated that there were ten applicants being considered for three positions in the last three weeks.

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Q-37
Motion R-1110

Paul Taylor moved that Robert Boylan be accepted to Board membership.

Seconded and carried.

Larry read the names of those being recommended for committee chairmanships.

Doris Bixler - Dance Instruction
John Watson - Saturday Night Dance
Ann Hanson - Fine Arts Lounge Committee
Gary Kuhn - Table Tennis Committee
Darla Berg - Bridge Committee
Sharlene Toback - Musicals Chairman
Allan Ferguson - Graduate Student Committee
Dave Vangen - Creative Society
Jim Ophelm - Talent Bureau Chairman
Karen Kenny - Noon Program
James Kucera - Noon Program
Harriet Gordon - Noon Program
Sheila Breitman - Noon Program
Henry Aro - Chairman, Ad Agency
Marianne Bostrom - Public Relations

Committee chairmanships are still open for "Hi Fi Listening", and "Co-Rec Night."

Q-38
Motion R-1111

Paul Taylor moved that these people be accepted as chairmen.

Seconded and carried.

Program Report:

Larry DeWitt, Chairman of the Program Committee, introduced Paul Taylor of the Games Area who gave the schedule of forthcoming events.

Billiards -- Tournament, November 18-27. Finals - December 3.

Bowling -- Homecoming singles, December 4,5,6,7,8. This is open to all University students. 150 bowlers are expected to participate. Larry reported that the Homecoming Tournament was a "money-maker".

Bridge -- has not started yet.

Chess -- the first tournament to be six weeks in length, starting next week. Next spring the champion tournament will be held in Rochester, Minnesota.

Table Tennis -- 600 attended the Tournament.

The possibility of a "refresher bridge course" was discussed, but Larry DeWitt doubted that this was practical since most people either want to learn from the very beginning or else are too expert to be interested in a refresher course. Paul Taylor added that lessons are too expensive for the average person.

Larry DeWitt explained that Paul Taylor has faced a difficult situation in the Games Area, caused by lack of people to work with, but that he has done a remarkable job under the circumstances.

Con Katzenmeyer of the Dance Area reported that the Wednesday night dances started rather slowly but are now becoming more popular. The committee for the Wednesday night dance has dwindled, but the committee for Saturday is quite good. The Saturday night attendance is only fair, but it is thought that it may pick up in coming weeks.

Larry DeWitt stated that a chairman would be needed for both the Christmas Dance and Sing. It was suggested by the Program Committee that the Union Board President, Terry Olofson, be appointed as chairman of the dance. Terry is in agreement with this suggestion.

The Committee has been working on the Talent Development area and are re-constructing it. The Talent Bureau will be replaced by a "Production Unit." A "Talent Production Unit" subcommittee will complete the function of the Talent Bureau. This group will have packaged shows, a theater workshop, etc. The Creative Society chairman will have five subchairmen or coordinators, to be assigned to Music Arts, Dramatic Arts, Graphic Arts, Science and Engineering, Literary Arts. The Creative Society will take over the Creative Arts Festival to be held this spring. The details are being worked out with the area director.

Q-39

Motion K-1112

Larry DeWitt moved that the Talent Development re-organization be approved.

Seconded and carried.

Q-40

Motion K-1113

Larry DeWitt moved that Terry Olofson be appointed chairman of the Christmas Semi-Formal.

Seconded and carried.

Steve O'Brien brought out the need for the committees or areas to contact the Program or Executive Committees.

Public Relations Committee:

Jack Webber reported on the new official emblem, "UBOG." It was felt that instead of a "Birth" promotion of UBOG an "Introduction" would be better because it could reach more people and because of the emblem already having been seen. The introduction will take place next week. An 8' replica of UBOG will be shown at the noon programs all week, there will be a campaign in the Daily, and posters will be placed on the Mall.

This promotion will cost approximately \$40.00.

The need for a new match cover design was discussed. The price for a drawing was \$6.90 per thousand, and for a photograph \$8.90 per thousand. Don Finlayson suggested that samples of each type be submitted for the Board's approval. He brought out that in 1960 this building will have its 20th birthday. At that time it might be well to have new covers for that year, in which case we should not order tremendous quantities of covers now. He suggested that we change the design each year. Ed Vavreck suggested the incorporation of UBOG on the match covers. Steve Schochet suggested that they be distributed through the Food Service as well as other areas of the Union.

Steve O'Brien asked Jack Webber to obtain samples for the Board's approval. Jack added that the services of the Union would be listed on the inside cover.

Old Business:

Paul Taylor gave a short report of the Region VII Conference of the Association of College Unions held in St. Cloud, Minnesota, November 1 and 2.

The music facilities of the various unions were discussed. It was felt that the communication with the student was lacking in a large school; it is difficult to determine what kind of program the students want. In a small school this is not such a problem. Independence of students regarding activities was discussed. For example, students will participate in various types of recreation, but not in tournaments.

UBOG was introduced and the other schools thought it a good public relations angle. The University of North Dakota has a comparable emblem, "Charlie".

Larry DeWitt stated that a Region VII type of conference actually was not very beneficial to the University. It does make us aware of other schools' problems, but nothing is actually accomplished to help with ours. It was generally felt, however, that we have a lot to offer to the other schools in the way of ideas, and that participation should be continued for this reason. Mr. Vernon Ausen said that perhaps when more of the schools have unions we can profit from a meeting of this kind.

Don Finlayson reminded the Board of the building schedule during the Veterans Day weekend.

November 9 -- open as usual
November 10 - 12-10 p.m. (bowling 2-10 p.m.)
Terrace Reading Room open, all other facilities closed.
November 11 - 8 a.m. - 10 p.m. (bowling 2-10 p.m.)
Terrace Reading Room open, all other facilities closed.

New Business:

Steve O'Brien read a letter which was sent to five organizations on campus regarding expansion and development of the Union. This letter asked that a representative from each group be appointed to work on an executive committee.

Larry DeWitt urged that all members be in attendance at the meeting of November 12.

^{Q-44}
Motion K-111:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Don Finlayson
Acting Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

BUDGET REPORT
Nov. 8, 1957

DANCE AREA	Budget 1957-58	Income	Expense	Total
Instruction	100.00	392.00	3.40	488.60
Saturday Nite Dance	--	353.65	268.99	84.66
Variety Dance	--	260.70	62.36	198.34
Square Dance	--	202.35	200.90	1.45
FINE ARTS AREA				
Fine Arts Lounge	200.00	--	1.08	198.92
Humanities Forum	2,000.00	--	15.40	1,984.60
Art-Craft Shop	400.00	--	94.46	305.54
GAMES AREA				
Bridge	75.00	--	--	75.00
Billiards	100.00	--	--	100.00
Bowling	100.00	--	10.40	89.60
Chess	150.00	--	--	150.00
Table Tennis	50.00	--	4.40	45.60
Big Ten Tourney	300.00	--	--	300.00
MUSIC AREA				
Coffman Musicals	250.00	--	12.35	237.65
Listening Hours	100.00	--	--	100.00
Song Fests	50.00	--	--	50.00
Jazz Workshop	900.00	--	81.76	818.24
Christmas Sing	50.00	--	--	50.00
NOON PROGRAM AREA				
Noon Movies	400.00	--	125.32	274.68
Noon Program	300.00	--	48.05	251.95
OUTINGS AREA				
Minnesota Rovers	825.00	5.50	210.55	619.95
Co-Rac Activities	100.00	--	--	100.00
Water Skiing	175.00	--	3.00	172.00
SOCIAL SKILLS AREA				
Charm	300.00	18.00	33.10	284.90
Student-Faculty	400.00	--	6.00	394.00
American-Foreign Stud.	300.00	--	39.64	260.36
Toastmasters	100.00	--	11.45	88.55
Graduate Students	300.00	--	--	300.00
TALENT DEVELOPMENT AREA				
Creative Society	300.00	--	--	300.00
Talent Bureau	150.00	--	33.62	116.38
WMMR	--	164.50	704.86	
PROGRAM DEVELOPMENT				
Program Expansion	1,500.00	--	--	1,500.00

PUBLIC RELATIONS COM.:	Budget	Income	Expense	Total
Union Movie				
Photo Service	1,500.00	--	31.30	1,468.70
Union Relations	750.00	--	261.52	488.48
Gopher	400.00	--	--	400.00
Date Digest	250.00	--	209.04	40.96
Brochures	450.00	--	--	450.00
UNION BOARD ACTIVITIES				
Big Ten Convention (Spring)	200.00	--	--	200.00
Christmas Cards	65.00	--	--	65.00
Christmas Decorating	Pty. 35.00	--	--	35.00
Christmas Decorations	125.00	--	--	125.00
Board Activities	500.00	--	67.65	432.35
Merit Reception	750.00	--	142.50	607.50
Personnel	200.00	--	85.12	114.88
Open Houses	300.00	--	--	300.00
Welcome Week	800.00	--	744.81	55.19
Leadership Training	1,000.00	--	--	847.14
Fall Retreat		197.25	350.11	
Spring Retreat				
Leadership Institute				
Alumni Reunion	None	--	--	None
CONTINGENCY FUND	400.00	--	--	400.00
SPECIAL EVENTS REVOLVING FUND	None	--	--	None
Homecoming	--	5,820.00	2,611.71	3,208.29
SUMMER SESSION EXPENSES				
Summer Program	1,772.00	1,043.56	2,141.46	674.10
Summer Office Expense	400.00	--	130.65	269.35
Orientation(Prog. only)	150.00	--	241.99	91.99
PROGRAM ADMINISTRATION				
Supplies	400.00	--	20.16	379.84
Telephone	475.00	--	121.50	353.50
Postage	100.00	--	15.66	84.34
Travel(Staff)	500.00	--	1.76	498.24
Equipment	450.00	--	60.51	389.49
Misc.(2% overhead & physical plant)	875.00	--	3.26	871.74
TOTALS	22,822.00	8,457.51	9,211.80	22,067.71

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11/19/57

University of Minnesota
Coffman Memorial Union

Agenda
for
Meeting of November 12, 1957

- I. Approval of Minutes
- II. Executive Committee Report
 - A. Bob Boylan, Outings, Public Relations
 - B. Christmas Semi-Formal assignments
- III. Personnel Committee - Swandby
- IV. Public Relations - Weber
- V. Program - Larry DeWitt -
Centennial - 1958
- VI. Director's Report -
Big Ten Conference
- VII. Old Business
- VIII. New Business

University of Minnesota Union Board of Governors
Meeting of November 12, 1957

Members Present:

Steve Schochet, Con Katzenmeyer, Paul Taylor, Priscilla Orme, Marie A. Wensel, Tom Hay, Arlene Rossen, Bob Boylan, Jack Weber, Larry DeWitt, Terry Olofson, Dr. Moore, Dr. Ausen, Mr. Kingsley, Mary Ellen Wallerius, Steve O'Brien, Paul Taylor, Larry Swandby

Members Absent:

Dean Fanske, Melanie Finkelstein.

Others Present:

Mr. Tom Swain, Mr. Don Padilla, Mr. James Lombard, Mr. Cliff Sommer, Mr. Peter S. Popovich, Don Finlayson, Dick Getchell, Louise Moberly, Helen Hartwick, Bill Hilliard, Hartley Koch, Doris Lindstrom, Phyllis Freeman, Dee Issacs, Ardyce Gustafson, Susan DeLong, Gretchen Oberhauer, Fran Munnings, Irene Talsness, Ron Carlson, Joy Bogen, Socker Lee, Carolyn Sundin, Joan Beard, Jerry Bratt, Connie Kennedy, Dick Miller, Jim Ranovez, Marjorie A. Papke, Howard F. Marcotte, Dave Vangen, Paul W. Larson, Richard Schneider, J. A. Reeves, Milton L. Iossi, Gary Filerman, Dave Krogsneg, Buck Jones, Hank Rush.

The meeting was called to order in room 320 at 7:00 p.m.

The minutes of the meeting of November 5 were approved by the Board.

Executive Committee Report:

Bob Boylan, the new Board member, has been appointed Outings Chairman.

Mary Ellen Wallerius read off the list of assignments for the Christmas Semi-Formal. Copies of this list were distributed to the Board and one copy is in the permanent file of the Board minutes. This dance will be held December 7 and will be sponsored entirely by the Board.

Personnel Committee:

Larry Swandby recommended Dick Erickson for the one remaining Board vacancy.

Motion K-1115:

It was moved to approve Dick Erickson as a member of the Board.

Seconded and carried.

Director's Report:

Mr. Starr circulated an informative sheet about Muzak, the recorded music which is used in Coffman Memorial Union.

Because of the unusual amount of money involved in the band contract (\$1200) for Bob Scobey's band, Mr. Starr brought this matter to the attention of the Board. The cost of the band had been taken under consideration by the Dance Committee and the Program Committee and it was their recommendation that this band may help to increase the Saturday night dance attendance.

Mr. Starr gave a brief report on the Big Ten Director's Conference held in Chicago last week. He stated that some of the schools reported that their enrollment had decreased from that of the previous year.

Iowa now charges by the hour for bowling instead of per line. This charge is \$2.10 per hour. If this is the trend, we should evaluate the hourly charge rate. It was found that our billiard gross was one of the largest of any school but that our net was the smallest. The Big Ten Bowling schedule was approved. It will be held at Indiana this spring. Big name dances are holding their own, but regular dances have shown a decrease in attendance. It was reported that parking is a major problem at evening events. This matter should be considered by our Board. Michigan and Indiana are developing Artcraft Shops and are looking to Minnesota for help. The Illinois and Wisconsin Unions now have air conditioning.

The matter of the Constitution of the Big Ten Student meeting was reviewed and it was recommended that each director report back to his respective Board that it was unlikely that the Association of College Unions would approve another constitution. Terry Olofson raised a question as to whether or not they would disapprove. Mr. Starr answered that he did not feel that they would want to. It was suggested that the document be called "Rules and Procedures," and that we give more consideration to this matter at a later date.

At this time, Terry Olofson, presented Marie Wensel and Priscilla Orme with Union Board pins.

Program Committee:

Larry DeWitt, Program Chairman, introduced Mr. Tom Swain, executive director of the Centennial Commission, who in turn introduced Mr. Peter Popovich state representative from St. Paul and Centennial Commission chairman, Mr. Clifford Sommer, Centennial statewide sports committee chairman, Mr. Don Padilla, Centennial publicity and promotion director, and Mr. James Lombard, University Concerts and Lectures Director, and chairman of the Centennial Committee on the Arts. Each one gave brief talks about their respective committees and the development of the Centennial.

^{Q-43}
Motion K-1116:

It was moved that the Union Board of Governors as a group, representative of the University community, adopt "Minnesota Statehood Centennial" as its annual theme for the period January 1, 1958 through June 1, 1958.

Seconded.

^{Q-44}
Motion K-1117:

It was moved to amend the previous motion by omitting "annual."

Seconded and carried.

Motion K-1116:

Carried as amended by a unanimous vote.

New Business:

^{Q-45}
Motion K-1118:

It was moved that the Board recreate Sno Week as "Centennial Sno Week" for the 1958 Winter Quarter. This activity will be sponsored by the Union Board of Governors in cooperation with other campus organizations.

Seconded.

This motion was referred to the program committee for further information and study.

Q-46
Motion K-1119:

It was moved that the executive committee consider the assignment of a coordinator responsible for keeping the Board informed of forthcoming Centennial events.

Seconded and carried.

Q-47
Motion K-1120:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

UNIVERSITY OF MINNESOTA
COFFMAN UNION BOARD OF GOVERNORS

Meeting of November 19, 1957

- I. Executive Committee Report
 - a. Appointment of Program Coordinator for Centennial
- II. Personnel Committee
- III. Public Relations
- IV. Program Committee
- V. Program Director's Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

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11/19/57

University of Minnesota Union Board of Governors
Meeting of November 19, 1957

Members Present:

Terry Olofson, Mary Ellen Wallerius, Marie Wensel, Larry Swandby, Paul Taylor, Tom Hay, Jack Weber, Steve Schochet, Arlene Rossen, Bob Boylan, Melanie Finkelstein, Dick Erickson, Pris Orme, Larry DeWitt, Steve O'Brien, Con Katzenmayer, Forrest Moore

Members Absent:

Mr. Ausen, Dr. Kingsley, Dean Fenske

Others Present:

Don Finlayson, Fran Munnings, Irene Talaness

The meeting was called to order at 7:15 p.m. in room 346.

The minutes of the meeting of November 12 were approved.

Executive Committee Report:

Larry DeWitt has been appointed Program Coordinator for the Centennial.

Mary Ellen Wallerius stated that the Board has had quite a lot of absenteeism among student and non-student members, but especially student members. She asked that if a member is going to be absent for a legitimate reason a note be put in Mary Ellen's box in the Board office before the meeting if possible or immediately afterward. The constitution's by-laws were referred to:

"1.F.4: Any Board member who has during a year, three or more unexcused absences from Board meeting of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege."

The executive committee now has its weekly meetings on Wednesdays at 3:30 in room 227.

The new Board members have been given the following appointments:

Dick Erickson	Fine Arts and Program Standing Committee membership
Melanie Finkelstein	Music and Public Relations Standing Committee membership
Bob Boylan	Outings and Public Relations Standing Committee membership
Tom Hay	Talent Development and House and Finance Standing Committee membership

Personnel Committee:

Larry Swandby recommended Allen Allenson for the Chairmanship of the American Foreign Students Committee.

Larry reported that it is impossible for him to continue as the Union Board representative to the Orientation Commission. The Orientation Commission has asked for a replacement.

Terry added that this is an excellent opportunity for the Union, and anyone who would be interested in this position is asked to leave a note in his box.

Motion K-1121:

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

Seconded and carried.

Public Relations:

Jack Weber reported that room 346 has now been named the Union Board of Governors Conference Room. Room B4 in the basement has now been named UBCG'S Rumpus Room.

A movie of the Union is going to be made this year. We are gathering information now. Public Relations will need the cooperation of every area and committee to make this movie.

It has been the policy of the Board to have five pages in the Gopher year book. We would like to have seven pages this year and devote two of them to the Centennial theme since the Union is the "spark plug" of the Centennial.

Ubog is being introduced this week on Campus.

Larry stated that four pictures are missing from the main floor Board display and arrangements are being made to have the pictures taken.

Program Committee:

Larry DeWitt reported that the program staff has had strict orders from Don Finlayson that if there is no committee member on duty at every event, the staff will cancel it! Don added that if a committee plans a program under the Union Board it should be run by the student committee members and not by staff. Terry reminded the Union Board that they have set the policy on committee-planned programs and this will continue to be a policy of the Union Board.

Larry stated that the Events Reports are not giving adequate information, and urged that Area Directors encourage the committee people to fill them out more fully.

Larry read the pass list for the Oscar Pettiford Jazz Concert Wednesday evening, November 20.

Motion K-1122:

It was moved to approve the pass list.

Seconded.

The motion was retracted.

The second was also retracted.

The pass list was referred to the Executive Committee for changes and approval.

The Talent Bureau would like to change their name to "Gopher Starliters." It was brought up that there was an ad in the Daily for the "Starliters" today which so far is a non-existent group. Discussion followed on the rapid progress of this change in name.

Motion K-1123:

It was moved to approve the name "Gopher Starliters" for the Talent Bureau.

Seconded and carried.

Larry DeWitt reported that the Centennial plans are coming along very well. An organizational chart has been drawn up. Copies of this were distributed to the Board. Larry explained the chart. He would like a coordinating committee composed of five members to keep the areas informed of what the state Centennial committee is doing. The function of this committee would be to work in our union information center. It was proposed that the information center be located in a room designated specifically as "Centennial Headquarters."

Q-50
Motion K-1124:

It was moved to approve the organizational chart with the subcommittee set-up called the Subcommittee Centennial Advisory Committee. This is a combination of eight people -- Public Relations, Personnel, House and Finance, and five coordinators.

Seconded.

Discussion followed questions and answers on the chart and Centennial program.

Carried.

The request for a room for headquarters was referred to House and Finance Committee.

Q-51
Motion K-1125:

It was moved that the Union Board of Governors use the Centennial seal on stationery and envelopes.

Seconded.

Q-52
Motion K-1126:

It was moved to amend the previous motion by adding, "and that we adopt this plan subject to the approval of the proper University Committee." (Printing Committee)

Seconded and carried.

Q-53
Motion K-1127:

Carried as amended.

Larry DeWitt brought up the fact that Snow Week has been abolished as a "Week" but suggested that we incorporate a "Snow Month." The pros and cons of Snow Week in general were discussed. No decision was reached.

Program Director's Report:

Don Finlayson distributed the Coffman Union Board of Governors program budget report as of November 8, 1957. A copy is attached to the permanent file of the minutes.

Don recommended that a special committee be set up to study what the Union should sponsor in the way of programs on a Saturday night. He recommended that we go beyond the Board for information.

Expansion and Development:

Steve O'Brien reported that the All-U Congress is now also making an expansion and development report for the whole University. They would like to include our report in theirs.

A survey is being considered regarding opinions about the Coffman Memorial Union. The purposes of this survey are:

1. To discover the degree of interest in and use of the existing facilities of the Union.
2. To determine the characteristics of those in the University community now using the facilities of the Union.
3. To solicit opinions about the possible future use of certain specific services and facilities which might be provided by expansion.
4. To obtain suggestions and comments about the existing operations and about future services and facilities that might be included.

It is hoped that this survey will be done in March. More information on the Expansion and Development Committee will be available later.

Old Business:

The need for a Christmas Sing chairman and committee was mentioned, if this function is going to be held this year.

There was a discussion on last Saturday night's dance. It was pointed out that approximately \$1,000 was lost on this venture.

Chairmen were asked to give 90-second reports regarding the preparations for the Christmas Semi-Formal.

Steve O'Brien -- decorations. We have \$15 to spend on decorations.

Paul Taylor -- tickets. We have 426 tickets to sell. They will be in the shape of Christmas trees. The price will be \$1.25. Our expenses will be \$25 to \$30. Paul has a committee who could produce hand-made tickets.

Pris Orme -- special effects. The name of the dance will be "Winter Fantasia." There will be free parking for the first 100 people and free corsages for all the ladies.

Under the present budget there will be a deficit of \$83.00 if all tickets are sold.

Arlene Rossen - refreshments. The refreshments will also be "nice and quiet and refined."

Melanie Finkelstein -- publicity. We have \$45. We will have the regular one-week campaign.

Mr. Starr suggested that we work harder on the Semi-formal and if we do so it can be done without a deficit. Tom Hay suggested that each member personally promote the sale of tickets. There was considerable question on raising the price of the tickets, since it includes corsage, parking, and refreshments.

It is the consensus of the Board that the exchange of membership privileges should be honored; therefore, the Village Union and St. Paul Board will be our guests at the dance.

The bowling alley has been running some effective gimmicks. Last Saturday 1126 lines were bowled from 9-6, which is 100 above the previous record.

Motion 9-54-1127:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 9:45 p.m.

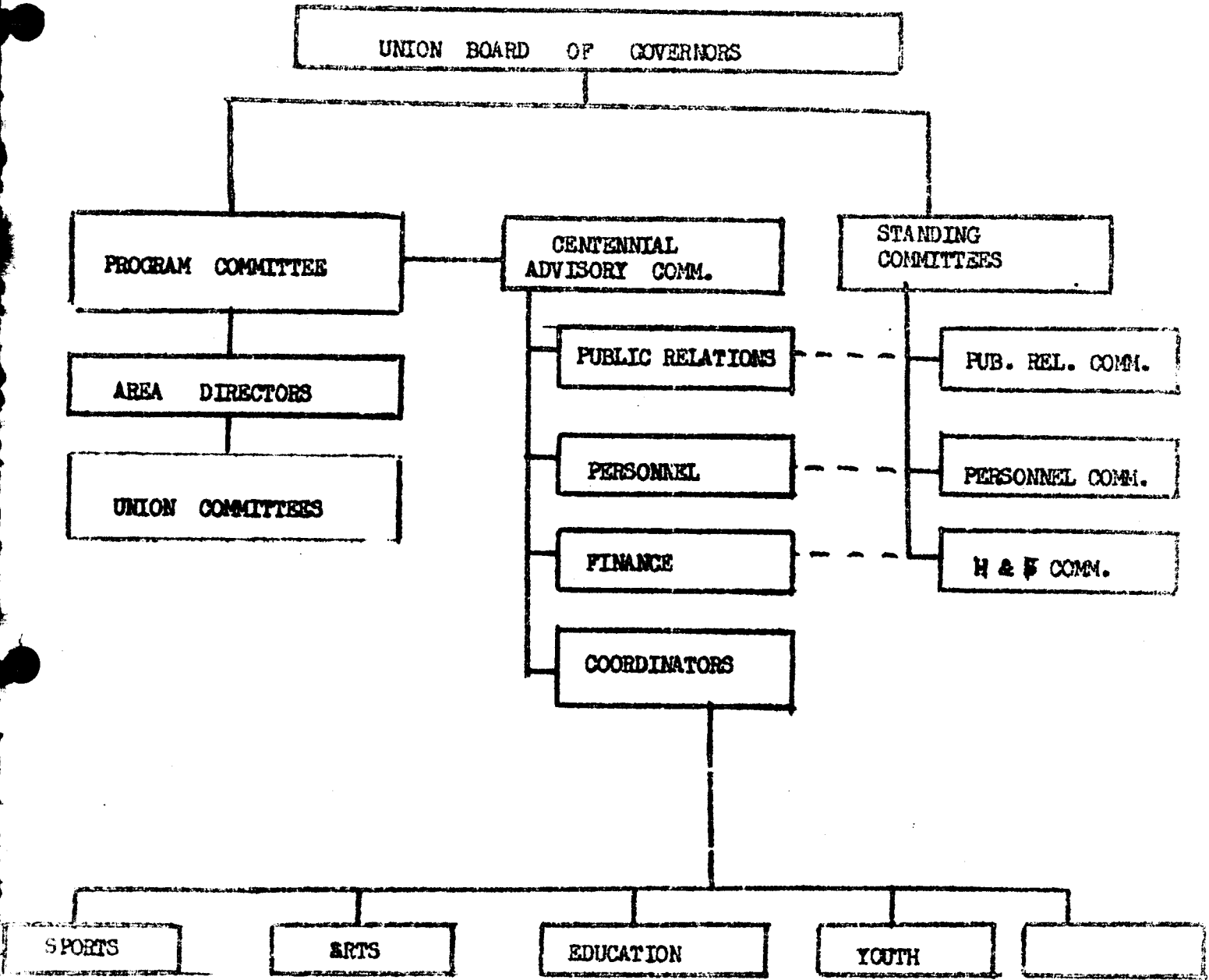
Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

UNION BOARD OF GOVERNORS

Proposed organization for Centennial theme programming



UNIVERSITY OF MINNESOTA
Coffman Memorial Union

November 25, 1957

TO: Union Boards
FROM: Gordon L. Starr
SUBJECT: Review of finances - St. Paul Campus Student Center

I. Funds available (August 27, 1957)

A. Accumulated reserves, gifts and earnings	\$ 695,112.00
B. Authorized Bond Issue	<u>400,000.00</u>

\$1,095,112.00

(This includes only \$52,914.29 for furniture and equipment)

II. Items partially, or not included

A. Elevator	\$ 23,197.00
B. Total furniture & equipment	<u>117,987.00</u>
Total	\$141,184.00

III. Sources of funds for completion of building and furniture

A. Furniture and equipment fund on hand - August 27, 1957	\$ 52,914.29
B. Predicted net on earnings St. Paul Campus Union (same as cur- rent balance last year)	7,302.00
C. Interest on Gift funds (since August 27, 1957)	3,464.00
D. Interest on available funds	9,275.46
E. Equipment depreciation fund (1956-57)	3,763.66
F. Balance accrued reserve St. Paul Campus Union	2,327.00
G. Authorized loan payment	<u>32,306.00</u>
Total	\$111,352.41

IV. Amount needed to complete building and furnish

Total Item II	\$141,184.00
Total Item III	<u>111,352.41</u>
Sum total funds needed	\$ 29,831.59

V. Other possible sources

- A. Contingency fund (the amount of \$30,000 has been set aside in Item I for this purpose. If there are no changes in building plans or un-predicted cost there should be some balance in this fund.) ?
- B. Gifts ?
(Now that the building is becoming an actuality, students, faculty, staff, alumni and friends of the University may want to make additional contributions to see the building completed.) The Greater University fund lists the St. Paul Campus Student Center in the list of contribution projects.
- C. Fund raising (such events as the Fund Fair, Campus Carnival) ?
- D. Life Membership (Iowa State, Wisconsin, Michigan, are some of the Universities that have a voluntary Union life membership plan) ?
- E. Requests for assistance from other University departments ?

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11/25/57

University of Minnesota
Union Board of Governors
House and Finance Committee
Monthly Report
November 26, 1957

I. Requests

- A. WFR. Permission to originate a disk jockey show from the Main Lounge, weekday afternoons. Approved and referred to the Program Committee for program approval.
- B. Alpha Phi Omega. Permission to place booth for the Ugly Man Contest in either the front hall or the foyer, Nov. 18 through 23. Approved for the foyer.
- C. U. of M. Crew Ass'n. Office space in B-62 which is now being shared by the Rovers and the Ski Club. Approved after conferring with the groups involved.
- D. Schoolmen's Week. Permission to use the Main Ballroom for luncheon on April 1 in conjunction with a previously approved program. Approved.
- E. F.P.A. Request to hold a "Fair" in either Room 315 or 320. Because of the purely commercial nature of the event, Denied.
- F. Christian Science Organization. Blanket request for use of Room 315 weekly for meeting of a purely religious nature. Denied.
- G. Campus Chest. Use of special events office. Approved. Permission to place a display in the foyer. Denied. It was suggested that the display be placed in the Ground Floor Hallway under the condition that it be inspected and straightened by the Campus Chest people at least hourly.
- H. Intervarsity Christian Fellowship. Two blanket requests for space for weekly Cabinet meeting and Chapel meeting. Denied.
- I. Christian Medical Society. Request for Room 346. This request was not clear. If it was a blanket request for use of the room, the request will be denied.
- J. Union Board Executive Committee. Request for additional telephone service for Room 227. Approved. An arrangement has been installed which allows both lines to be answered in Room 231.
- K. U. of M. Student Education Association. Use of Men's Lounge on January 8, 1958; February 19, 1958; April 2, 1958; May 7, 1958; from 7:30-10:00 pm. Approved.
- L. Lutheran Student Ass'n. Use of Room 320, Monday, Wednesday, and Friday, the first week in December and Monday and Wednesday, the second week from 12:55-1:20 pm. Approved, but scheduling conflict on Dec. 4th.
- M. Dept. of Surgery. Use of the Main Ballroom Thursday, November 6, 1958 for luncheon. Approved.
- N. Program Committee Research. Permission to use Room 232 for a Centennial Control Center until June 15, 1959. Approved.

II. Building Hours

- A. Veterans Day: Nov. 10 and Nov. 11; Building open 8 am - 10 pm; Bowling 2 pm - 10 pm; Billiard Room closed.
- B. Thanksgiving Weekend:
 1. Thursday, Nov. 28, 1957:
 - West Ground Floor Entrance open 2 pm - 10 pm
 - Bowling Lanes open 2 pm - 10 pm
 - Rest of building closed
 2. Friday, Nov. 29, 1957:
 - Building open 7 am - 10 pm
 - Billiard Room open 7:30am - 4 pm
 - News Stand Closed
 - All else as usual
 3. Saturday, Nov. 30, 1957:
 - Building open 2 pm - 10 pm
 - Bowling Lanes open 2 pm - 10 pm
 - All else closed
 4. Sunday, Nov. 31, 1957:
 - The same as Thursday, Nov. 28, 1957

III. Other Action Taken

- A. House Rules Change. It was approved by the Committee to delete from the House Rules at Section IV, Paragraph G, Part 2, the sentence reading: "Groups shall be permitted to make future reservations one day prior to the previously scheduled event."
- B. Men's Lounge Carpeting. The expenditure of \$2400 was approved for this purpose.
- C. North Star Room. The North Star Room has been declared a study area from 7 am - 11 am and from 2 pm - closing time. Publicizing this action has been referred to the Public Relations Committee.
- D. Building Directory. A building directory will be established on the First Floor in the west glass enclosed bulletin board after we have determined how complete this directory shall be.
- E. The organization of an office committee to look into the furnishing of room 231 has been referred to the Secretary of the Board.

IV. Projects in Progress and Under Consideration

- A. A sketch of an information desk placed between the pillars north of the Main Lounge has been received. The sketch was very acceptable, but the advisability of placing the desk there is still in question.
- B. Christmas decorations in the Union and in front of the Union will conform to the recently adopted Minneapolis City Ordinance. According to the memo received from the Director of the Physical Plant, the University has no regulations of its own to enforce beyond those of the city.

Committee Members: Steve Schochet, Chairman; Mary Ellen Wallerius, Tom Hay,
Steve O'Brien, Mr. Starr.

Respectfully submitted,

Steve Schochet, Chairman
House and Finance Committee

11/25/57

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University of Tennessee
Student Board of Governors

AGENDA
for Meeting of Nov. 25, 1957

- I. Approval of Minutes
- II. Executive Committee Report
 - A. UJW Pass list
 - B. House and Finance Correspondence procedure
 - C. Semi-formal invitations to St. Paul Board and Village Board
 - D. Proposal to sponsor the President's Reception
- III. House and Finance Business report
- IV. Director's report.
- V. Program Committee Progress
 - A. Games Area
 - B. Fine Arts Area
 - C. Outings Area
 - D. Music Area
- VI. Public Relations
 - A. Christmas Cards
 - B. UBOG Campaign
- VII. Personnel
- VIII. Semi-Formal
- IX. Old Business
- X. New Business
- XI. Announcements
 - A. Area Director's reports and
 - B. Committee chairman's reports to the President
- XII. Adjournment

University of Minnesota Union Board of Governors
Meeting of November 26, 1957

Members present:

Terry Olofson, Mary Ellen Wallerius, Larry Swandby, Arlene Kossen, Dr. Forrest Moore, Tom Hay, Marie A. Wensel, Bob Boylan, Pris Orme, Richard Erickson, Mr. Ausen Dean Theodore Fenske, Jack Weber, Marie Finkelstein, Larry DeWitt, Dr. C. Gordon Kingsley, Paul Taylor

Members Absent:

Con Katzenmeyer, Steve O'Brien, Steve Schochet

Others present:

Fran Mannings, Mike Kuehnel, Irene Talsness

The meeting was called to order at 7:00 p.m. in room 346.

Motion ^{Q-55} K-1128:

It was moved to approve the minutes of November 19 with the following change on page 1 under the Personnel Committee report: The name Allen Allenson be changed to read Allen Allison.

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius reported that the Executive Committee met November 20. They reviewed the pass policy for the Oscar Pettiford Jazz Concert and granted double passes according to Union policy and single passes to persons who worked on the committee.

Invitations to the Christmas Semi-Foram have been issued to the St. Paul and Village Union Boards of Governors.

Terry Olofson read a letter from Mr. Nunn, director of University Relations, asking the Union Board of Governors to be responsible for providing student hosts and hostesses at the President's Reception after each commencement. The first reception would be Thursday evening, December 19. After discussion, this was referred back to the Executive Committee.

Program Committee Report:

Larry DeWitt asked that Mike Kuehnel be allowed to give his report at this time.

Mike Kuehnel, homecoming dance committee chairman, first reported that total expenses were \$2,800. The ticket sales came to \$5,820 which puts the Board \$3,020 ahead. There are some \$20 worth of bills which have not come in yet, however.

Mike then made a number of recommendations to the Board: There should be one chairman in charge of each room to be decorated. The lighting effects used this year, including the big "M" were very effective. There should be more posters here in the Union and more commercial advertising on radio and television. The Ad Agency and the Artcraft Shop should also be used more. A public address system worked out very well this year. The featuring of one better known band

and several smaller bands worked out very well this year. The variety in music was very well received. Tickets should not be sold on the St. Paul Campus; approximately 31 tickets were sold there. The ticket sellers should be well informed. The Dance Committee must work more closely with the general Homecoming committee and chairman. One big publicity stunt is a very good idea although it didn't work out this year.

Mr. Starr added that many times we take the University and the Union for granted- this is the world's largest Homecoming dance! It may be even larger next year if the St. Paul Student Center is completed and we have two big name bands. Opening the billiard room this year worked out very well. Mr. Starr suggested that the chairman include in his report recommendations for the 1958 dance chairmanship. He then stated that the entire dance was well organized and well conducted. This is something for which the Union and the University can be proud.

Larry DeWitt, as Program Chairman thanked Mike Kuehnel for having done an excellent job.

Mike Kuehnel said that this was the first time he had had the opportunity to work with the Board and that it was a real pleasure.

House and Finance Business report:

This report was distributed to the Board and copies are in the permanent file of the minutes. There was discussion on some of the items. The report included action taken on requests, building hours, and progress on projects.

Q-56 Motion K-1129-

It was moved to approve the House and Finance monthly report.

Seconded and carried.

Director's report:

Mr. Starr gave the following report:

1. This year's Board has a good sense of belonging and working as a team which is very important. Each student on the Board represents 1,463 students. This is a great responsibility and a position of dignity. The easy manner in which all members of the board have been able to present various matters, and the acceptance of the good and not so good things by all members indicates a high degree of morale on the Board.
2. There has been a good increase in the number of students who are becoming committee members. According to the personnel application forms we now have 192 students on committees, but this number should be increased if we are going to provide the opportunity for more students to take a part. I would recommend cultivating the new committee members, as it is largely from this group that the future Union Boards will come. Area directors should invite committee chairmen and members to the Union Board meetings. I would even suggest that all committee chairmen be brought together several times a quarter.
3. The Expansion and Development Committee is making progress but much more work is needed. It is good to see that Wayne Anderson of Congress is working with Steve (J)Brien on the Expansion.

4. We have not had a report from the Village Union and I would recommend that this be done at least once a quarter. Ed Vaverok has resigned as the representative to Coffman Union Board and new recommendations will be forthcoming from the Village Union Board.

5. I have been asked to submit a report to the S.C.S.A. for the December 6 meeting. This report is in progress.

6. During my summer vacation I stopped at the Washington State Union and saw the all-campus calendar which was located in the Union. Since C.M.U. is the center of student activities I am wondering if such a calendar located in the main corridor might be of value to all campus organizations and individuals.

7. Christmas is rapidly approaching, and a number of alumni Union Board members have asked if there is going to be a Union Board-Alumni Christmas Get-together. Barbara Clark of last year's Board is willing to serve as general chairman. If we are going to hold this event we should take some action on the matter now.

Mr. Starr then reviewed the finances of the St. Paul Campus Student Center. Copies of this report were distributed to the Board and are included in the permanent files of the minutes.

Terry Olofson read to the Board a statement which will be issued jointly by Dick Schneider, president of the St. Paul Union Board and Terry Olofson, President of the Coffman Union Board. This is the statement of policy drawn up by Dick and Terry which will be issued to the Daily and any other news organization.

Dean Fenske suggested that this letter be passed on to the Board of Regents, to which the Board unanimously agreed.

Motion 9-57
K-1130:

It was moved to accept the Director's report.

Seconded and carried.

Program Committee Progress report:

Larry DeWitt asked some of the areas to give progress reports.

Paul Taylor of Games Area: 1123 lines were bowled in our bowling lanes again. We are finally getting bowling established. We should be bowling 1100 lines a day for the rest of the year. The All-University Men's Singles Tournament will be December 4-8. Plans are being made for next quarter. January 10-20 will be a week of bowling instruction and bowling exhibition. The Scotch mixed doubles will be February 20.

Dick Erickson of the Fine Arts Area: The Arts Craft Studio is doing well with its classes in leather, ceramics and the poster clinic. Humanities Forum has met once and another meeting is planned for December 5, "Too Much Science in Education?" The Fine Arts Lounge will have a new display after Thanksgiving. They are not satisfied with the present facilities for displays.

Bob Boylan of the Outings Area: The Rovers are electing a new "Chairman" who will go through the legal channels of applying to the Board and being approved.

There was some discussion about this. Mr. Ansen suggested that perhaps the Rovers group should consider forming their own club under the Students Activities Bureau.

Bob went on to say that the Rovers need a phone in their office. They are making tents for a very low price which they plan to sell at a profit.

Melanie Finkelstein of the Music Area: The Committee now realizes they were too impulsive in trying to give the Oscar Pettigrew Jazz Concert on such short notice. Approximately 225 people attended. The Jazz Workshop is planning big events for next quarter. They plan to have Tom Katz, a combo from St. Thomas College, here for Coffman Musicale next quarter.

Larry DeWitt recommended that the Creative Arts Festival be included as part of the Creative Arts Society. The Program Committee also recommended February 2-8 for the Ice Show. Mr. Starr raised a question in regard to the cost involved for an ice rink. Larry said no estimates have been secured.

Q-58
Motion K-1131:

It was moved to approve the two recommendations of the Program Committee.

Seconded and carried.

Public Relations:

Jack Weber reported that we can have the Centennial seal printed on Union Board of Governors cards. Trophies are going to be presented at the Merit Reception instead of tie clasps. Smaller trophies for entertainers starring in special programs are being considered. We will have certificates for non-Minnesotans appearing in Union programs.

A survey was taken to see how UBOG is being accepted. 72% of the SLA students contacted realized that UBOG exists. 65% of the Business students, 43% of the Engineering students and 62% of all the others knew of UBOG's existence.

Personnel is preparing the Christmas card list; the cards will be mailed before finals. Jack will submit a card design next week for approval.

Personnel Committee:

Larry Swandby recommended that Marilyn Miller be approved as Christmas Sing Chairman.

Merit reports are due December 6.

The filing system in the Board office is being revised. Larry will present it to the Board at the beginning the next quarter.

Q-59
Motion K-1132:

It was moved to approve the Personnel Committee report.

Seconded and carried.

Christmas Semi-Formal:

Progress reports from the Semi-Formal committee chairmen are due in Terry's box by 5:30 Wednesday night.

New Business:

Larry DeWitt raised the question of the disposal of the Union costumes. Mr. Starr explained that the procedure for disposal of University property is through the dump or on bid through the University business office. Mr. Starr said he would work with House & Finance Committee in this regard.

Fran Munnings reminded the Board again that anyone scheduling an event should fill out a Daily release form and put it either in her box in the Board office or give it to Dick Getchell.

^{Q-60}
Motion K-1133

It was moved that one free bowling pass be given to the Board members with the stipulation that they do so only if there are some vacant alleys.

Seconded.

There was a discussion on this motion and it was referred to the Executive Committee for further investigation.

Terry stated that he would like to have a report from each area director and each standing committee chairman before the end of Fall quarter finals.

Tom Hay asked that ideas for the Creative Arts Festival be given to Helen Hartwick.

Mr. Starr commended the Board on the excellent, informative Area reports and the amount of business that was accomplished in this meeting.

^{Q-61}
Motion K-1134

It was moved that the Board adjourn.

Seconded and carried.

The Meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

EXECUTIVE COMMITTEE MEETING

November 27, 1957

President's Reception: Referred for further investigation through Mr. Nurm's office.

Bowling Passes: After consideration, the recommendation of the Executive Committee is that the motion be defeated.

Santa Anonymous: The Executive Committee recommends that Public Relations Committee look into and take action on the possibility of helping this program.

Union Board Tour: January 10 and 11 at the University of Wisconsin, the University of Iowa and Iowa State Unions. This applies to the entire Board and Executive Committee strongly hopes that all members possible can attend.

Respectfully Submitted,

Mary Ellen Wallerius
Corresponding Secretary

sc
12/2/57

University of Minnesota
Coffman Union Board of Governors
AGENDA
for
Meeting of Dec. 3, 1957

- I. Approval of Minutes
- II. Executive Committee Report Prepared in Written Form
Ad Hoc Committee to Study Life Membership
- III. Program Committee
 - A. Centennial
 - B. Area Reports
 - C. Ice Rink
- IV. Public Relations
 - A. Santa Claus Anonymous
 - B. Christmas Card
- V. House and Finance
 - A. Christmas Decoration Party
 - B. Room Scheduling
- VI. Christmas Semi-Formal
- VII. Old Business
- VIII. New Business
- IX. Announcements

sc
12/3/57

University of Minnesota Union Board of Governors
Meeting of December 3, 1957

Members Present:

Terry Olofson, Mary Ellen Wallerius, Steve O'Brien, Larry Swandby, Dr. Forrest Moore, Steve Schochet, Larry DeWitt, Priscilla Orme, Dick Erickson, Tom Hay, Arlene Rossen, Mr. Vernon Ausen, Dr. Gordon Kingsley, Con Katzenmeyer, Jack Weber, Marie Wensel, Bob Boylan, Melanie Finkelshtein.

Members Absent:

Dean Fenske, Paul Taylor

Others Present:

Don Finlayson, Fran Munnings, Irene Talsness

The meeting was called to order at 7:00 p.m. in room 346.

^{Q-62}
Motion K-1135:

It was moved to approve the minutes of the previous meeting with the following change on page 4 under Program Committee Progress Reports: Tom Katz be changed to the "Tomats".

Executive Committee Report:

The minutes of the November 27 meeting of the Executive Committee were distributed to the Board and copies are on file with the permanent files of the Board minutes.

The Executive Committee made the recommendation that the Union Board accept the responsibility of assisting at the Presidents Reception after each commencement.

The Executive Committee recommended that the matter of Santa Anonymous be referred to the Public Relations Committee.

The President gave a more detailed account of the January Union Board tour. He read the schedule and explained how it would be financed. There was a general discussion.

William E. Nelson be approved as the new Coffman Union Representative on the Village Board.

The President announced the appointment of an Ad Hoc committee to study the possibilities of a life membership plan.

The president read a letter from the Rovers co-chairman which stated that the Rovers are asking to remain as a committee of the Union.

It was requested that the recommendations of the Executive committee be voted on separately.

^{Q-63}
Motion K-1136:

It was moved to accept the recommendation that the Board accept responsibilities of the President's Receptions for a trial period of one year.

Seconded and carried.

Q-64
Motion K-1137:

It was moved to accept the recommendation of the Executive Committee that Motion K-1133, concerning free bowling passes, be defeated.

Seconded and carried.

Q-65
Motion K-1138:

It was moved to accept the Executive Committee recommendation concerning Santa Anonymous.

Seconded and carried.

Q-66
Motion K-1139:

It was moved to accept the Executive Committee Union Board Tour recommendation.

Seconded and carried.

Q-67
Motion K-1140:

It was moved to accept the Executive Committee recommendations for committee members and chairman of the Ad Hoc Committee on life memberships.

Seconded.

Discussion. The second was withdrawn and the motion was withdrawn. This matter was referred back to the Executive Committee for further study.

Program Committee:

The Centennial Committee Control Center is being planned in room 232.

Negotiations are being enacted about the price of the ice rink.

Larry DeWitt asked some of the areas to give progress reports.

Tom Hay, Talent Development Area; WMR is continuing to produce good programs. The Creative Society is laying the ground work for the creative festival. A talent show is being planned. The Star-Liters are working hard. Cedric Adams is their professional advisor and auditions are going well.

Arlene Rossen of the Noon Program Area; Noon program had their regular movie on Monday and the Christmas Sing will be the rest of the week. The Tomcats are on for the first week next quarter. Attendance is estimated at over 20,000 for this quarter. She needs the cooperation of the area directors.

Priscilla Orme of Social Skills; Copies of the new Social Skills Brochure were distributed to the Board members. Each of the committees is working on their own brochure. Charm is coming along very well now. They are having a Ski Style Show in January and a Bridal Style Show February 10. The Foreign Students are planning an International Festival. The Toastmasters are having a Ladies Night this Thursday. Student-Faculty Relations has been holding coffee hours once a week.

Program Committee:

Q-68
Motion K-1141:

It was moved that a committee be devised to investigate Saturday night activities of students and to recommend appropriate programming for the Union

Board. This committee will be composed of outside students and appointed by the Executive committee.

Don Finlayson reported that the State Centennial Commission has prepared certificates (signed by Governor Freeman, and Peter Popovich, state representative from St. Paul and Centennial Committee Chairman) which are to be presented by University students from out of state to their Mayor, State Governor, or the president of the state college or university.

Q-69
Motion K-1112:

It was moved to give this responsibility to the Public Relations Committee.

Seconded and carried.

Public Relations:

Jack Weber reported that "Santa Anonymous" will start Wednesday, December 4.

A Union Newsletter is being sent out every week to all the dorms, etc.

Jack read a letter to be sent out to every town in the state which explains the Hospitality Certificates which are to be presented to non-Minnesotans as a publicity stunt for our Centennial year.

House and Finance Committee:

Steve Schochet reminded the Board of the Christmas Decorating party to be held Wednesday, December 4, 1957 at 2:00 p.m.

Steve recommended that Gamma Sigma Sigma move into room 214. AWS, which has filed for dis-establishment, will move out of 348 also and the Flying Club could then move out of 214 and into 348. This matter has been reviewed by the groups involved and they are in agreement.

Q-70
Motion K-1113:

It was moved to accept the recommendations of the House and Finance Committee.

Seconded and carried.

Expansion and Development Committee:

Q-71
Motion K-1114:

It was moved that the Expansion Development Committee appointed last year be dissolved.

Seconded and carried.

In order to enlarge the scope of activities it is recommended that a new committee be established with the following members as the executive committee:

IFC - Barry Graceman*
Pan-Hel - Diane McClearly*
Comuter - Frank Margulis*
Congress - Connie Zipperman*
Union - Larry DeWitt*
Vernon Auser*

Executive Officer - Terry Olofson
Recording Secretary - Mr. Starr
Chairman - Steve O'Brien*
Religious foundations - (to be selected)
Inter-Dorm - (to be selected)

*Voting members

The first meeting of this committee is planned for Thursday, December 5, 1957, subject to approval.

Q-72

Motion K-1115:

It was moved to approve this committee.

Seconded and carried.

Personnel Committee:

Larry Swandby reminded the Board that the merit reports must be in by this Friday.

Larry made three recommendations: Mary Lee Van Ness and Philip W. Ernst as Co-chairmen for the Snow Ball Committee, Jan Herbert Melchior as the Centennial Coordinator.

Q-73

Motion K-1116:

It was moved that personnel selection for the positions be delegated to the Executive Committee for action.

Christmas Semi-Formal:

Each committee must turn in an event report after the dance.

Old Business:

Q-74

Motion K-1133:

As stated and seconded in the previous meeting.

Defeated.

The president reported to the Board that the Panhellenic Council and the Inter-Fraternity Council have announced the new Panel of Americans.

The president explained the dark blue folders to the Board and suggest that anytime a member had something to be distributed at the meeting to leave it with Mr. Starr's secretary. It will be put into the folders before the meeting.

Mr. Finlayson reminded the Board and Public Relations of the open house scheduled for January.

Flowers have been sent on behalf of the Union Board to Mr. James Lombard, who suffered a heart attack last Thursday and is now in University Hospitals.

The president suggested to the Board that all motions or recommendations that are brought before the Board be submitted to the stenographer taking the minutes if at all possible.

Q-75

Motion K-1116:

It was moved that the Board adjourn.

Seconded and carried.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Gordon L. Starr,
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

.....Final Fall BUDGET REPORT, 1957.....

AREA	1957- 58 Budget	Income	Expense	Balance Jan. 6
DANCE AREA				
Instruction	100.00	115.00	251.10	263.90
Sat. Nite Dance	--	837.05	1,920.25	1,083.20
Variety Dance	--	353.60	178.53	175.07
Square Dance	--	360.15	401.89	41.74
FINE ARTS AREA				
Fine Arts Lounge	200.00	0	31.99	168.01
Humanities Forum	2,000.00	0	25.25	1,974.75
Art-Craft Studio	400.00	104.50	192.26	312.24
GAMES AREA				
Bridge	75.00	0	0	75.00
Billiards	100.00	0	0	100.00
Bowling	100.00	0	46.53	53.47
Chess	150.00	0	0	150.00
Table Tennis	50.00	0	4.40	45.60
Big Ten Tourney	300.00	0	0	300.00
MUSIC AREA				
Coffman Musicale	250.00	0	76.15	173.85
Listening Hours	100.00	0	0	100.00
Song Fests	50.00	0	0	50.00
Jazz Workshop	900.00	170.00	856.64	213.36
Christmas Sing	50.00	0	27.54	22.46
NOON PROGRAM AREA				
Noon Movies Noon Program	700.00	0	294.80	405.20
OUTINGS AREA				
Minnesota Rovers	825.00	13.50	346.22	492.28
Co-Rec Activities	100.00	0	0	100.00
Water Skiing	175.00	3.00	0	178.00
SOCIAL SKILLS AREA				
Charm	300.00	65.00	99.18	265.82
Student-Faculty	400.00	0	216.55	183.45
American-Foreign Students	300.00	0	63.78	236.22
Toastmasters	100.00	0	47.34	52.66
Graduate Students	300.00	0	11.83	288.17
TALENT DEVELOPMENT AREA				
Creative Society	300.00	0	103.07	196.93

Area	1957- 58 Budget	Income	Expense	Bal. Jan. 6
Talent Bureau	150.00	0	0	150.00
WMBR	--	697.83	1,007.35	369.52
PROGRAM DEVELOPMENT				
Program Expansion	1,500.00	0	0	1,500.00
PUBLIC RELATIONS COMM.				
Union Movie				
Photo Service	1,500.00	0	48.92	1,451.08
Union Relations	750.00	0	375.27	374.73
Gopher	400.00	0	0	400.00
Date Digest	250.00	0	210.54	39.46
Brochures	450.00	0	0	450.00
UNION BOARD ACTIVITIES				
Big Ten Convention (spring)	200.00	0	0	200.00
Christmas Cards	65.00	0	33.75	31.25
Christmas Decorating Party	35.00	0	0	35.00
Christmas Decorations	125.00	0	0	125.00
Board Activities	500.00	0	354.37	145.63
Merit Reception	750.00	0	142.50	607.50
Personnel	200.00	0	176.31	23.69
Open Houses	300.00	0	0	300.00
Welcomes Week	800.00	0	785.69	14.31
Leadership Training	1,000.00			775.54
Fall Retreat		197.25	421.71	
Spring Retreat				
Leadership Institute				
CONTINGENCY FUND				
	400.00	0	0	400.00
SPECIAL EVENTS REVOLVING FUND				
	--	6,223.50	3,030.86	3,192.64
*(Homecoming)	--	(5,820.00)	(2,876.36)	(2,943.64)
*(Christmas Semi-Formal)	--	(403.50)	(154.50)	(249.00)
SUMMER SESSION EXPENSES				
	2,172.00	1,043.56	2,158.71	1,056.85
Orientation (Prog. Only)	150.00	0	241.99	91.99
PROGRAM ADMINISTRATION				
Supplies	400.00	48.66	84.28	364.38
Telephone	475.00	0	202.66	272.34
Postage	100.00	0	15.66	84.34
Travel (Staff)	500.00	0	81.01	418.99
Equipment	450.00	0	136.18	313.82
Misc. (2% overhead & physical plant)	875.00	0	16.31	858.69
TOTALS	22,822.00	10,472.60	14,719.37	18,575.23

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
PROGRAM ATTENDANCE REPORT
FALL - 1957

	No. Events	1956 Total Attend.	Average Attend.	No. Events	1957 Total Attend.	Average Attend.
DANCE AREA						
Saturday Nite	5	1673	335	6	1555	259
Variety Dance	7	1962	280	8	1834	229
Square Dance	6	675	113	9	1282	142
Dance Instruction	37	<u>1454</u>	39	30	<u>754</u>	25
TOTAL		5764			5425	
FINE ARTS AREA						
Fine Arts Lounge	4	3000	750	4	3051	762
Humanities Forum	3	290	97	4	176	44
Art Craft Shop	11 weeks	879	80	11 weeks	1194	108
Instruction				11 weeks	**(5297)	(481)
Photography				7 weeks	*** 201	28
Special Activities				2	8	4
TOTAL		<u>4169</u>		1	<u>345</u>	345
					4774	
GAMES AREA						
Billiards	1	950	950	0	—	—
Bowling	6	153	26	1	125	125
Bridge	10	191	19	0	—	—
Chess	7	218	31	0	—	—
Table Tennis	1	<u>31</u>	31	2	<u>722</u>	361
TOTAL		1543			847	
MUSIC AREA						
Musicales	4	2015	504	1	964	964
Song Fests	0	0	0	0	—	—
Listening Hours	4	97	24	0	—	—
Union Jazz Workshop	7	3250	464	5	1577	315
Record Lending Lib.	9*WMMR	<u>135</u>	15		2541	
TOTAL		5497				
NOON PROGRAM AREA						
Noon Varieties				19	13131	691
Movies	11	7144	649			
Misc.(other than Union comm.)	7	<u>2810</u>	406			
TOTAL		9984			<u>13131</u>	
OUTINGS AREA						
Rovers	27	574	21	25	662	26
Co-Rec Nites	3	454	151	0	—	—
Water Skiing				0	—	—
TOTAL		<u>1028</u>			<u>662</u>	
SOCIAL SKILLS AREA						
Charm	23	1321	57	11	1113	101
Student-Faculty	13	1033	79	9	830	92
Amer.-Foreign Studs.	1	35	35	3	1128	376
Toastmasters	8	114	14	9	128	14
Graduate Students	1	<u>30</u>	30	0	—	—
TOTAL		2533			<u>3199</u>	

	1956			1957		
	No. Events	Total Attend.	Average Attend.	No. Events	Total Attend.	Average Attend.
TALENT DEVELOPMENT						
Gopher Star-Liters	4	1327	332	1	950	950
Competitive Society	1	100	100	0	—	—
WMMR		—		3	1549	516
TOTAL					<u>2499</u>	
SPECIAL EVENTS						
Welcome Week Capers	1	2500	2500	1	5000	5000
Pep Dance				1	400	400
Homecoming Dance	1	4182	4182	1	4000	4000
Christmas Sing	3	1050	350	3	2430	810
Christmas Semi-Formal	1	400	400	1	320	320
Decorating Party	1	50	50			
Open House-15th Anniversary	1	700	700			
Leadership Retreat	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>11287</u>			<u>12150</u>	

GRAND TOTAL	225	45367	206	161	45228	281
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* Co-Sponsored Events

** Traffic Count Only

*** Already Listed in Persons Registered.

DE 12/19/57

Christmas Semi-Formal
December 7, 1957

General Chairman - Terry Olofson
Consultant - Dick Cetchell

Decorations

Steve O'Brien, Chm.
Vern Ause
Larry Swandby
Ed Vavreck
Louise Moberly

Refreshments

Arlene Rossen, Chm.
Forrest Moore
Bob Boylan
Bob Janes

Publicity

Murphy Finkelstein, Chm.
Larry DeWitt
Gordon Kingsley
Jack Weber

Tickets

Paul Taylor, Chm.
T. Fenske
Steve Schochet
Tom Hay
Hartley Koch

Special Effects

Pris Orme, Chm.
Con Katzermeyer
Mary Ellen Wallerius
Marie Wensel
Helen Hartwick

Intermission

Hans Hopf, Chm.
Eldon Katter
Lisa Freund
Don Finlayson
Gordon Starr

UNIVERSITY OF MINNESOTA
 Saint Paul Campus Union

December 30, 1957

PROGRAMMING REPORT and ACTIVITY SUMMARY
 Fall Quarter - 1957

<u>EVENTS BY COMMITTEES</u>	<u>NUMBER HELD</u>	<u>ATTENDANCE</u>
Arts and Crafts	1	*
Ballroom Dance	2	275
Bridge	4	14
Camp; Codes	2 (#)	(#)
Coffee Hours	5	1436
Country Modern Dance	2	227
Dance Instruction	16	520
Graduate Students	2	85
International Students	6	393
Mobiles (Computers)	xx	xx
Music Hours	1	154
Now Hear This	3	92
Open House	4	1110
Photography	x	x
Photo Darkroom Use	-	69
Sanka Seminars	6	159
Skeewaksurs	2	36
Toastmasters	9	180
Toastmistresses	8	107
Tournaments	1	127

PROGRAMMING REPORT AND ACTIVITY SUMMARY (cont'd)
Fall Quarter - 1957

December 30, 1957

<u>SPECIAL EVENTS</u>	<u>NUMBER HELD</u>	<u>ATTENDANCE</u>
Children's Christmas Party	1	185
Christmas Decorating Party	1	21
xxx Congress-Council-Board Invitational	1	65
Election Party	x	x
Fall Conference Workshop	1	28
xxx Publicity Clinic	1	20
xxx Student Center Day	1	1288
Talent Search Show	1	325
Talent Show Open House	<u>x</u>	<u>x</u>
TOTALS	81	6916

- * Accurate estimation not possible
- x No event held.
- xx Program discontinued.
- xxx New program.
- # Publication distributed to all St. Paul Campus students

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Chaperone List - - Off Campus

December 25 - Feb. 23, 1958

Dec. 26 - Jan. 5, '58	Georgetown, Colorado Skiing	Gene McCormack Donna Gorham Anna Meier Sam Reed Spence Wright
Dec. 28 - Jan. 1	Hall's Cabin Grand Marais Snowshoeing	Thelma Kunde Rita Roffers Jerry Klaimon Ralph Evan
Jan. 12	Hardscrabble, Wisconsin Skiing	Frank Erickson
Jan. 18	Long X Ranch Hiway #13 & Lyndale Hay Ride	Jerry Klaimon
Jan. 18 & 19	Telemark, Wisconsin Skiing	Hon. Lester Malkerson Frank Erickson Betsy Kaese
Jan. 25	Fountain Cave St. Paul, Minn. Spelunking	Mr. Al Jordi
Jan. 31, Feb. 1 & 2	Gordon, Wisconsin Skiing & Snowshoeing	Mr. Al Jordi Betsy Kaese Frank Erickson
Feb. 12	Spring Valley, Wisconsin Caving	Jim Bloom
Feb. 14	Monticello Outing	Rollie Larson
Feb. 23	Rollerskating - St. Louis Park	J. Bloom J. Meyer
<u>Speaker Clearance...</u>		
Feb. 20	Toastmaster Committee Meeting - CMU	Edward Delaney Waterman-Waterbury "Value of Speech in Business"

Chaperone List - Cont'd

St. Paul Campus

Jan. 12	Skeewaxurs	Trollhaugen, Wisconsin Skiing	Shirley Trantenella
Jan. 19	"	Telemark, Wisconsin Skiing	Caroline McNairy
Jan. 24	"	Lake Como - St. Paul Skating Party	Ginny Walker
Feb. 9b	"	Trollhaugen, Wisconsin Skiing	Shirley Trantenella
Feb. 12	"	Trollhaugen, Wisconsin Skiing	Miss Doris Stark
Feb. 23	"	Trollhaugen, Wisconsin Skiing	Miss Doris Stark

dl
2/26/58

BUDGET ADJUSTMENTS - FALL QUARTER, 1957

AREA	1957- 58 Budget	INCOME	EXPENSE	Balance Jan. 6	Adjustment Jan. 6	New Budget Jan. 6
DANCE AREA						
Instruction	100.00	415.00	491.10	23.90	--	23.90
Sat. Nite Dance	--	837.05	1,920.25	-1,083.20	1,083.20	0
Variety Dance	--	353.60	178.53	175.07	-41.74	133.33
Square Dance	--	360.15	*401.89	-41.74	41.74	00
FINE ARTS AREA						
Fine Arts Lounge	200.00	0	31.99	168.01	--	168.01
Humanities Forum	2,000.00	0	25.25	1,974.75	-474.75	1500.00
Art-Craft Studio	400.00	104.50	192.26	312.24	--	312.24
GAMES AREA						
Bridge	75.00	0	0	75.00	--	75.00
Billiards	100.00	0	0	75.00	100.00	75.00 100.00
Bowling	100.00	0	46.53	53.47	46.53 100	100.00 153.47
Chess	150.00	0	0	150.00	46.53 100	103.47 250.00
Table Tennis	50.00	0	4.40	45.60	--	45.60
Big Ten Tourney	300.00	0	0	300.00	--	300.00
MUSIC AREA						
Coffman Musicale	250.00	0	76.15	173.85	--	173.85
Listening Hours	100.00	0	0	100.00	--	100.00
Song Fests	50.00	0	0	50.00	--	50.00
Jazz Workshop	900.00	170.00	856.64	213.36	--	213.36
Christmas Sing	50.00	0	27.54	22.46	--	22.46
NOON PROGRAM AREA						
Noon Movies						
Noon Programs	700.00	0	294.80	405.20	--	405.20
OUTINGS AREA						
Minnesota Rovers	825.00	13.50	346.22	492.28	--	492.28
Co-Bec Activities	100.00	0	0	100.00	--	100.00
Water Skiing	175.00	3.00	0	178.00	-178.00	0

AREA	1957- 58 Budget	INCOME	EXPENSE	Balance Jan. 6	Adjustment Jan. 6	New Budget Jan. 6
SOCIAL SKILLS AREA						
Chair	300.00	65.00	99.18	265.82	--	265.82
Student Faculty	400.00	0	216.55	183.45	--	183.45
American Foreign Students	300.00	0	63.78	236.22	--	236.22
Toastmasters	100.00	0	47.34	52.66	--	52.66
Graduate Students	300.00	0	11.83	288.17	--	288.17
TALENT DEVELOPMENT AREA						
Creative Society	300.00	0	0	300.00	400.00	700.00
Talent Bureau	150.00	0	103.07	46.93	--	46.93
WMMR	---	637.83	1,007.35	-369.52	--	-369.52
PROGRAM DEVELOPMENT						
Program Expansion	1,500.00	0	0	1,500.00	178.00	1,678.00
PUBLIC RELATIONS COMM.						
Union Movie						
Photo Service	1,500.00	0	48.92	1,451.08	--	1,451.08
Union Relations	750.00	0	375.27	374.73	--	374.73
Gopher	400.00	0	0	400.00	--	400.00
Date Digest	250.00	0	210.54	39.46	-39.46	0
Brochures	450.00	0	0	450.00	--	450.00
UNION BOARD ACTIVITIES						
Big Ten Convention (spring)	200.00	0	0	200.00	--	200.00
Christmas Cards	65.00	0	33.75	31.25	-31.25	0
Christmas Decorating Party	35.00	0	0	35.00	-35.00	0
Christmas Decorations	125.00	0	0	125.00	-125.00	0
Board Activities	500.00	0	354.37	145.63	--	145.63
Merit Reception	750.00	0	142.50	607.50	--	607.50
Personnel	200.00	0	176.31	23.69	100.00	123.69
Open Houses	300.00	0	0	300.00	--	300.00
Welcome Week	800.00	0	785.69	14.31	-14.31	0
Leadership Training	1,000.00			775.54	--	775.54
Fall Retreat		197.25	421.71			
Spring Retreat						
Leadership Institute						
CONTINGENCY FUND						
	400.00	0	0	400.00	101.43	501.43

AREA	1957 '58 Budget	INCOME	EXPENSE	Balance Jan. 6	Adjustment Jan. 6	New Budget Jan. 6
SPECIAL EVENTS REVOLVING FUND	--	6,223.50	3,030.86	3,192.64	--	3,192.64
** (Homecoming)	--	(5,820.00)	(2,876.36)	(2,943.64)		
** (Christmas Semi-Formal)	--	(403.50)	(154.50)	(249.00)		
SUMMER SESSION EXPENSES						
	2,172.00	1,043.56	2,158.71	1,056.85	-1,056.85	0
Orientation (Prog. Only)	150.00	0	241.99	-91.99	91.99	0
PROGRAM ADMINISTRATION						
Supplies	400.00	48.66	84.28	364.38	--	364.38
Telephone	475.00	0	202.66	272.34	--	272.34
Postage	100.00	0	15.66	84.34	--	84.34
Travel (Staff)	500.00	0	81.01	418.99	--	418.99
Equipment	450.00	0	136.18	313.82	--	313.82
Misc. (2% overhead & physical plant)	875.00	0	16.31	858.69	--	858.69
TOTALS	22,822.00	10,472.60	14,959.37	18,335.23	0	18,335.23

* \$75.00 to be credited as income Winter Quarter.

** Added in revolving fund.

UNIVERSITY OF MINNESOTA
COFFMAN UNION BOARD OF GOVERNORS

Meeting of January 7, 1958

- I. Approval of Minutes
- II. Executive Committee Report:
 - a. Executive approval of request for permit for ski train.
University rejected.
 - b. Union tour
- III. House and Finance
 - a. Stairway renovation
 - b. Main Lounge
- IV. Program
 - a. Centennial
 - b. Sno-Month
- V. Personnel
- VI. Public Relations
- VII. Program Director's Report
- VIII. Old Business
- IX. New Business
- X. Announcements

1/7/58

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UNIVERSITY VILLAGE UNION

Report of Operations

Fall Quarter - 1957

Page

1	Total Attendance and Change
1	Fountain Income (1957-1956-1955)
2-3	Detailed Attendance Report
4	Financial Operating Statement
5	Analysis and Summary

COMPARATIVE ATTENDANCE REPORT

Fall Quarter 1957

	1957			1956
ADULT PROGRAM AREA:	Number of Events	Aver. Attend.	Total	Total
Modeling Class	7	15	104	
Bridge Party	1	25	25	16
Arts and Crafts	9	8	70	100
Exchange Sale	1		124	150
Bridge Lessons	6	23	136	
Bingo	2	175	350	255
Caroling Party	1	--	12	0
Married Students Ball	1	--	138	0
Sputnik Spin	1	--	15	0
Committee Meetings	5	9	43	--
Scavenger Hunt			0	30
Adult Dance Instruction			0	78
Spaghetti Dinner	1		338	575
Open House			0	150
Adult Christmas Party			0	18
	Total		1315	1372
CHILDREN'S PROGRAM AREA:				
Playcenter School	11	151	1660	1265
Christmas Party	1		243	200
Halloween Party	1		275	205
Children's Movie	2	71	142	0
	Total		2320	1670
GENERAL UNION PROGRAM				
Union Board Meetings	5	12	59	58
Playcenter Mothers	5	26	97	209
Hamburger Fry				227
Study Hall	85	21	1818	
Coffman Village Union Mtg.				120
Coffee Hours	12	48	570	584
	Total		2544	898

NON-UNION SPONSORED FACULTY USE:	1957			1956
	Number of Events	Aver. Attend.	Total	Total
Village Council Meetings	6	15	89	55
Great Books Disc. Group				15
Well Baby Clinic	12	50	599	
Vet. Wives Club				161
Study Groups	18	7	130	12
Hosp. Administration				7
League of Women Voters	5	11	55	
Bus. And Distributing Educ.				25
Council Re-Write Comm.	3	10	32	
Mens Elementary Education				32
Childrens Birthday Parties	5	18	93	55
Knitting Club				5
Co-op Board Meeting	2	10	20	25
Ag-ettes	3	29	86	78
Housing Committee	1	4	4	
Sunday School	9	11	103	344
Iota Rho Chi Fraternity	1	20	20	
YMC Indian Braves	1	15	15	
C.O.M.S.H. Debate	1	50	50	
Baby Shower	1	25	25	
Party Goers Association	1	16	16	
Law Wives	3	46	139	109
Safety Welfare Committee	1	9	9	
Council Bake Sale	1	50	50	
Adult Polio Clinic	1	59	59	
Grove East Bridge	1	8	8	
Well Baby Clinic Board	1	7	7	
TOTAL ATTENDANCE			1609	1076
AGGREGATE TOTAL			7787	5016

ATTENDANCE COMPARATIVE TOTALS			
	1957	1956	Change
Adult Program	1310	1372	-395
Children's Program	2390	1670	+650
General Union	2544 ¹	898	+1646
Non - Union Sponsored	1609	1076	+533
TOTAL REPORTED ATTENDANCE	7,797	5,106	+2343

¹Includes 1318 attendance in study hall not reported in 1956.

FOUNTAIN INCOME
Sept. 25-Dec. 23
1957 & 1956

	1957	1956	1955
Total Income	\$ 3,388.24	\$ 5,550.59	\$ 4,181.50
Weekly Average	282.35	426.95	321.66
Daily Average	\$ 39.86	\$ 60.99	\$ 45.91

FINANCIAL OPERATING STATEMENT

July 1, 1957 - Dec. 31, 1957

Area	Appropriation	Income	Expense	Balance
Union Board	250.00	16.50	71.26	178.74
Program Development	200.00		33.00	167.00
Adult Program	200.00	785.11	810.32	174.79
Arts and Crafts	50.00	22.75	34.05	38.70
Playcenter	75.00		11.70	63.30
Children's Program	100.00	53.82	39.83	112.68
Carnival	150.00			150.00
Blue Birds	8.00			8.00
	10.33			

The value of this report for comparison purposes is decreased by the change in reporting procedures used by the staff. In the past, no report of study hall attendance, nor of small group use of the building was consistently made. The more accurate reporting has resulted in a "reported" increase in the use of the union, while fountain revenue has taken a sharp downswing. It is my opinion that the building as had a consistently smaller number of users than in the fall quarter of 1956.

Childrens programming is up by a margin of 650, mainly in activities which have been consistently reported in the past. The Christmas and Halloween parties of this year were well done and imaginatively planned. The first movie (Dumbo) was well received and many questions were received as to when future movies would be held. As a bi-weekly activity, this can be one of the most successful programs in the childrens area. Playcenter attendance actually was about the same in 1956 as in 1957, which reduces the total childrens programming change by 395. The possibility of running a morning class at least two days a week should be explored (playcenter) with the playcenter mothers, and a notice in the bulletin to find out the village demand for such a service. Strong possibilities for the coming quarter are the childrens dancing lessons and skating lessons, as well as the movies.

Adult programming is the only area which shows a decline in total attendance. Difficulty in this area is pointed up by the comparison between the Married Students Ball (1957) and the two semi-formal held in 1956. Last years attendance for each of these averaged over 200, while the 1957 event attendance was 137, and most other factors affecting attendance appeared to be approximately the same.

General union program (those activities not assigned to a specific committee) showed a marked increase, partially due to reporting of study hall attendance (1818). Skating rink difficulties have been surmounted and the rink will be in satisfactory condition for the ice show. Pipes installed to attach the hose outside of the building has permitted continued use of the basement study hall.

Non-sponsored attendance shows a major increase, partially due to reporting practices, and also to the use of the basement study hall, well baby clinic room, sewing room, and the meeting rooms for small group reservation. An attendance booster which might be initiated would be a program of promotion outside of the village as well as within the village aimed at small organizations who have no meeting facilities of their own. Advertisement in the Minnesota Daily, coordination with the Coffman Information Desk, and direct mailing campaign could provide maximum possible use of the union facilities. The low cost food service available (no minimum charge compared to other minimums of \$1.00) should be a definite attraction to many organizations.

Total village population is down by 50 families, approximately 525 people. Further decreases can be expected in the next two years. Anticipation of this loss must include a program of public relations and publicity through the city newspapers, TV, radio agencies, as well as with campus groups having a large married population. In-village promotion and greeting has not materialized to any extent, thus too many villagers do not know what the union has to offer them. This factor also makes the recruiting of chairman more difficult.

In conclusion, a considerable challenge faces the union workers, and no question can be made of their ability to handle it. Leadership, innovation, imagination, and hard work are the requisites of program success, and the returns can be accurately noted in the quarters ahead of this and future boards.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
PROGRAM ATTENDANCE REPORT
FALL - 1957

	No. Events	1956 Total Attend.	Average Attend.	No. Events	1957 Total Attend.	Average Attend.
DANCE AREA						
Saturday Nite	5	1673	335	6	1555	259
Variety Dance	7	1962	280	8	1834	229
Square Dance	6	675	113	9	1282	142
Dance Instruction	37	<u>1454</u>	39	30	<u>754</u>	25
TOTAL		5764			5425	
VINE ARTS AREA						
Vine Arts Lounge	4	3000	750	4	3051	762
Humanities Forum	3	290	97	4	176	44
Ar. Craft Shop	11 weeks	879	80	11 weeks	1194	108
Instruction				11 weeks	*** (5297)	(481)
Photography				7 weeks	*** 201	28
Special Activities				2	8	4
TOTAL		<u>4169</u>		1	<u>345</u>	345
					4774	
GAMES AREA						
Billiards	1	950	950	0	—	—
Bowling	6	153	26	1	125	125
Bridge	10	191	19	0	—	—
Chess	7	218	31	0	—	—
Table Tennis	1	<u>31</u>	31	2	<u>722</u>	361
TOTAL		1543			847	
MUSIC AREA						
Musicales	4	2015	504	1	964	964
Song Fests	0	0	0	0	—	—
Listening Hours	4	97	24	0	—	—
Union Jazz Workshop	7	3250	464	5	1577	315
Record Lending Lib.	9*WMMR	<u>135</u>	15		2541	
TOTAL		5497				
NOON PROGRAM AREA						
Noon Varieties				19	13131	691
Movies	11	7144	649			
Misc. (other than Union comm.)	7	<u>2840</u>	406			
TOTAL		9984			13131	
OUTINGS AREA						
Rovers	27	574	21	25	662	26
Co-Rec Nites	3	454	151	0	—	—
Water Skiing				0	—	—
TOTAL		<u>1028</u>			<u>662</u>	
SOCIAL SKILLS AREA						
Charm	23	1321	57	11	1113	101
Student-Faculty	13	1033	79	9	830	92
Amer.-Foreign Studs.	1	35	35	3	1128	376
Toastmasters	8	114	14	9	128	14
Graduate Students	1	<u>30</u>	30	0	—	—
TOTAL		2533			3199	

	No. Events	1956 Total Attend.	Average Att Attend.	No. Events	1957 Total Attend.	Average Attend.
TALENT DEVELOPMENT						
Gopher Star-Liters	4	1327	332	1	950	950
Creative Society	1	100	100	0	—	—
WBR		—		3	1549	516
TOTAL					2499	
SPECIAL EVENTS						
Welcome Week Capers	1	2500	2500	1	5000	5000
Pep Dance				1	400	400
Homecoming Dance	1	4182	4182	1	4000	4000
Christmas Sing	3	1050	350	3	2430	810
Christmas SEmi-Formal	1	400	400	1	320	320
Decorating Party	1	50	50	—	—	—
Open House-15th Anniver.	1	700	700	—	—	—
Leadership Retreat	2	153	76	1	125	125
Autumn Leaves (SLA)	1	873	873	—	—	—
Unioners	2	50	25	—	—	—
Diamond Caravan	1	576	576	—	—	—
Public Relations	1	175	175	—	—	—
Alumni Board Reunion	—	—	—	1	70	70
TOTAL		11287			12345	
GRAND TOTAL	225	46367	206	163	45423	279

- * Co-Sponsored Events
- ** Traffic Count Only
- *** Already Listed in Persons Registered.

SI 1/7/58

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

.....Final Fall BUDGET REPORT, 1957.....

AREA	1957- 58 Budget	Income	Expense	Balance Jan. 6
DANCE AREA				
Instruction	100.00	415.00	251.10	263.90
Sat. Nite Dance	--	837.05	1,920.25	1,083.20
Variety Dance	--	353.60	178.53	175.07
Square Dance	--	360.15	401.89	41.74
FINE ARTS AREA				
Fine Arts Lounge	200.00	0	31.99	168.01
Humanities Forum	2,000.00	0	25.25	1,974.75
Art-Craft Studio	400.00	104.50	192.26	312.24
GAMES AREA				
Bridge	75.00	0	0	75.00
Billiards	100.00	0	0	100.00
Bowling	100.00	0	46.53	53.47
Chess	150.00	0	0	150.00
Table Tennis	50.00	0	4.40	45.60
Big Ten Tourney	300.00	0	0	300.00
MUSIC AREA				
Coffman Musicale	250.00	0	76.15	173.85
Listening Hours	100.00	0	0	100.00
Song Fests	50.00	0	0	50.00
Jazz Workshop	900.00	170.00	856.64	213.36
Christmas Sing	50.00	0	27.54	22.46
NOON PROGRAM AREA				
Noon Movies				
Noon Program	700.00	0	294.80	405.20
OUTINGS AREA				
Minnesota Rovers	825.00	13.50	346.22	492.28
Co-Rec Activities	100.00	0	0	100.00
Water Skiing	175.00	3.00	0	178.00
SOCIAL SKILLS AREA				
Charm	300.00	65.00	99.18	265.82
Student-Faculty	400.00	0	216.55	183.45
American-Foreign Students	300.00	0	63.78	236.22
Toastmasters	100.00	0	47.34	52.66
Graduate Students	300.00	0	11.83	288.17
TALENT DEVELOPMENT AREA				
Creative Society	300.00	0	103.07	196.93

Area	1957- 58 Budget	Income	Expense	Bal. Jan. 6
Talent Bureau	150.00	0	0	150.00
WNR	—	637.83	1,007.35	339.52
PROGRAM DEVELOPMENT				
Program Expansion	1,500.00	0	0	1,500.00
PUBLIC RELATIONS COMM.				
Union Movie				
Photo Service	1,500.00	0	48.92	1,451.08
Union Relations	750.00	0	375.27	374.73
Gopher	400.00	0	0	400.00
Date Digest	250.00	0	210.54	39.46
Brochures	450.00	0	0	450.00
UNION BOARD ACTIVITIES				
Big Ten Convention (spring)	200.00	0	0	200.00
Christmas Cards	65.00	0	33.75	31.25
Christmas Decorating Party	35.00	0	0	35.00
Christmas Decorations	125.00	0	0	125.00
Board Activities	500.00	0	354.37	145.63
Merit Reception	750.00	0	142.50	607.50
Personnel	200.00	0	176.31	23.69
Open Houses	300.00	0	0	300.00
Welcome Week	800.00	0	785.69	14.31
Leadership Training	1,000.00			775.54
Fall Retreat		197.25	421.71	
Spring Retreat				
Leadership Institute				
CONTINGENCY FUND				
	400.00	0	0	400.00
SPECIAL EVENTS REVOLVING FUND				
	—	6,223.50	3,030.86	3,192.64
*(Homecoming)	—	(5,820.00)	(2,876.36)	(2,943.64)
*(Christmas Semi-Formal)	—	(403.50)	(154.50)	(249.00)
SUMMER SESSION EXPENSES				
	2,172.00	1,043.56	2,158.71	1,056.85
Orientation (Prog. Only)	150.00	0	241.99	91.99
PROGRAM ADMINISTRATION				
Supplies	400.00	48.66	84.28	364.38
Telephone	475.00	0	202.66	272.34
Postage	100.00	0	15.66	84.34
Travel (Staff)	500.00	0	81.01	418.99
Equipment	450.00	0	136.18	313.82
Misc. (2% overhead & physical plant)	875.00	0	16.31	858.69
TOTALS	22,822.00	10,472.60	14,719.37	18,575.23

University of Minnesota Union Board of Governors
Meeting of January 7, 1958

Members Present:

Terry Olofson, Mary Ellen Wallerius, Larry DeWitt, Con Katzenmeyer, Steve O'Brien, Arlene Rossen, Dick Erickson, Bob Boylan, Vernon Ausen, Marie Wensel, Steve Schochet, Jack Weber, Melanies Finkelstein, Tom Hay, Dr. Kingsley, Dr. Moor, Priscilla Orme, Larry Swandby

Members Absent:

Paul Taylor, Dean Ferke

Others Present:

Don Finlayson, Jim Hagl, William Nelson, Ed Scanlon, Irene Talsness

The meeting was called to order in Room 346 at 7:00 p.m.

Mr. Starr read the minutes of the previous meeting. They were approved as read.

Executive Committee Report:

The Executive Committee approved the request of the special refreshment permit for the Ski Train. This permit, however, was rejected by the University.

A travel authorization request for the proposed tour of the unions at the University of Wisconsin, University of Iowa, Carleton, and St. Olaf's was forwarded to the office of the President. The President's office requested that the number and expenses be reduced.

The Executive Committee recommended that this trip be cancelled and that another be planned in the near future.

Motion 5-1147:

It was moved to accept the Executive Committee report.

Seconded, A roll call vote was taken.

Mary Ellen Wallerius	No	Marie Wensel	No
Larry DeWitt	No	Steve Schochet	No
Con Katzenmeyer	No	Jack Weber	No
Steve O'Brien	No	Melanie Finkelstein	No
Arlene Rossen	No	Tom Hay	No
Dick Erickson	No	Dr. Moore	Yes
Bob Boylan	No	Dr. Kingsley	No
Vern Ausen	No	Priscilla Orme	No

Defeated. It was requested that the president look into this matter and report later.

Terry Olofson reminded the Board to give their class schedules to Mr. Starr's secretary.

Steve O'Brien introduced the guests: William Nelson, representative to the Village Union; James Hagle, Minnesota Daily reporter (substituting for Fran Munnings, who was unable to attend this meeting); Ed Scanlon, chairman of the Ski Train.

House and Finance Committee Report:

Mr. Starr reported that the new stairway on the east end, and the paneling on the south wall of the Main Lounge is completed. The ceiling of the Lounge has been painted.

Steve Schochet reported that Gamma Sigma Sigma's request to display the TB flag from the Union during Christmas was denied.

The Expansion and Development Committee has requested \$200. Since this is to come out of the Expansion and Development Fund, this request was approved.

Director's Report:

Mr. Starr reported that Mr. Numm, University Relations Director, thanked the Board for their assistance at the Christmas Reception honoring graduating seniors.

Mr. Starr is sending a progress report to all contributors to the new St. Paul Student Center. He suggested that a meeting be scheduled on the St. Paul Campus sometime this winter so that we might see the new construction. Approximately 20% of the building is completed.

Dave Harris, Village Union Manager, has completed his graduate work and will be leaving. Richard Klune is his replacement.

Marion Thornburg is the new Reservationist at the Information Desk.

Program Committee Report:

Ed Scanlon, chairman of the Ski Train, reported on the progress of the arrangements. He explained the budget and reviewed the program. There was a discussion of the special permit which the University rejected. It was explained that the Ski Train and other snow weeks should be self-supporting.

⁹⁻⁷⁷
Motion K-1148:

It was moved that the Board be made into a committee as a whole for fifteen minutes.

Seconded and carried.

Discussion regarding the request for the special permit followed.

⁹⁻⁷⁸
Motion K-1149:

It was moved that the committee go back into a meeting as a whole.

Seconded and carried.

Larry DeWitt reported that the Centennial Control Room is being set up. A chart has been posted which lists every program in the state, the University, and the Union.

Larry recommended that the Snow Ball this year be a less expensive and more informal type of dance, with more expenditures for publicity, decorations, etc., but using a smaller and less famous band.

Larry recommended that the Board obtain the ice rink for \$1900 and that we open the filing for chairman of the committee.

On behalf of the Centennial Commission, Larry DeWitt presented a Centennial calendar book to Terry Olofson.

Motion R-1150:

It was moved to accept the Program Report.

Seconded and carried.

Public Relations:

Jack Weber reported that the hospitality certificates were successful.

He also reported that Mike Todd may come to the Union in May for a state-wide talent show. There would also be a banquet and an architectural contest.

William Nelson, representative to the Village Board, reported on the Village Union activities and presented a fall quarter Report of Operations of the Village Union. A copy of this is in the permanent agenda file.

Personnel:

Larry Swandby reported that the following committee chairmen have resigned:

Katie Jordan, Humanities Forum
Dick Jorandby, Student-Faculty

Larry Swandby made two recommendations for the Centennial Advisory Committee:

Jan Melchior -- Art Coordinator
George Kelby -- Sports Coordinator

Program Director's Report:

Don Finlayson reminded the Board of the Centennial Coordinating Committee meeting to be held January 16.

He explained Mrs. Phyllis Freeman's position as half-time Program Consultant to the Personnel Committee.

The 1957 fall quarter Program Attendance Report, and the 1957 fall quarter Budget Report were distributed to the Board. Copies are in the permanent files of the minutes. Don explained these briefly.

Larry DeWitt, a member of the State Centennial Youth Committee has been named chairman of the Subcommittee for College Youth.

The Program staff has completed a take-home training program kit. It was designed as a basic training course for committee members.

New Business:

Terry informed the Board that the regular presidents' meeting next Monday morning would be in regard to the \$29,000 deficit to the new St. Paul Student Center.

Motion 8-11-57:

It was moved to adjourn.

Seconded and carried.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

WLS:ist

University of Minnesota
Coffman Memorial Union
Union Board of Governors

Agenda
FOR

Meeting of January 14, 1957

- I. Approval of Minutes.
- II. Executive Committee Report
 - a. Presidents met and have set a date for a meeting with Mel Marr to get some ideas on how to raise some money. Also set a date for a joint meeting regarding a tour of the partially built Union, to be held on February 4, 5:30 p.m.
 - b. Executive Committee Meeting 2:30 p.m. in Room 227, on Fridays.
- III. Public Relations Report.
- IV. Personnel
Committee Chairman and members.
Sno-month
- V. Program
 - a. Brief resume' on Centennial Control Board.
 - b. Area directors reports.
- VI. House and Finance
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

1/14/58
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TWO-DAY ORIENTATION EVENING PROGRAM REPORT

Copies to: John Jacobson, Chairman Orientation Commission; Jim Osterhus, President All-University Congress; Terry Olofson, President Union Board of Governors; Larry DeWitt, Chairman UBOG Program Committee; Don Zander, SAB; and Don Finlayson, Union Program Director.

Dates: August 5-8, 12-15, 19-22, and September 3-5, 9-12, 16-19

Committee: Larry Swandby, UBOG-chairman; Jack Forrest, IFC; Ross Bornfleth, SCR; Joan Roth, Pan-Hel.

I. History

Meetings of the Two-Day Orientation Evening Program were held on June 17 and July 11 at which times it was decided to continue the same basic program as presented in previous years. The main feature of the entertainment was to be a style show. Letters were immediately sent to most stores in the twin cities area requesting their participation.

Previous to the July 11 meeting, Larry Swandby filled the position vacated by Steve Schochet. The new committee adopted a short, comic play as an addition to the program for the last three weeks. Henceforth, meetings were held every other week. On August 1, a personnel training session was held under the direction of Jack Forrest.

Thank you letters were sent to the participating stores at the conclusion of the program.

II. Program

The following program was planned and presented:

1. 5:15 Relax, get acquainted, meet your hosts and hostesses.
2. 5:40 Dinner.
3. 6:15 Group Singing.
4. 6:30 Explanation of Fraternities and Sororities.
5. 6:45 Explanation of Religious Foundations.
6. 7:00 Style Show (with commentary on University events)
7. 7:30 Japanese Comedy (last three weeks only)

Considerable experimentation was done with timing and group dynamics and the preceding time schedule was found most workable. The importance of timing cannot be overemphasized as group spirit and audience participation generally varies according to the speed and efficiency of the program. The boys and girls were separated for the fraternity and sorority talks and mixed again for the religious foundations explanation.

III. Attendance

Official attendance figures are available from Don Zander, SAB. In general attendance varied from 35 to 150 students according to the number going through orientation during the specific two days. The percentage of attendance could have been much better.

IV. Personnel

Approximately thirty students participated in the presentation of the program during the six weeks. They are listed for future reference according to the organization which recruited them, and thus usually paid for their dinner on the evenings which they were present, and not according to the organization which they might otherwise represent.

UBOG

Larry Swandby, representative
Dean Banick
Arlene Rossen
Katie Jordan
Elaine Davis
Pat Spencer
Howie Seemann

SCR

Ross Bornfleth, representative (1st 2 weeks)
Darla Johnson, representative
Gene Kunts
Carolyn Thiel
Bunny Brennan
Ann Gleason
Roger Martin
Ann Devoy
Peggy Otis
Judy Erickson
John Jacobson

Pan-Hel

Joan Roth, representative
Judy VanValkenberg
Ann Westerdahl
Barb Johnson
Joan Miller
Lea Likarish

IFC

Jack Forrest, representative
Tom Krolak
Howie Benidt
Kevin Curry

Song Leaders: Dean Banick, Darla Johnson

Script Readers: Pat Spencer, Howie Seemann, Gary Filerman

Piano Players: Bob Sholz, Howie Benidt

V. Finances

Each organization had its own budget which was used for the meals of the hosts and representative. The Union Board contributed the expense of the programs and a small transportation expense. Furthermore, each organization contributed \$50 to a fund used to reimburse the four representatives.

VI. Comments, Criticisms, Recommendations

The main purpose of this report is not to summarize but to evaluate the program and to give recommendations for its improvement. Therefore, more detailed information including sample programs, the initial letters and thank you letters sent to the stores, song sheets, and previous reports are available from the Union program office.

First, and foremost, I believe that this year's program was as successful as possible under the existing conditions. Nevertheless, it is my recommendation that the Two-Day Orientation Evening Program be discontinued unless certain steps are taken to solve the following problems:

1. The program was generally not well defined nor organized. That is, the presentation could have been more precise than it was.

Possible Solution: The organization of a program with the scope and nature of this one which runs almost daily for six weeks during the summer, at that, is a task not to be taken lightly. It is almost impossible to ask students to organize this type of program effectively if the organization begins only several months prior to presentation as in the past. Therefore, the orientation commission should consider this program as a definite part of orientation as are camps, Welcomes Week, and the other parts of Two-Day. This means that personnel should be selected at the same time as the rest of the orientation personnel and planning should begin immediately.

2. The morale and enthusiasms of the personnel was not what it could have been.

Possible Solution: Obviously, it is impossible to generate spirit among people who work with each other only for a few days in the summer. If work began in the winter, this problem would probably be solved.

3. Responsibilities were not well defined.

Possible Solution: Because the presentation of the evening program is a very time-consuming job, those present every night should be reimbursed for their services. Moreover, it is necessary for those in charge to be present every night. Furthermore, a definite amount of reimbursement should be agreed upon before the applicant accepts the job and his duties should also be agreed upon. This mutual agreement would settle any question of responsibility and as in the case of a sponsor make him more aware of his responsibility. Again, it is doubtful that capable personnel could volunteer their time in the summer after working an eight-hour day, as most college students do, without a salary. In this respect, it is also doubtful if the sponsors could be asked to spend an additional three hours a night presenting this program.

4. Financial and organizational support was too complex.

Possible Solution: A complete evaluation of the participating organizations should be undertaken by the commission. The cooperation of the participating organizations, UBOG, IEC, SCR, and Pan-Hel, was good this year. Nevertheless, there is some question as to whether these groups are accomplishing their individual purposes of informing the freshmen about their individual organizations. Needless to say, the individual groups will not continue to sponsor the program unless their individual purposes are accomplished. In conflict with the "individual group" point of view is the success of the orientation program as a whole. It is my opinion that the program cannot be run smoothly unless it is entirely supervised by the orientation commission. Should the representatives then, be paid by the individual organizations? If they are paid by the indivi-

dual organizations, they are primarily governed by their own organizations and unity is lost. But if they are paid by other channels, the question of true representation of individual groups arises.

6. Is there an actual need for the evening program?

Comments: The previous problems could be corrected. However, the most significant problem seems to be one regarding interest on the part of the freshmen. Almost all of the freshmen whom I questioned agreed that their prime concern the first night of Two-Day Orientation was the completion of their schedule. Thus, no matter how professional, informative, or entertaining the program, they could still not thoroughly enjoy it especially after being "informed" for most of the day. Perhaps, the program could be presented on the second night of orientation. Moreover, since there could probably never be enough money available for professional entertainment, amateur entertainment for some 23 nights is extremely difficult to provide.

I have purposely emphasized the negative elements of the 1957 program, for no improvement can be made unless these factors are recognized. Secondly, I believe the positive points of the program are already known by those directly concerned with this report.

In conclusion, I could reduce my report to the statement that the "half-way" approach to the Two-Day Orientation Evening Program is feudal, and the program should be strongly emphasized by the orientation commission or abolished. I will be more than pleased to discuss this report or any questions concerning my experience in this area with any interested person.

Respectfully submitted,

Larry Swandby (lsb)

Larry Swandby
Evening Program Chairman

LS:di
12/12/57

University of Minnesota Union Board of Governors
Meeting of January 14, 1958

Members Present:

Terry Olofson, Mary Ellen Wallerius, Steve O'Brien, Larry DeWitt, Marie Wensel, Con Katzenmeyer, Bob Boylan, Steve Schochet, Mr. Ausen, Paul Taylor, Larry Swandby, Dick Erickson, Priscilla Orms, Melanie Finkelstein, Tom Hay, Arlene Rossen, Dr. Moore, Jack Weber

Others Present:

Mrs. Estelle Lamberton, Don Finlayson, Jim Hagle, Irene Talsness

Members Absent:

Dr. Kingsley

The meeting was called to order in Room 346 at 7:00 p.m.

Motion K-1153:

It was moved to approve the minutes of January 7, 1958 with the following corrections: Motion K-1148 be changed to read "committee of the whole," and that a motion (Motion K-1152) be inserted to read, "It was moved to accept the Personnel Committee report. Seconded and carried."

Seconded and carried.

Executive Committee Report:

The presidents of the three University Unions met and have planned a meeting with Mel Marr, of the Dean of Students Office, for this Thursday to get some ideas on how to raise money for the New Student Center on the St. Paul Campus. They also set a date for a joint meeting on the St. Paul Campus which would include a tour of the partially built Union. This meeting will be a supper meeting at 5:30 on February 18.

The Executive Committee meetings are being held at 2:30 p.m. in Room 227 on Fridays.

Mr. Starr introduced Mrs. Estelle Lamberton, Game Room recreation worker, to the Board. Mrs. Lamberton gave a talk on the Game Room and told the Board about the scrap book which she compiles of newspaper clippings of Union-sponsored activities each year. She stated that attendance in the Game Room has been very good.

Mr. Starr invited the Board to hold their regular meeting at his home on February 11.

Personnel Report:

Larry Swandby made the following recommendations for chairmanships:

Bob Lindhold -- Public Relations
Sharon Lanhart -- Fine Arts Lounge
Bon Clayton -- Personnel Bureau
Ron Carlson -- Rovers Committee
Dick Johnson -- Humanities Forum
Mary Ann Assen, -- Wednesday Night Dances
Dean Pratt -- Snow Ball

It was moved to accept the recommendations of the Personnel Committee.
Seconded and carried.

Larry reported that the Personnel Committee is preparing printed application forms.

Program Report:

Larry DeWitt gave a brief progress report of Centennial activities. He also gave a short resumé of the Centennial Control Board.

A director and a chairman for the Ice Show are needed. The Ice Show is being scheduled for the week of February 2.

Larry DeWitt asked some of the areas to give progress reports.

Bob Boylan -- Outings Area: The Rovers have compiled a complete program for this winter quarter. They are making the tents they were planning and will be using them this spring. The Rovers painted their office during Christmas vacation. Over Christmas vacation the Rovers had 45 people out on trips. The Rovers Committee has put out a new brochure.

Melanie Finkelstein -- Music Area: The Jazz Workshop is still functioning very successfully. They are planning to resume Sunday jam sessions starting January 19. They are sponsoring two Noon Programs, January 21 and February 28. There is a possibility of getting the "Four Freshmen" for February 15, which is an open date. We will have more information on this later.

Paul Taylor -- Games Area: The Bowling Committee is in the process of determining the University Bowling Team. The first games were last Friday. This Friday two of the nation's top bowlers are scheduled at 2:30 and 8 p.m. This will be free of charge. The Bowling Team will take a trip to North Dakota February 13 and 14. The Bridge instruction will begin Wednesday night.

Steve O'Brien expressed his appreciation for the fine job Paul Taylor is doing in the Games Area.

Larry DeWitt reminded the Board that ads for the paper should be turned in to the Ad Agency and Dick Getchell as early as possible.

Q-83
Motion K-1155

It was moved that the Union Board of Governors offer the services, facilities and personnel - student and staff - of Coffman Memorial Union to the Minnesota Statehood Commission to provide an adequate headquarters and reception center for the Statehood observance on May 11.

Seconded and carried.

Public Relations:

Jack Weber requested that all Board members be at the Union during their free hours on Friday. The Union is holding an open house on that day.

The Public Relations committee has decided that slides should be made of the Union instead of a film.

There was a discussion and it seemed to be the general consensus of the Board that a film would be preferable.

^{Q-84}
Motion #1156:

It was moved that we get some filmed recordings of some of the general Centennial events taking place within the next two quarters.

Seconded. A roll call vote was called.

Mary Ellen Wallerius	Aye	Priscilla Orme	Aye
Steve O'Brien	Aye	Melanie Finkelstein	Aye
Larry DeWitt	Aye	Tom Hay	Aye
Steve Schochet	Aye	Arlene Rossen	Aye
Paul Taylor	Aye	Jack Weber	Aye
Marie Wensel	Nay	Mr. Ausen	Nay
Dick Erickson	Nay	Dr. Moore	Nay

Carried.

Old Business:

Larry Swandby has completed his report on the two day orientation program of last fall. He gave a brief resumé of the report.

Tom Hay informed the Board that there will be a Centennial Creative Arts Festival committee meeting at 3:30 in Room 315. All the Union committees are asked to have a representative at this meeting.

New Business:

Dick Erickson reported that the Arts and Crafts Studios are again having a poster clinic. This will start January 23 at 7 p.m.

Steve O'Brien stated that the Expansion and Development Committee will meet in Room 345 at 7 p.m. Thursday evening, January 16.

^{Q-85}
Motion #1157:

It was moved to adjourn.

Seconded and carried.

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

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

University of Minnesota
Coffman Union Board of Governors

Executive Committee Meeting

January 17, 1958

Ice Show: The Executive Committee recommends that the Centennial Ice Show be held May 6, 7, 8, 9, and 10.

Village Union: The Executive Committee recommends that the name "Village Union" be changed to "Married Students Union." This recommendation is being submitted to President Morrill's office for study.

Union Policy on Use of Facilities: Tabled until next week.

Ann Jarvis Report: Dr. Kenneth Clark feels it is of a quality that deserves printing. The Executive Committee recommends that the Association of College Unions be approached to print the report.

Respectfully submitted,

Mary Ellen Wallerius
Corresponding Secretary
Union Board of Governors

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1/17/58

UNIVERSITY OF MINNESOTA
COFFMAN UNION BOARD OF GOVERNORS

Meeting of January 21, 1958

- I. Approval of Minutes
- II. Executive Committee Report
 - a. Ice Show
 - b. Village Union
 - c. Union Policy on Use of Facilities
 - d. Ann Jarvis Report
- III. Personnel
- IV. Program
- V. Public Relations
 - a. Progress Report on Movie
- VI. Program Director's Report
- VII. Old Business.
 - a. Report on Expansion and Development - Steve O'Brien
- VIII. New Business
- IX. Announcements
- X. Adjournment.

1/21/58
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MOTION: That the Union Board of Governors adopt the U.S. Western Table Tennis Tournament as an official event. This will be held in the armory gym on February 15 and 16 (Sat. and Sunday) at a cost not to exceed fifty (\$50.00) dollars. This cost would be to pay wages of the custodian of the building. No other cost would be involved.

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1/21/58

University of Minnesota Union Board of Governors
Meeting of January 21, 1958

Members Present:

Steve O'Brien, Larry DeWitt, Mary Ellen Wallerius, Dick Erickson, Arlene Rossen, Bob Boylan, Mr. Ausen, Dr. Kingsley, Dr. Moore, Steve Schochet, Melanie Finkelstein, Larry Swandby, Jack Weber, Priscilla Orme, Tom Hay, Con Katzenmeyer, Terry Olofson

Members Absent:

Paul Taylor

Others Present:

Don Finlayson, Jan Melchior, Jim Hagle, Irene Talsness

The meeting was called to order at 7:00 p.m. in room 346.

Executive Committee Report:

The Executive Committee recommended that the Centennial Ice Show be held May 6, 7, 8, 9, and 10.

The Executive Committee recommended that the name "Village Union" be changed to "Married Students Union." This recommendation is being submitted to President Morrill's office for study.

It was decided at the last Executive Committee meeting that the Union policy on use of facilities be tabled until next week.

It was reported that Dr. Kenneth Clark feels the Ann Jarvis Report is of a quality that deserves printing. The Executive Committee recommends that the Association of College Unions be approached to print the report.

Q-86
Motion K-1158:

It was moved to vote on these recommendations individually.

Seconded and carried.

Q-87
Motion K-1159:

It was moved to approve the recommendation that the Centennial Ice Show be held May 6, 7, 8, 9, and 10.

Seconded and carried.

Q-88
Motion K-1160:

It was moved to approve the recommendation that the name "Village Union" be changed to "Married Students Union."

Seconded.

Tabled until next week.

Program Committee Report:

Larry DeWitt expalined the Centennial program sheet to the Board and urged that they fill these out and return them as soon as possible.

Q-89
Motion K-1161:

It was moved that the Union Board of Governors adopt the U.S. Western Table Tennis Tournament as an official event. This will be held in the Armory gym on February 15 and 16 (Sat. and Sun.) at a cost not to exceed fifty (\$50) dollars. This cost would be to pay wages of the custodian of the building. No other cost would be involved.

Seconded and carried.

Larry DeWitt introduced Mr. Jan Melchior, the art coordinator on the Centennial Advisory Committee.

Mr. Melchior gave a short report on the progress of his committee.

Public Relations:

A "get well" card was signed by the Board to be sent to Mrs. Malcolm Willey who is in the hospital.

Jack Weber reported that he would like to show an example of a good movie and a bad movie to the Board to aid them in making their own movie.

The open house for this Saturday is to be combined with the Snow Ball on Saturday night. There will be cut rates on bowling and billiards.

Personnel Committee:

Larry Swandby made the following recommendations:

Karen Gustner: - Education Coordinator on the Centennial Advisory Committee.
Robert Winandy - Chairman of the Ice Show

Q-90

Motion K-1162:

It was moved to accept this report.

Seconded and carried.

The proofs of the printed application blanks came back from the printers. Larry explained the form and passed it around to the Board.

Larry reported that Mrs. Phyllis Freeman, the new Personnel Program Consultant, is doing exceptionally well. He urged everyone to meet her.

Old Business:

Steve O'Brien reported that the Expansion and Development Committee is holding regular bi-weekly meetings. They have a very good committee. Anyone is welcome to attend one of these meetings. Steve O'Brien should be informed. Steve thanked Mr. Ausen for his interest, enthusiasm and help on this committee.

New Business:

Q-91

Motion K-1163:

It was moved that the request of the Union Jazz Workshop be referred to the Program Committee.

Seconded and carried.

Mr. Starr reported that the Buffalo Committee has met and will be reporting to the Board at a later date.

It was moved that the matter of the Water Skiing Committee be referred jointly to the Program and Executive Committees. This motion was not seconded.

It was moved that the matter of the Water Ski Committee be referred to the Executive Committee. This motion was not seconded.

Q-92

Motion K-1164:

It was moved that the Board combine Water Skiing with the Rovers Committee.

Seconded.

The second was withdrawn.

The motion was withdrawn.

^{Q-93}
Motion K-1165:

It was moved to abolish the Water Skiing Committee.

Seconded and carried.

Steve O'Brien thanked Jim Hagle on behalf of the Board for his excellent job of reporting on the Ski Train.

Steve Schochet reminded the Board that House and Finance Committee meets regularly at 3:30 on Tuesday.

^{Q-94}
Motion K-1169:

It was moved that the Board adjourn.

Seconded and carried.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

UNIVERSITY OF MINNESOTA
COFFMAN UNION BOARD OF GOVERNORS

Meeting of January 28, 1958

- I. Approval of Minutes
- II. Executive Committee
Written Report
- III. House and Finance Committee
Written Report
- IV. Director's Report — Mr. Starr
- V. Personnel
 - a. Chairman approval of chess committee.
 - b. Matters concerning eligibility of student committee members.
- VI. Public Relations
 - a. Open House Report
 - b. State-wide Talent Show
- VII. Program
 - a. Special Event for March 1, 1958
 - b. Ski train Report
 - c. Area Director Report
 - d. Centennial Program Coordinator.
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Adjournment

1/28/58
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University of Minnesota
Coffman Memorial Union
Union Board of Governors
House and Finance Committee
Monthly Report
January 28, 1958

I. Requests

- *A. Expansion and Development Committee. Request for \$200 to handle the cost of survey, mailing and other miscellaneous expenses. Approved.
- *B. Gamma Sigma Sigma. Request to fly the T.B. flag from one of the Union's flag poles. Denied.
- C. Centennial Conference on College Teaching. Request maximum number of conference rooms for use April 17, 18 and 19. Approved with the provision that some rooms be left unreserved as long as possible to enable other groups to use the building on the given weekend.
- *D. Gamma Sigma Sigma, A Phi O, Flying Club. Request for Flying Club to occupy space occupied by AWS and GSS and for GSS to occupy space occupied by Flying Club. Approved after consultation with the four groups involved. (AWS has petitioned for and has been granted disestablishment by the proper University authorities; they will no longer be tenants in the building.)
- *E. Program Director. Request that money be allocated to pay for coffee hours and other similar programs in conjunction with the orientation program of the Coordinator of Residence Counselors, cost not to exceed \$90. Approved.
- F. Alpha Phi Omega. Request for both use of ticket booth and and long tables in ground floor hall for the purpose of selling license plates. Approved.
- G. Rovers and Ski Club. Approval of boundary lines for their office space as detailed in a letter on file. Approved.
- H. Creative Society. Request for use of the Women's Lounge for the rehearsal and presentation of "I Remember Mama" by the University Theater Touring Group. Approved.
- I. Rovers. Request for weekly meeting room. Approved.
- J. Greek Week Committee. Request to place large poster advertising Camp Courage on the front of the building or, as an alternative, placing a large wooden crutch in front of the building. The alternative was approved subject to the approval of the Dept. of Building and Grounds.
- K. The Academy Theater. Request to have the Union Information Desk sell tickets to a special matinee of "Around the World in 80 Days". This matinee will be promoted for student attendance. Approved.

- L. Personnel Committee. Use of a card table in front of the Main Ballroom during the Open House so interested students may leave their names for Union committee work and the placing of posters around the building to publicize this table. Approved.
- M. Campus Carnival Committee. Request to use the Special Activities Office, Room 131, for the Campus Carnival office from the time Greek Week vacates the office until the conclusion of the Carnival. Approved.
- N. All-U- Congress Orientation Commission. Request for space for two weekly meetings during winter quarter: 1) 4:30 to 6:00 p.m. Wednesdays and 2) for the Welcome Week Area Chairmen, 7:00 to 10:00 p.m. Tuesdays. Approved.
- O. Greek Week Chairmen's Committee. Request from the Chairman of the Chairmen's Committee for meeting space on four evenings over a two week period. Approved.
- P. Fine Arts Area. Request use of the Men's Lounge at 2:30 p.m. for a Humanities Forum. Approved.
- Q. Social Skills Area. Request use of the Terrace Reading Room at 2:00 p.m. for a Coffee Hour for Althea Gibson. Denied: it was suggested that the Ballroom Television Lounge be used.

II. Other Actions Taken

- A. Building and Plaster Repair Work. This project is deemed essential and will cost approximately \$3,400. The cost will be shared by the Union, Food Service, and the Campus Club.
- B. Postage Meter. It is the recommendation of the Committee that a postage meter be obtained for the Union thus centralizing the dispensing of postage.
- C. Program Budget. In conjunction with the Chairman of the Program Committee changes in the Program Budget are hereby proposed.
- D. Game Room. The committee supports the disciplinary action taken by the Staff in relation to a problem which arose recently.
- E. Garage Signs. After informal consultation with some people at the Department of Protection and Safety, the committee has been assured that the sign which were placed at the foot entrances to the garage will be taken down very soon. These signs were blocking vision through the doors and were also out of character with the rest of the building.
- F. House Rules. Portions of the House Rules dealing with the Poster policy and the Decorations policy are being dittoed for distribution to the groups which seem to continually violate these policies.

- G. Lounges. A minor problem has arisen in which people "check" their coats on chairs in the Lounges and leave them for business in other parts of the building. Notices will be circulated that beginning shortly such coats will be turned in to the desk where they can be gotten back for 25¢.
- H. Policy Recommendation. It is the recommendation of the committee that the following policy concerning use of the Union flagpoles be adopted: The two flag poles on the Union shall normally fly United States' flags. As may be determined by the House and Finance Committee, recommended by the proper University officials, or suggested by State department protocol, the State of Minnesota flags or the flags of other nations may be flown on occasion and only with the approval of the House and Finance Committee. At no time shall there be less than one United States' flag displayed, and all flags shall be displayed according to established flag etiquette.
- I. Holiday Hours. The building and the Bowling Lanes will keep regular Wednesday hours on Wednesday February 12 and regular Saturday hours on Saturday, February 22. All other facilities of the building shall remain closed.

III. Projects under consideration

- A. Light Call System. Approximate cost \$3,000. This would enable members of the staff to be paged anywhere in the building. The matter has been referred back to Buildings and Grounds for their suggestion of a cheaper and more flexible system.
- B. Main Ballroom Marquee. The Committee has received the suggestion of the Noon Program Area Coordinator and the Public Relations Committee Chairman that some sort of a marquee be devised to identify both the location of the Main Ballroom and what is happening in it.
- C. Table Tennis Room. The next major project in the building will include the refinishing of the east-west corridor on the 1st floor. Along with this the problem of making the Table Tennis Room more useable or functional is being considered.

Respectfully submitted

Steve Schochet, Chairman
House and Finance Committee

Committee Members: Mary Ellen Wallerius, Tom Hay, Gordon Starr,
Steve Schochet

* - Indicates items previously approved and included here "for the record".

1/27/58
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University of Minnesota Union Board of Governors
Meeting of January 28, 1958

Members Present:

Terry Olofson, Steve O'Brien, Mary Ellen Wallerius, Dick Erickson, Larry Swandby, Jack Weber, Tom Hay, Arlene Rossen, Bob Boylan, Priscilla Orme, Con Katzenmeyer, Melanie Finkelstein, Dr. Kingsley, Mr. Ausen, Larry DeWitt, Paul Taylor, Dean Fenske, Dr. Moore, *Steve Schochelt*.

Members Absent:

Marie Wensel

Others Present:

Robert Christine, Don Finlayson, Jim Hagle, Irene Talsness

The meeting was called to order at 7:00 p.m. in Room 346.

Motion K-1167:

B-95
It was moved to approve the minutes of the past two meetings with the following corrections: That Dean Fenske be included with "Members Absent" in the minutes of January 14, 1958, that Dean Fenske be included with "Members Present" in the minutes of January 21, 1958, and that Motion No. K-1169 be changed to Motion No. K-1166.

Seconded and carried.

Executive Committee Report:

The Executive Committee reported that it met after the Union Board meeting last Tuesday to make a correction on the dates of the Ice Show. The dates now read May 15, 16 and 17.

The Executive Committee recommended acceptance of the statement of policy concerning the use of Coffman Memorial Union, the Village Union and the St. Paul Campus Student Center as amended January 22, 1958. The president read this statement to the Board. There was a discussion of this policy and the Executive Committee asked that their recommendation be referred back to their committee for further study.

Motion K-1168:

Q-96
It was moved to accept the Executive Committee Report.

Seconded and carried.

Mr. Starr introduced Mr. Bob Christine, who is in charge of the Billiard Room and the newsstand.

House and Finance Committee Report:

The House and Finance Committee monthly report was distributed to the Board. Copies of this report are in the permanent files.

Motion K-1169:

Q-97
It was moved to accept the House and Finance Committee Report in total.

Seconded.

Q-98
Motion K-1170:

It was moved to amend the section II-H to read, "It is the recommendation of the committee that the following policy concerning the use of the Union flagpoles be adopted: The two flag poles on the Union shall normally fly United States' flags. As may be determined by the House and Finance Committee and when recommended by the appropriate University officials, departments, or the Union Committee, or when suggested by State Department protocol, the State of Minnesota flags or the flags of other nations, or of the United Nations may be flown. At no time shall there be less than one United States flag displayed, and all flags shall be displayed according to established flag etiquette."

Seconded and carried.

Q-99
Motion K-1169:

Carried as amended.

Q-99
Motion K-1171:

It was moved that the House and Finance Committee review the House and Finance policies on posters and decorations.

Seconded and carried.

The fall quarter budget adjustment report was distributed to the Board. Copies of this report are in the permanent files.

Director's Report:

Mr. Starr gave the following report:

1. Attached is the income comparison as of December 31, 1957 for the newsstand and Billiard Room. Comparative figures show a slight increase in the Billiard Room and slight decrease at the newsstand.
2. A complete report of expenditures for the first six months will be given at the next business meeting.
3. As of December 31, 1957 there was a balance of \$91,000 in the renovation fund. This is not a significant amount in view of the long-range projects needed.
4. The income for the Artcraft Studio was \$1285.57 on re-sale items. This is about \$600.00 less than the previous year but it is expected to go up in the remainder of this year.
5. A new record of 1380 lines bowled was reached on Friday, January 24, in the Bowling Lanes. The real question is how far can we go — what is a limit.
6. Mr. Paul Larson and Mr. Gordon L. Starr will be attending the professional meeting of the Association of College Unions to be held at Michigan State on April 20-23.
7. The House and Finance Committee has discussed the ways and means of having people check their wraps and to keep feet off the furniture. We can all help by reminding a few offenders. We should all be concerned with this matter.
8. There has been a drop in the attendance of the Play Center at the Village Union which means they are operating this quarter at a deficit. This

matter is being referred to the Village Union Board for study.

9. John Richards, No. 2 man in the custodial force, has been on sick leave for the last two weeks and is expected to return shortly.

10. Some 2300 progress letters on the new St. Paul Campus Student Center have been sent to the contributors. The raising of \$29,000 is a major problem facing us now.

11. WMMR has lost or misplaced their tape recorder. Protection and Safety has been notified.

12. The new rug is now installed in the Men's Lounge.

Personnel Report:

Larry Swandby discussed the problems facing the Personnel Committee. These problems are those of eligibility, recruitment, and recognition. He would like the Board to discuss these problems at the next meeting.

Five coordinators are needed for the Centennial Sports Festival. Chairmen are needed for the Beaux-Arts Ball, Dance Instruction, Student-Faculty, Chess, Billiards, Gopher Starliters.

Public Relations:

The State-wide Talent Show is scheduled for May 23.

Program Report:

Paul Taylor gave a short resumé of what he and George Kalby, the Centennial Sports Coordinator, have been planning. Teams from the games areas from different colleges in the state are coming here April 18 and 19. The Western Open Table Tennis Tournament will be held on February 14 and 15 at the Armory. The North Dakota State College bowling team will bowl here on February 1.

Q-100
Motion K-1172:

It was moved that the Union Board of Governors co-sponsor the Louis Armstrong Jazz Concert on March 1 with the Department of Concerts and Lectures. The Union will offer services and the Department of Concerts and Lectures will absorb all profits or loss; in the event of a successful program a study will be made as to a more ideal co-sponsorship arrangement between these two groups.

Seconded and carried.

New Business:

A question was raised concerning the article that appeared in the Daily of January 28 regarding the use of honorary groups at the President's Reception. The Union Board president clarified the matter by stating that the Board is always interested in the assistance of other groups in serving in this capacity.

Mr. Starr announced that the Buffalo Committee would meet after the Board meeting.

On February 4 there will be a dinner meeting at 6:00 p.m. in Room 353. Gopher pictures will be taken at that time.

The February 11 meeting will be at Mr. Starr's home. The February 18 meeting will be a dinner meeting on the St. Paul Campus, preceded by a tour of the new building.

Letters were received from Mr. Lombard and Mr. Willey (for Mrs. Willey) thanking the Board for their concern and thoughtfulness in sending get-well wishes.

A-101
Motion K-1173:

It was moved that the Board adjourn.

Seconded and carried.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

January 29, 1958

TO: Union Board of Governors - Coffman Memorial Union
FROM: Gordon L. Starr
SUBJECT: Monthly Business Meeting Report

1. Attached is the income comparison as of December 31, 1957 for the newsstand and Billiard Room. Comparative figures show a slight increase in the Billiard Room and slight decrease at the newsstand.

2. A complete report of expenditures for the first six months will be given at the next business meeting.

3. As of December 31, 1957 there was a balance of \$91,000 in the renovation fund. This is not a significant amount in view of the long-range projects needed.

4. The income for the Artcraft Studio was \$1285.57 on re-sale items. This is about \$600.00 less than the previous year but it is expected to go up in the remainder of this year.

5. A new record of 1380 lines bowled was reached on Friday, January 24, in the Bowling Lanes. The real question is how far can we go -- what is a limit.

6. Mr. Paul Larson and Mr. Gordon L. Starr will be attending the professional meeting of the Association of College Unions to be held at Michigan State on April 20-23.

7. The House and Finance Committee has discussed the ways and means of having people check their wraps and to keep feet off the furniture. We can all help by reminding a few offenders. We should all be concerned with this matter.

8. There has been a drop in the attendance of the Play Center at the Village Union which means they are operating this quarter at a deficit. This matter is being referred to the Village Union Board for study.

9. John Richards, No. 2 man in the custodial force, has been on sick leave for the last two weeks and is expected to return shortly.

10. Some 2300 progress letters on the new St. Paul Campus Student Center have been sent to the contributors. The raising of \$29,000 is a major problem facing us now.

dl
1/28/58

Volume of Business Comparisons
Fall Quarter 1955, 1956, and 1957

Billiard Room

<u>Month</u>	<u>Billiards</u>	<u>Candy</u>	<u>Beverages</u>	<u>Tobacco</u>	<u>Total</u>
October	\$ 1,809.35	\$ 1,028.96	\$ 933.36	\$ 1,454.24	\$ 5,225.68
November	1,743.71	853.43	568.42	1,100.14	4,263.20
December	1,053.35	556.39	141.10	656.54	2,409.95
1955	\$ 4,606.41	\$ 2,438.78	\$ 1,642.88	\$ 3,210.92	\$11,898.83
October	\$ 1,750.92	\$ 1,141.69	\$ 592.97	\$ 1,635.16	\$ 5,121.82
November	1,786.36	846.05	647.97	1,300.41	4,583.18
December	1,209.63	499.21	155.72	711.53	2,575.79
1956	\$ 4,746.91	\$ 2,486.95	\$ 1,396.66	\$ 3,647.10	\$12,280.79
October	\$ 2,338.96	\$ 772.77	\$ 452.21	\$ 1,457.97	\$ 5,021.91
November	2,144.39	654.01	591.79	1,144.58	4,534.77
December	1,607.89	553.26	217.16	921.62	3,299.93
1957	* \$ 6,091.24	\$ 1,980.04	\$ 1,261.16	\$ 3,524.17	\$12,856.61

Newsstand

<u>Month</u>	<u>Candy</u>	<u>Cigarettes</u>	<u>Tobacco</u>	<u>Newspapers</u>	<u>Total</u>
October	\$ 950.45	\$ 3,025.39	\$ 180.02	\$ 135.13	\$ 4,300.20
November	840.71	1,950.89	153.76	124.05	3,074.71
December	392.91	824.72	67.98	69.36	1,368.05
1955	\$ 2,184.07	\$ 5,801.00	\$ 401.76	\$ 328.54	\$ 8,712.96
October	\$ 1,039.53	\$ 3,363.89	\$ 211.04	\$ 145.12	\$ 4,762.92
November	984.79	2,165.46	190.09	139.01	3,483.78
December	558.85	1,864.16	108.52	93.19	2,626.74
1956	\$ 2,583.17	\$ 7,393.51	\$ 509.65	\$ 377.32	\$10,873.44
October	\$ 1,130.32	\$ 3,177.42	\$ 197.02	\$ 180.58	\$ 4,685.34
November	1,028.06	2,239.19	193.79	154.59	3,615.63
December	604.72	1,398.40	132.45	112.31	2,247.88
1957	\$ 2,763.10	\$ 6,815.01	\$ 523.26	\$ 447.48	\$10,548.85

* Billiards 1957 includes \$396.40 income from Soccer installed in 1957.

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION BOARD OF GOVERNORS

Meeting of February 4, 1958

- I. Dinner & Presentation of Advanced Training Program
by staff 6:00
- II. Presentation of Basic Training Program
- III. Five Minute Recess
- IV. Approval of Minutes 7:30
- V. Executive Committee Report - Mary Ellen Wallerius
- VI. Personnel Committee - Larry Swardby
Brainstorming Session on Recruitment
- VII. Public Relations Committee - Jack Weber
"The Lost Match Cover Case"
- VIII. Program Committee - Larry DeWitt
Ski Train Report - Ed Scarlion
Board Discussion of Dance Area
- IX. Old Business
Expansion & Development Report
- X. New Business
- XI. Announcements
- XII. Adjournment 9:30

1st
2/4/58

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Statement of Policy Concerning the Use of the Coffman Memorial Union, the Village Union and the St. Paul Campus Student Center

The Coffman Memorial Union, Village Union, and the St. Paul Campus Student Center are operated under the same general University policy that applies to any other University facility or building, in accordance with the principles established by the University Board of Regents on April 17, 1937.

It is recognized that student facilities in those buildings were constructed for the primary purpose of contributing to the social, recreational and cultural development of students supplementary to their formal course work. However, the respective governing boards are ever conscious of their responsibility to meet the campus needs. There are also occasions and circumstances when use of the facilities by non-campus groups serves a significant purpose, in developing closer relationships between the University and the community, and in furthering wider educational and cultural opportunities. Such use, on an invitational basis, must always be adapted to the University's own needs and schedules, and always be in accord with principles established by the Board of Regents. It is the responsibility of the Academic Vice President to determine the eligibility of non-University groups. He will consult with the Director of Student Unions and the President of the Student Union concerned before any invitation to use student facilities in Union buildings is issued to a non-campus group.

Since the student unions are self supporting through funds received from *student* incidental fees and activity charges, it is expected that all activities sponsored by ~~the University in which non-University groups participate~~ *non-student groups* will reimburse the Union for any costs or liabilities incurred in their use of student facilities. This policy of reimbursement will also apply whenever the cancellation of a student event in favor of a non-student group affects the net revenue of the Union event or the sponsoring student organization.

University of Minnesota Union Board of Governors
Meeting of February 4, 1958

Members Present:

Steve O'Brien, Mary Ellen Wallerius, Larry DeWitt, Mr. Ausen, Dr. Kingsley, Paul Taylor, Marie Wensel, Arlen Rossen, Priscilla Orme, Larry Swandby, Bob Boylan, Steve Schochet, Jack Weber, Paul Taylor, Tom Hay, Dick Erickson, Con Katzenmeyer

Members Absent:

Terry Olofson, Melanie Finkelstein, Dr. Fenske, Dr. Moore

Others Present:

Helen Hartwick, Lisa Freund, Virginia Walker, Don Finlayson, Dick Getchell, Hartley Kooch, Jim Hagle, Dave Vangen, Ed Scanlon, Irene Talness

The Union Board met with the Program staff for a leadership training program following dinner in room 353 at 6:00 p.m.

Helen Hartwick introduced Hartley Kooch, who have a talk entitled, "The Big Wheel." Helen and Hartley presented the Advanced Seminar Training kit, set up by the program staff. Lisa Freund and Dick Getchell presented the Basic Seminar Training kit. Lisa gave a summary of the leadership program.

There was a five minute recess before calling the regular Board meeting to order.

In absence of the President, Steve O'Brien, Vice President, called the meeting to order at 8:45.

Motion ^{Q-102} K-1174:

It was moved to approve the minutes of the meeting of January 28, 1958.

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius reported that the Executive Committee recommends approval of the policy statement concerning use of Coffman Memorial Union, the Village Union and the St. Paul Campus Student Center as amended January 31, 1958 with the provision that it be forwarded to the St. Paul and Village Union Boards and that Food Service be informed.

Motion ^{Q-103} K-1175:

It was moved to accept the statement of policy concerning the use of Coffman Memorial Union, the Village Union and the St. Paul Campus Student Center as amended by the Board February 4, 1958. This amendment added the word "student" before "incidental fee" in the last paragraph, deleted, "the University in which non-University groups participate" and inserted "non-student groups."

Seconded and carried.

Personnel Committee:

Larry Swandby showed the Board the new printed application blanks. One thousand have been printed.

Larry recommended Gary Berg for the chairmanship of Jazz Workshop.

^{Q-104}
Motion K-1177

It was moved to approve the Personnel Committee recommendation.

Seconded and carried.

Program Committee Report:

Larry DeWitt introduced Dave Vangen, Chairman of the Creative Society, to the Board. Dave gave a short talk on the progress of the Creative Arts Festival and urged that all area directors give him the names of the programs they planned to have during this week.

Dick Erickson added that he did not think Dave Vangen was getting the needed support from the area directors.

Ed Scanlon, Chairman of the Ski Train, reported on the Ski Train this year. Ninety-six tickets were sold for a net income of \$1,632. It is expected that this train will break even financially.

Mary Ellen Wallerius stated that she thought Ed did an excellent job.

Larry DeWitt quoted several prices for bands and recommended Harry James at \$2,000 for the night of May 24.

^{Q-105}
Motion K-1178

It was moved to approve the recommendation of the Harry James band at the quoted price.

Seconded and carried.

Public Relations Committee:

Jack Weber reported that the match cover design has been completed and that it is being referred to House and Finance for funds. The advertising comes from various departments and it was felt the cost should be distributed.

Old Business:

Steve O'Brien reported that the Expansion and Development Committee has approved the Coffman Memorial Union - Current Use and Future Needs Survey. This survey is going to be sent to individuals and groups at the University.

New Business:

Mr. Ausen asked what provision the Union made for seeing to it that only eating is done between 11:00 - 1:00 in the North Star Room which is otherwise designated as a study area.

It was suggested that the House and Finance Committee, together with Public Relations, initiate a survey to investigate the problem of lunches being eaten in lounges and studying being conducted in eating areas.

Steve O'Brien, on behalf of the Board, thanked Marie Wensel, Mr. Ausen, and Mr. Kingsley for their help and work on the Board.

The meeting next Tuesday night will be a dinner meeting at 6:00 at Mr. Gordon Starr's home at 5021 - 17th Avenue South in Minneapolis.

¹⁰⁶
Motion R. 1179:

It was moved to adjourn.

Seconded and carried.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

UNIVERSITY OF MINNESOTA
 CENTENNIAL CREATIVE ARTS FESTIVAL
 May 11 - 24, 1958

UNION COMMITTEES

COORDINATORS

UNIV. DEPTS. & ORGANIZATIONS

VARIETY DANCE
 Mary Ann Aasen
 MI 5-3520

SQUARE DANCE
 Dave Nordvall

GOPHER STARLITERS
 Ron Meyer
 Ju 8-4203

HUMANITIES FORUM
 Dick E. Johnson
 Fe. 6-7937

FINE ARTS LOUNGE
 Sharon Lanhart
 St. 9-8649

ART CRAFT STUDIO
 Diana Knight
 Ta. 1-7238

LISTENING HOURS

JAZZ WORKSHOP
 Eddy Barnett
 Fe. 8-1929

COFFMAN SICALE
 Marilyn Miller
 Ja. 2-7522

**THEATER ARTS
 COORDINATION**
 J. Pete Jacobson
 Fe. 9-5057

LITERATURE COORDINATOR
 Dave Vangen
 Wa. 7-8694

GRAPHIC ARTS COORDINATOR
 Jane Quale
 Fe. 3-7285

MUSIC COORDINATOR
 Barb Johnson
 209 Winchell
 Ext. 6451

**SCIENCE &
 ENGINEERING
 COORDINATOR**

PHYSICAL EDUCATION FOR WOMEN
 Miss Burgess
 ext. 6736

SQUARE DANCE FEDERATION
 Dave Nordvall

THEATER DEPARTMENT
 Janice Benson
 Fr. 1-1569

CONCERTS & LECTURES
 Marjorie Baucom
 Fr. 1-2341

LIBRARY
 Dr. Stanford

ENGLISH
 James Mortonson
 Fr. 1-2071

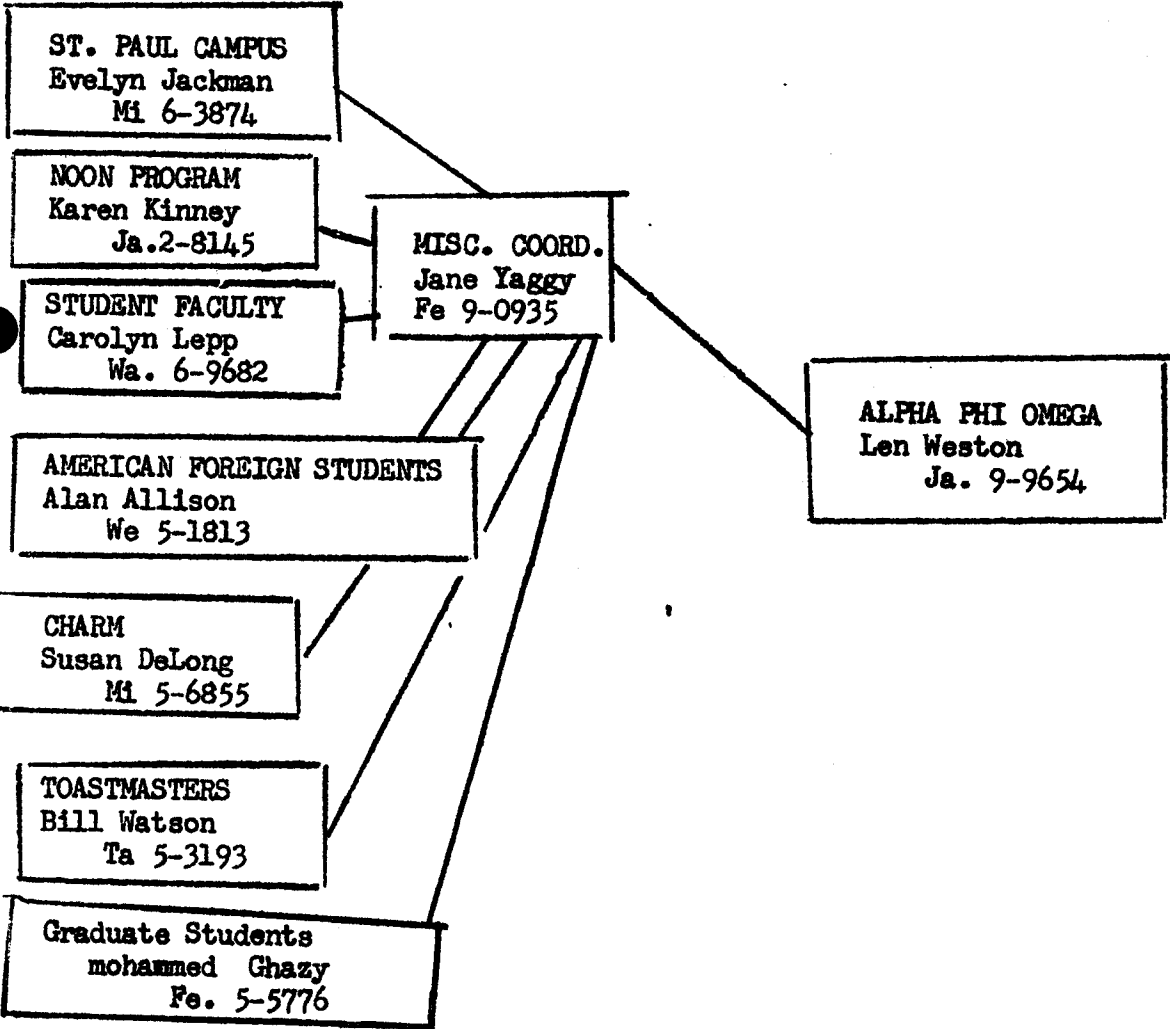
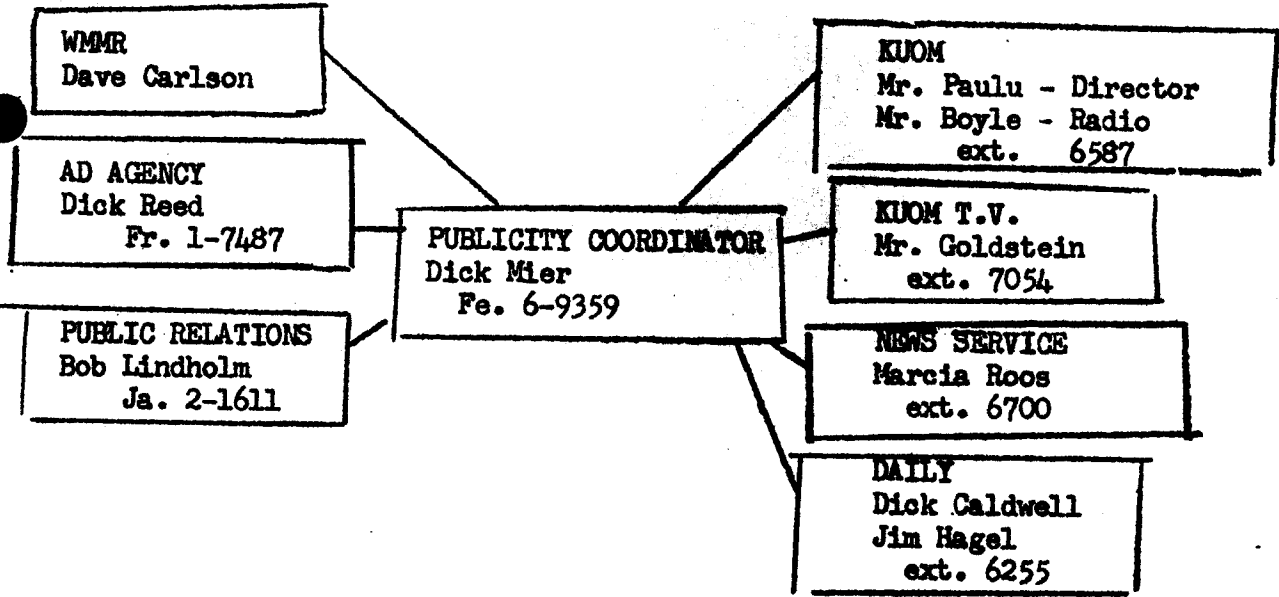
ART DEPT.
 John Dahl
 ext. 6200

ART EDUCATION DEPT.
 Chuck Martin
 Fe. 9-0351

NORTHROP GALLERY
 John Dahl
 ext. 6200

MUSIC DEPT.
 Russ Walsh

**ARCHITECTURE
 &
 ENGINEERING**
 Bruce Erickson
 Pioneer Hall



UNIVERSITY OF MINNESOTA
CORPMAN UNION BOARD OF GOVERNORS
Meeting of February 11, 1958

- I. Buffalo Committee Report
- II. Approval of the Minutes
- III. Executive Committee Report
 - Plans are being made for an expansion and development trip to other Unions, to take place between quarters. Evaluation reports will be returned by the end of this week.
- IV. Program Committee
 - Centennial programs - progress reports
- V. Personnel Committee
 - a. Approval of Committee Chairman
 - b. Brainstorming session - problems of eligibility of students.
- VI. House and Finance Committee
 - Report on Campus Club expansion plans involving Rooms 346,7.
- VII. Old Business
- VIII. New Business
- IX. Announcements
 - a. Dinner meeting-5:30 on the St. Paul Campus, February 18.
 - b. President's Meeting - Monday February 17 at 5:30 p.m.
 - c. Executive Committee meeting - Friday, February 14, 2:30 p.m.

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2/11/58

University of Minnesota
Coffman Memorial Union

February 11, 1958

Progress Report Concerning Production
of Coffman Union Movie

1. Public Relations will serve as a critical supervisor of production.
2. Joy Winkie will submit a script by April 1.
3. The Audio-Visual Education Department will do the filming.
4. The Board will be shown the final script and if the costs go beyond the amount allotted, then an additional request will be submitted.

5. Objectives of film:

Primary - To inform ^{new} students and staff of the programs and facilities available in which they can participate.

Secondary - Organisation behind the program and facilities.

Jack Weber
Public Relations Committee

JW:te

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Statement of Policy Concerning the use of the Coffman Memorial Union, the Village Union and the St. Paul Campus Student Center

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Since the student unions are self supporting through funds received from student incidental fees and activity charges, it is expected that all activities sponsored by non-student groups will reimburse the Union for any costs or liabilities incurred in their use of student facilities. This policy of reimbursement will also apply whenever the cancellation of a student event in favor of a non-student group affects the net revenue of the Union event or the sponsoring student organization.

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

House and Finance Committee
House and Finance Committee
Special Report
February 11, 1958

Campus Club Expansion

One week ago a carbon copy of the building committee report was sent to the office of Mr. Starr. It contained the following paragraph:

"In reviewing the plans, it was noted that because of exit stair requirements, rooms 346 and 347 in the east wing should be combined into a single room similar to the arrangement in the west wing, or room 347 might be reduced in size to permit corridor access to room 346.

This was read to the House and Finance Committee, and the Committee decided that the Campus Club should be contacted for clarification of the report.

Professor John C. Kidneigh, Chairman of the Campus Club, was contacted and invited to a joint meeting of the House and Finance Committee and the Executive Committee of the Board. Prof. Kidneigh indicated that he would be unable to attend the meeting and that, as far as he knew, the plans for the expansion of the Campus Club would in no way affect the rest of the Union except, perhaps, in increasing elevator traffic. Prof. Kidneigh suggested that I contact Mr. William B. Cavin who has been working with the Campus Club Committee as architect. Mr. Cavin declined an invitation similar to that extended Prof. Kidneigh and also generally declined to comment of the situation. He suggested that I contact Prof. Winston Close, University Advisory Architect. Prof. Close also declined the invitation, but did explain the changes involved. He said that it is necessary to have some means of egress from the southern ends of the 4th floor wings which are to be built. He thought that the interior stairs through Room 347 would be the most acceptable to the Campus Club. The idea of an exterior fire-escape was not acceptable to him and would not be, in his opinion, acceptable to the University Safety Engineer. Prof. Close also said that the final plans for the Campus Club expansion have passed the Board of Regents and the Business Vice-President and received their approval. He said that Mr. Middlebrook had given his approval only on the condition that Mr. Starr and his staff were contacted and had given their approval. Next I saw Mr. Middlebrook. He said that the Campus Club expansion plans had received the Regents' and his approval without their knowledge, that it would affect the rest of the Union but that most probably the plans would have been approved in any case. He said that the Union has the prospect of expanding to the west river bank but that the Campus Club has only the prospect of expanding where it is. Mr. Middlebrook said that it was unfortunate that the Union Board had not been consulted but that consultation would not have been completely effective because in the end the plans would probably not have been subject to the Board's approval or disapproval. Mr. Middlebrook suggested that we work with Mr. Willey in investigating the possibility of using an alternative route for the fire-escape.

At this point there seem to be three courses of action, not necessarily alternatives: 1) To put relations between the Campus Club and the Union Board on a firm basis to prevent a lack of consultation of this sort from occurring again; 2) to work with the Campus Club in possibly putting off the execution of their expansion plans until such a time when the Union can better afford the space; 3) To avoid the loss of space by instituting the proper consultation between the Campus Club and the Union Board; and perhaps others.

dl
2/11/58

University of Minnesota Union Board of Governors
Meeting of February 11, 1958

Members Present:

Terry Olofson, Larry Swandby, Arlene Rossen, Mary Ellen Wallerius, Steve Schochet, Steve O'Brien, Friscilla Orme, Larry DeWitt, Con Katzenmeyer, Mr. Ausen, Dr. Moore, Bob Boylan, Tom Hay, Jack Weber, Paul Taylor, Dr. Kinsley, Dean Fenske, Marie Wensel, Dick Erickson

Members Absent:

Melanie Finkelstein

Others Present:

Don Finlayson, Irene Talsness

A dinner meeting was held at 6:00 p.m. at Mr. Starr's home.

The Buffalo Committee report was in form of a dinner.

Prior to the opening of the meeting, Larry Swandby, Personnel Director, conducted a brain storming session on recruitment and recognition.

Terry Olofson, president, called the meeting to order at 8:00 p.m.

The minutes of February 4, were approved as read.

Executive Committee Report:

Plans are being made for an expansion and development trip to other Unions, to take place between quarters. Evaluation reports will be returned by the end of this week.

At the suggestion of Bob Boylan, the Executive Committee set up an Ad Hoc Committee to consist of the following: One House and Finance member, two Rover committee members, Dick Getchell, and Bob Boylan. A report will be submitted by this committee at a later date. The purpose of this committee is to study the matter of liabilities of the outing area.

Program Committee:

Bob Boylan gave a short progress report on the Rovers. They are planning a Wagon Train for Statehood Day, May 11. They are having a hard time getting the number of tents made that were anticipated.

It was requested that Charm be allowed to reserve the Terrace Reading Room at 2:30, February 14 for a coffee hour honoring Miss Minnesota Centennial, Diane Albers.

Motion ^{Q-107} K-1180:

It was moved that this request be approved.

Seconded and carried.

Personnel Committee:

Larry Swandby made the following recommendations:

Ron Myer - Chairman of the Gopher Star Liters
Carolyn Lapp - Chairman of Student Faculty Relations
Cliff Trogen - Chairman of Square Dancing

Larry reported that on the third week of every month a "Chairman of the Month" will be chosen and honored.

Q-168

Motion K-1181-

It was moved to approve the Personnel Committee report.

Seconded and carried.

House and Finance Committee:

A special report was distributed to the Board concerning the proposed Campus Club expansion plans. Copies of this report are on file with the permanent copies of the minutes. Steve Schochet asked for a general consensus of opinion from the Board regarding this problem.

Dean Fenske stated that he did not think that we were being discriminated against and that other University departments had been in similar situations.

Dr. Moore indicated that there were other matters that the liaison committee should consider, including ways and means of strengthening the structure.

Mr. Ausen told the Board that it was usually the policy that if a department lost some space, it gained some elsewhere.

The President recommended that the chairman of the House and Finance Committee organize a meeting of the Liaison Committee to plan the action of the Union Board.

Public Relations Committee:

Jack Weber gave a progress report concerning production of the Goffman Union movie: 1. Public Relations will serve as a critical supervisor of production. 2. Joy Winkie, Administrative Fellow, will submit a script by April 1. 3. Audio-Visual Education Department will do the filming. 4. The Board will be shown the final script and if the costs go beyond the amount allotted, then an additional request will be submitted. 5. Objective of film: Primary - To inform new students and staff of the programs and facilities available in which they can participate. Secondary - Organization behind the program and facilities.

New Business:

Mr. Starr asked the Board for its opinion of the Leadership basic and advance kits demonstrated at the last Board meeting. Comments were made on length, food, etc. With the general interest in the kits, Mr. Starr advised the Union Board of Governors that the possibility of having the material copyrighted would be explored.

The meeting of February 18 will be on the St. Paul Campus at 5:30 p.m. This will be preceded by a tour of the new Student Center at 4:30 (meet at old Union)

Don McNamara, President of the Village Union Board, invited board members to the Saturday night dance at the Village Union.

Announcements:

The Executive Committee meeting will be held at 2:30 on Friday, February 14.

The President's meeting will be at 5:30 p.m. on Monday, February 17.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

University of Minnesota
Coffman Memorial Union

February 17, 1958

To: Union Board of Governors

Subject: Report of the University Camp Committee meeting of February 13, 1958

The first order of business was to approve the statement of the Union Board of Governors that stated that the sum of \$5,000 would be given to the Camp Committee if the following two clauses were accepted: one, that a member of the Union Board of Governors be appointed by President Morrill to the official Camp Committee; second, that some sort of definite action be taken in securing a camp site in the very near future.

There was some discussion by the members of the committee as to the principle of Board membership on the Camp Committee as of this date no particular organization had representation on the Committee. The motion was passed with the two dissenting voters asking that it would be stated along with the motion for the President to approve, that it read that this action should not set a pattern for other organizations to follow, that is, that they too would be represented on the Committee if a sizable cash grant was to be given.

Dr. Fitzgerald reported that after reviewing some two hundred-fifty camp sites in the past eight years, the committee had finally succeeded in finding a possible area for development. This area is now owned by the Northern States Power Company and is located on the St. Croix river about eight miles north of ~~St. Croix Falls~~ Falls. The area covered is about one hundred sixty acres and has about four thousand feet of water front. The actual road miles from the city of Minneapolis is about fifty-two.

As of this date there are no really permanent buildings on the land with the exception of one small building that now serves the needs of those employees of the company that may go up there on a weekend. The committee carefully checked aerial photographs of the land and found it to be very desirable for a camping area. The terrain would provide very excellent all year-round recreation for such things as swimming, hiking, skiing, snowshoeing, fishing, boating, canoeing, and many forms of field recreation.

The camp committee recommended that Mr. Lund of the Physical Plant be invited to go to the possible site and report on the possibilities of building all year-round buildings on the land. It was also suggested that some student members of the camp committee go along to give their viewpoint on the site. The land, if acceptable to the University of Minnesota, would be given to the University without any charge whatsoever.

The camp committee earnestly requested that if the land met with the committee's and Mr. Lund's approval, that the land be accepted from NSP on behalf of the University.

Respectfully submitted,

Terry Olofson, President
Union Board of Governors

TO:te

Union Board of Governors

Coffman Memorial Union

Meeting of February 18, 1958

Agenda

- I. Approval of last meeting's minutes.
- II. Executive Committee Report (written)
 - a. One additional item concerning the replacement of a faculty member of the Board.
- III. Public Relations
 - a. Santa Anonymous
- IV. Personnel
 - a. Merit Reception Report - progress
 - b. Approval of Committee Chairman
- V. Program
 - a. Area Directors Reports
 - b. Week's Highlights
- VI. House and Finance
 - a. Progress Report on Campus Club Expansion
- VII. Old Business
 - a. University Camp Committee Report (written)
- VIII. New Business
- IX. Announcements
 - a. Begin to think about requests for the 1958-59 program budget
 - b. President's calendar.
- X. Adjournment.

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2/18/58

University of Minnesota Union Board of Governors
Meeting of February 18, 1958

Members Present:

Mary Ellen Wallerius, Terry Olofson, Melanie Finkelstein, Steve O'Brien, Steve Schochet, Dr. Moore, Mr. Ausen, Paul Taylor, Tom Hay, Larry DeWitt, Dick Erickson, Dean Fenske, Jack Weber, Larry Swandby, Arlene Rossen, Bob Boylan

Members Absent:

Marie Wensel, Priscilla Orme, Dr. Kingsley

Others Present:

Virginia Walker, Paul Larson, Richard Schneider, Evelyn Jackman, Romell Johnson, Mary Hillier, Ron Croone, Don Finlayson, Jim Hagle, Irene Talsness

The Coffman Union Board Toured the new St. Paul Campus Student Center, now under construction, at 5:30 p.m.

A dinner meeting was held in the West Corral of Old Dairy Hall on the St. Paul Campus at 6:30.

Executive Committee Report:

The president, Terry Olofson, introduced Richard Schnieder, president of the St. Paul Union Board to the Coffman Board. Richard Schneider welcomed the Board to the St. Paul Union.

The President introduced Paul Larson, Director of the St. Paul Union to the Board. Mr. Larson gave a brief progress report on the new Student Center. He showed the Board the blueprints and described them briefly.

It was recommended that Charlie Peterson be contracted to present a two-day pocket-billiard exhibition during the first two weeks of March - one of these days to be taken by the St. Paul Union.

The president read a letter from Mr. Malcolm Willey, Academic Vice President, announcing the acceptance of the resignation of Dr. Forrest Moore as a member of the Board. A letter was sent on behalf of Dean Williamson expressing his regret. It was recommended that Dr. Martin Snoks, Assistant Dean of Students, be asked to replace Dr. Moore on the Board.

Motion K-1182

It was moved to accept the recommendations of the Executive Committee.

Seconded and carried.

Public Relations Report:

Jack Weber read a letter from George Grimm of the Minneapolis Star thanking the Union for its help in the Santa Anonymous Drive for needy children this Christmas.

Terry asked that Jack Weber, on behalf of the Union Board issue an invitation to the honoraries of the University to participate with the Union Board in serving as hosts and hostesses at the President's Reception at the end of this quarter.

House and Finance Committee Report:

Steve Schochet read the following statement to the Board.

"The House and Finance Committee is aware of the Campus Club's problem and its need to expand its facilities. The Committee is also aware that the expansion of the Campus Club must take place on the 4th floor of the Union. Further, the Committee realizes that only unless it is absolutely necessary should the execution of the Campus Club Expansion plans be delayed. But, we are also aware of certain aspects of the Campus Club expansion plans which will directly affect an area of the building reserved for student organization office space, and we are not prepared at this time to give up the use of this office space. Therefore, it is the recommendation of the House and Finance committee that the Director, Gordon Starr, call a meeting between Professor Winston Close, University Advisory Architect; Mr. Brooks Cavin, Architect for the Campus Club; Professor John Darley, Chairman of the Campus Club Building Committee; and the Liaison and House and Finance Committees of the Union Board as soon as possible in order that those parts of the Campus Club expansion plans which affect the domain of the Union Board shall be considered along with changes in those plans which will still be acceptable legally, to the Campus Club, and will also be acceptable to the Union Board of Governors."

Q-110
Motion ~~R-1187~~

It was moved to accept the recommendation of the House and Finance Committee.

Seconded and carried.

Program Committee:

The chairman, Larry DeWitt, called for reports from two of the Area Directors.

Paul Taylor of Games Area: Four billiards teams have been chosen. The Bowling team won seven out of eight games at North Dakota. The open Chess tournament will be held all day in the Union Main Ballroom on February 22, 1958

Tom Hay of Talent Development: He discussed the Centennial Creative Arts Festival chart which was distributed to the Board. Copies of this chart are in the permanent files of the agenda. WDMR and Star Liters are progressing very well.

Larry DeWitt gave a report on some of the program hi-lights of the past week and the coming week:

- Humanities Forum Debate, Mich. State vs Minn., February 4, 225 attendance.
- Student-Faculty Coffee Hour, February 7, 110 attendance.
- Cahill Bridal Show, February 10, 1600 attendance.
- Noon Program to date, 44,208 - 19,737 in Winter alone.
- Valentine party with Miss Centennial, February 14, 150 attendance.
- Jazz workshop, February 16, 75 attendance.
- Noon Program movie "Star of the North!" February 18, 800 attendance.
- Western Open Table Tennis Tournament, February 15, 16.
- 1200 tickets already sold for Louis Armstrong Concert.
- Square Dance up-averaging 150 per week. Wed. Nite dance-averaging 185.
- All-U men's Table Tennis match underway.
- Billiard Exhibition, first two weeks of March.

Personnel Committee:

A Union Personnel Reception will be held at the Village Union on Sunday, March 2, 1958. It will be held from 4:30 until 7:30 and all the area directors, Board members, etc. should be there. Please sign up with Phyllis Freeman.

Larry Swandby made the following recommendations:

Robert Erickson - Centennial Sports Co-ordinator.
William Boughton - Director of the Ice Show.
Suzanne DeLong - Chairman of Charm
Mohamed Ghazy - Chairman of Graduate Students

Q-111

Motion K-1184:

It was moved to accept the recommendation for Centennial Sports Co-ordinator, Director of the Ice Show, and Chairman of Charm.

Seconded and carried.

Old Business:

The University Camp Committee met on February 13, 1958. Terry Olofson reported on this meeting. Copies of the report were distributed to the Board and copies are in the permanent files of the minutes.

Announcements;

The Board was reminded to begin thinking about requests for the 1958-59 program budget.

In order not to extend Board meetings unnecessarily, the president requested that Board members inform him of the things they want brought before the Board as early as possible.

The formal Board pictures will be taken next week in room 346.

The Union Board and Staff of the St. Paul Campus Union were thanked for their hospitality.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

University of Minnesota Union Board of Governors

AGENDA

Meeting of February 25, 1958

- I. Approval of Minutes
- II. Executive Committee Report
- III. House and Finance
Monthly Business Report
- IV. Director's Report
- V. Personnel
 - a. Merit Reception
 - b. Personnel Reception - March 2
- VI. Old Business
- VII. New Business
 - a. Applications will open in one week for Board positions for the school year 1958-59.
 - b. Executive Committee will begin making selections for both student and staff All-U-Congress awards.
- VIII. Announcements
 - a. March 2- Personnel Reception
 - b. March 31, April 1, April 2 - Interviews for 57-58 Board
- IX. Adjournment

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2/25/58

University of Minnesota
Coffman Union Board of Governors
House and Finance Committee
Monthly Report
February 25, 1958

I. Requests

- A. All-U Congress Expansion Committee. Use of Room 315 for weekly committee meetings, Thursday afternoons. Approved.
- B. Homecoming Committee. Use of the Special Activities Office, Room 131 for the 1958 Homecoming. Approved.
- C. Lutheran Student Association. Use of either the Men's or Women's Lounge and approximately four or five conference rooms on Sunday evenings. Approved, pending no scheduling problems.
- D. Schoolmen's Week. Extension of previously approved morning use of the Main Ballroom to include a noon luncheon on April 1. Approved, after consultation with the Noon Programs Area Director.

II. Campus Club Expansion

A meeting was held on February 21. Those present were Dr. John Darley, Mr. Winston Close, Mr. Brooks Cavin, Mary Ellen Wallerius, Terry Olofson, Steve Schochet and Gordon Starr. The discussion at this meeting can be broken down into three parts.

- A. As things are presently proceeding, all costs of Campus Club expansion and of any necessary remodeling to the existing third floor will be borne by the Campus Club.
- B. Temporary Effects of Expansion
 1. The repair work scheduled to be done on the service stairways will be postponed until the Campus Club work is finished. This way they will not be breaking through any newly rebuilt walls for the installation of plumbing and electrical work.
 2. The installation of the Campus Club kitchen in the area of the fourth floor corresponding to the Women's Quiet Room, Room 329; Conference Room 327; and WMMR, Room 321 will necessitate loss of the use of these rooms while the work above is being done. None of this work will be done before June 23, but when the work does begin it will take at least two weeks and possibly more. A loss in revenue is also to be expected in the event that WMMR will not be able to broadcast elsewhere during this period.
- C. Expansion Itself
 1. The circular stairways which run from the fourth floor to the third floor will be used only as an emergency means of egress. On the third floor the stairs will be closed off by a door. These stairways will not be used for general traffic.
 2. The stairways as they were originally planned call for 8-inch walls. The loss of space in conference rooms and offices because of this is

negligible. But because constructing these walls will take time and mean another temporary loss of use of facilities, the possibility of combining existing wall surfaces with four-inch stairway walls is being investigated by the architect, Mr. Cavin.

3. The Faculty Women's Club will lose the majority of their storage space which can be located elsewhere in their facilities or very nearby. It was suggested that the Campus Club people contact those of the Faculty Women's Club to work something out on this matter.
4. In the east wing, the exit stairs will block the existing door to room 346. This door will be shifted west and will open into a four-foot corridor which will be built through room 345. The entrance to room 345 will also be from this new corridor, and this corridor will open into the existing hallway north of the present door to room 345. There was discussion on putting the door to room 346 in room 347, but this suggestion was deemed unfeasible because room 347 would be highly undesirable and very unusable as office space if it were partitioned or turned into a hallway. In comparison to the loss of one student organization office, which now houses two groups permanently and accommodates other season groups, the loss of at most six or eight chairs in the conference room 347 was less significant and less undesirable.
5. Relocation of the door to room 347 may be necessary but this door would only be moved a few feet north and does not pose a significant problem.

III. Projects under consideration and other actions taken.

- A. P. O. Meter. Authorization for the purchase of a postage meter has been given.
- B. Terrace Reading Room. Shelving for periodicals is needed. Pictures of very desirable shelves have been seen, but pending the results of a survey being conducted by the Fine Arts Lounge Committee on the actual use of the room, no action is being taken.
- C. Magazine Subscription. It was decided not to subscribe to a South American pictorial magazine for the Terrace Reading Room.
- D. Union Ventilation. The committee authorized the University Physical Plant to make a study of the ventilation system of the Union. The study, which will be completed in approximately nine months and which will cost at most \$3000, will have as its goal suggestions toward modernizing the Union's seventeen-year-old ventilation system.
- E. Patio Planters. Repairs and replacements for the planters and their stands are estimated to cost over \$1500. No action was taken or will be taken until the matter is looked into more carefully.
- F. Ping-Pong Foyer. It was the general consensus of opinion of the committee that the Foyer now holding the ping-pong tables be retained for that use. Problems including floor surfaces, service area, lighting, windows, and access were discussed. A study of the area has been authorized, cost not to exceed \$1000.
- G. Garage Signs. The signs in the Union on the doors to the Garage have been removed by P & S at the request of the Committee. These signs were safety hazards in that they blocked vision through these doors.

H. Statement of Income and Expense for the first half of the current fiscal year was presented to the Committee by Mr. Starr. It is presented to the Board at this time.

Respectfully submitted,

Steve Schochet, Chairman
House and Finance Committee

Committee Members: Mary Ellen Wallerius, Tom Hay, Gordon Starr, Steve Schochet.

SS:my

		DATE	TIME	PLACE
Variety Dance	Noon Prog.-Dance Demonstration	May 21	11:30 - 1:30	MBR
	Wednesday Nite Dance	May 21	8:00 - 11:00 pm	MBR
Square Dance	*Square Dance Festival	May 18	2:00 - 6:00 pm	MBR
	Square Dance	May 16	8:00 -11:00 pm	Cafeteria
	Square Dance	May 23	8:00 -11:00 pm	Cafeteria
Gopher Starliters	Semi-Finals and Finals for rep. for U of M for Statewide Talent Show			
Humanities Forum	Pre-Opera Lecture:"Eugene Onegin," Tchaikovsky ... Lecture by Dr. Ferguson of Macalaster College.	May 13	3:30 - 5:30 pm	ML
	Pre-Opera Lecture: "Madame Butterfly" Puccini...lecture by Dr. Abelson of the University of Minnesota.	May 14	3:30 - 5:30 pm	ML
	Pre-Opera Lecture: "Der Rosenkavalier" Strauss...lecture by Dr. Reidal of the University of Minnesota	May 15	3:30 - 5:30 pm	ML
	Pre-Opera Lecture:"Samson Et Dalila", Saint-Saens...lecture by Dr. Roy Schuessler of the University of Minn.	May 16	3:30 - 5:30 pm	ML
	Humanities Forum	May 12	3:30 - 5:30 pm	ML
	Humanities Forum	May 21	3:30 - 5:30 pm	ML
	Fine Arts Lounge	Medical Display	May 11-24	all day
Exchange Art Display with various colleges		May 11 -24	all day	
Photography Display Architectural Display				

OR STUDENT ORGANIZATION	DESCRIPTION	DATE T	TIME	PLACE
Art Craft Studio	Arts, crafts & hobbies display	May 11-24	all day	ACS
	**Craft Fair	May 19	all day	MBR
		May 11-24	all day	FAL
Listening Hours				
Union Jazz Workshop	Jazz Festival	May 16	11:30-3:30	MBR
			7:00-8:30	
Coffman Musicale	Noon Program	May 13	11:30 - 1:30	MBR
	Noon Program - Glee Clubs	May 14	11:30 - 1:30	MBR
	Noon Program -	May 15	12:30 - 1:30	MBR
WMMR	Programming Publicity			
Ad Agency	Publicity campaign			
Public Relations	Hostesses on Main Floor all during Festival ...		11:30 - 4:00	
St. Paul Campus	Photography Show	May 12-23	all day	St. P. Union
	Phillipine Dinner	May 17	6:00 - 9:00	St. P. Union
Noon Program	Mon. May 12 -		Tues. May 20 -	
	Tues. May 13 - Music	Thurs. May 15 - Music	Wed. May 21 - Dance	
	Wed. May 14 - Glee Clubs	Fri. May 16 - Jazz	Thurs. May 22 - Old Style show	
		Mon. May 19 - Craft Fair	Fri. May 23 - Talent Semi-finals	
Student-Faculty	Tea	May 20	3:30	WL

UNION COMMITTEE, UNIV. DEPT. OR STUDENT ORGANIZATION	PROGRAM	DATE	TIME	PLACE
American-Foreign Students	International Festival	May 17	5:30 -8:00 pm	MBR
Charm	"Old" Style Show Hostesses	May 22	12:30 -1:30	MBR
Toastmasters	Hosts & M.C.'s			
Graduate Students				
<hr/>				
Physical Education for Women	Orpheus Modern Dance Annual Show	May 22-24		
CE Region-Square Dance Federation	* Square Dance Festival	May 18	2:00 - 6:00 pm	MBR
Theater Dept.	Centennial Production Thornton Wilder's <u>The Matchmaker</u> (Frank M. Whiting)	May 15-17 & 20-25	8:30 -11:30	Scott Hall
"Autumn Fire" - Directed by Janice Benson	Play	May 15 - 17	8:30 -11:00pm	320
An original 3-Act play & dir- ector - by Wm. Davidson <u>"Who's Your Friend?"</u>	Play	May 15 - 17	8:30 -11:00 pm	WL
	Play	May 22 - 24	8:30 -11:00 pm	320
	Play	May 22 - 24	8:30 -11:00 pm	WL

UNION COMMITTEE, UNIV. DEPT.
OR STUDENT ORGANIZATION

PROGRAM

DATE

TIME

PLACE

Concerts & Lectures

Opera: "Eugene Onegin," Tchaikovsky

Northrup

Opera: "Madame Butterfly," Puccini

Northrup

Opera: "Der Rosenkavalier," Strauss

Northrup

Opera: "Samson Et Dalila," Saint-Saens

Northrup

Library

Display on Opera

May 11-24

all day

Library

English

Art Dept.

Art Education Dept.

Mural to be painted by students
"Space Age to Sputniks"

May 23

10:30 - 12:30

Near Cafeteria

Display from Art Education

May 11-24

all day

Union

*Craft Fair

Northrup Gallery

Display of Musical Instruments and
Paintings

May 11-17

all day

Northrup G.

Display of Student Art Show

May 21-24

all day

Northrup G.

Coffee Hour

May 23

3:30-5:00

Northrup G.

Music Dept.

Choral Concert

May 11

4:30-6:30

Northrup

Chamber Singers

May 23

Music Hour

11:30 -

Scott Hall

Architecture & Engineering

FOR STUDENT ORGANIZATION

KUOM	Programming Publicity			
News Service	Publicity			
Daily	Publicity			
Alpha Phi Omega	Host or service			
Special Events	Centen. Holiday Inn Ice Show	May 14-17	8:30-11:00	MBR
		Matinee May 16		
	Centen. Beaux Arts Ball	May 24	9:00 pm to 1:00 am	MBR
	Statewide Talent Show	May 23		
	Semi-finals	Noon Prog.	11:30 -1:30	MBR
	Finals	Evening Prog.	8:00-10:30 pm	MBR
Home Economics				
Mortor Board				
Chimes	Service			

University of Minnesota Union Board of Governors
Meeting of February 25, 1958

Members Present:

Melanie Finkelstein, William Nelson, Larry Swandby, Dr. Kingsley, Arlene Rossen, Mr. Ausen, Priscilla Orme, Dick Erickson, Mary Ellen Wallerius, Terry Olofson, Bob Boylan, Larry DeWitt, Steve O'Brien, Dr. Snoke, Steve Schochet, Tom Hay, Jack Weber

Members Absent:

Dean Fenske, Marie Wenzel

Others Present:

Bob Lindholm, Mamie Bassen, Jim Hagle, Irene Talsness

The meeting was called to order in room 346 at 7:15 p.m.

Motion K-1185:

It was moved to approve the minutes of February 18 with the following correction: The personnel committee did not recommend Mohammed Gazy for chairmanship of Graduate Students.

Seconded and carried.

Steve O'Brien introduced Bob Lindholm, chairman of Public Relations committee, to the Board.

Executive Committee Report:

The Executive Committee had no report to bring before the Board at this time.

Program Report:

Larry DeWitt announced that program attendance to date in Winter Quarter totaled 35,000, which is down from this date last Winter Quarter. He stated that quality has improved but quantity will be down unless the last three weeks are more active.

Melanie Finkelstein of Music area: Coffman Musicale is producing two programs next week and UJW is presenting one. The music area is planning to co-ordinate a statewide Music program to choose a 100 piece concert band from the best musicians in the state's high schools. These are to be auditioned in four areas of the state, and finals will be held on May 7, Centennial Youth Day, which is also National Music Week. Professor Prescott is to serve as technical advisor.

Tom Hay of Talent Development: He received the CCAF schedule and reminded the the area directors that they have to present additional programs by February 28 for inclusion in the brochure.

Steve O'Brien introduced Dr. Snoke, Assistant Dean of Students, to the Board. He is replacing Dr. Moore.

House and Finance Committee:

The House and Finance Committee monthly report was distributed to the Board. Copies of this report are in the permanent files of the minutes. Steve Schochet Chairman, reported on requests, and satisfactory arrangements made with the Campus Club.

Q-113
Motion K-1186:

It was moved to split the question on approval of the House and Finance monthly report excluding part D under section III from the remainder of the report.

Seconded and carried.

Q-114
Motion K-1187:

It was moved to authorize a Union Board study of the remodeling of the foyer in front of the Billiard room.

Seconded

The second was retracted.

The motion was retracted.

Q-115
Motion K-1188:

It was moved to split the question on the remainder of the House and Finance monthly report excluding part F under section III.

Seconded and carried.

Q-116
Motion K-1189:

It was moved to authorize a Union Board study of the remodeling of the foyer in front of the billiard room.

Seconded and carried.

The advisability of the House and Finance Committee in not bringing the authorized \$3,000 expenditure for a study of the ventilating system before the Board until after it was authorized, was questioned.

The House and Finance Committee defended their position.

The chair ruled that because no statement had been made as to the meaning of the word "capital improvements" in the by-laws to the constitution and it was normally considered that each person who is in charge of a particular given area does have sovereignty over his area and the committee can direct whatever expenditures have been assigned to their budget, that the House and Finance Committee in this instance was in their right.

The president read section III.A.2. (the duties of the House and Finance Committee) of the by-laws to the constitution to the Board.

After reading this section, the ruling of the chair was retracted.

The chair made a new ruling that the interpretation of the word "conduct" in section III.A.2.g. was not that the amount of money spent be at the discretion of the House and Finance Committee.

Mr. Starr reported the statement of income and expense for the first half of the 1958-59 fiscal year.

Q-117
Motion K-1190:

It was moved to approve the House and Finance monthly report excluding parts D and F under section III.

Seconded and carried.

Q-118
Motion K-1191:

It was moved to accept part D under section III of the House and Finance monthly report.

Seconded.

There was a discussion.

Q-119
Motion K-1192:

It was moved to call the previous question by a roll call vote.

Seconded and carried.

Q-120
Motion K-1193:

Steve O'Brien	no	Priscilla Orme	no
Mary Ellen Wallerius	yes	Melanie Finkelstein	yes
Larry DeWitt	no	Tom Hay	yes
Larry Swandby	no	Bob Boylan	no
Jack Weber	yes	Dick Erickson	no
Con Katzenmeyer	no	Mr. Ausen	yes
Steve Schochet	yes	Dr. Kingsley	no
Paul Taylor	yes	Dr. Snoke	yes
Arlene Rossen	yes		

Carried.

Q-121
Motion K-1193:

It was moved to accept part F under III of the House and Finance monthly report.

Seconded.

Q-122
Motion K-1194:

It was moved to call the previous question by a roll call vote.

Seconded and carried.

Q-123
Motion K-1195:

Steve O'Brien	no	Melanie Finkelstein	no
Mary Ellen Wallerius	no	Tom Hay	yes
Larry DeWitt	no	Bob Boylan	no
Larry Swandby	no	Dick Erickson	no
Jack Weber	no	Mr. Ausen	no
Con Katzenmeyer	no	Dr. Kingsley	no
Steve Schochet	yes	Dr. Snoke	yes
Paul Taylor	no		
Arlene Rossen	no		
Priscilla Orme	no		

Defeated

There was a five minute recess at 9:00.

Director's report:

Mr. Starr gave the following report to the Board:

1. The Board has to watch the budget for spring quarter to see that it balances for the year.
2. \$9,103 is needed for retroactive social security and SERA.
3. Major maintenance projects yet to be considered are:

- a. Remodeling of foyer and corridor on Main floor
 - b. Elevator renovation
 - c. Ballroom floor
 - d. Outside doors
 - e. Electrical circuits
 - f. Replacement of steam pipes
 - g. Replacement of office furniture
4. The St. Paul Campus Student Center building is making good progress-- the building is approximately 27% complete. The Chairman of the Fund Drive has set a meeting for the coming week to outline plans for completion of the drive.
 5. The cancelling of programs holds other groups from using facilities. This is especially true in the use of the Main Ballroom.
 6. The spring program looks very encouraging and appears to be one of the biggest programs in the history of Coffman Memorial Union.

The completed printed survey of the Expansion and Development Committee which is going to individuals and departments, divisions, schools and organizations of the University was passed around to the Board.

Personnel Committee:

Arts and Crafts Committee has been chosen the committee of the month.

Arlene introduced Mamie Bassen, chairman of Noon Program, and also on the WMMR staff, who commented on her programs.

Larry reminded the Board of the Union Personnel Reception to be held at the Village Union on Sunday, March 2, at 4:30. He stated that the chairman evaluation sheets are due next Wednesday, March 5. Please have them in on time. The Merit Reception will be held Sunday, April 27, in the Campus Club.

Old Business:

William Nelson, the representative from the Village Union, was introduced to the Board. He mentioned that the leadership course developed by our program staff was shown to their Board and proved to be very informative. A semi-formal was held last week with capacity crowd. Exercise classes, first aid classes, ballroom dancing, movies for children, bridge parties, men's get-togethers, etc. are all regular features of the Village Union. A children's Easter party is coming up. They are planning a former-Board member get-together.

New Business:

Applications will be open next week for Board positions for the school year 1958-59. The interviews will be March 31, April 1, and 2.

The Executive Committee will begin making selections for Board student and staff All-U-Congress awards.

Steve O'Brien reported that the Ski Club as a ski team went to the Pork Pine Mountains last week and received third place. This makes them eligible to participate in a national ski meet this week end at Dartmouth College.

Q-124
Motion K-1195:

It was moved to accept the Union sponsorship of a University ski team to represent the University in the National Collegiate Athletic Association ski meet

at Dartmouth College.

Seconded.

^{Q-125}
Motion K-1196:

It was moved to amend Motion K-1195 by adding "and that this money be taken from the program expansion budget."

Seconded.

The second was retracted.

The motion was retracted.

^{Q-126}
Motion K-1197:

The second was retracted.

The motion was retracted.

^{Q-127}
Motion K-1197:

It was moved that the Union donate a maximum of \$300 to the "ski team" This money is to come from the program expansion fund and to be used only as part of the expenses to send the team to the NCAA meet at Dartmouth College.

Seconded and carried.

Announcements:

This is the appointment committee that will select and interview the nine new Board members: Terry Olofson, Steve O'Brien and Jim Osterhus. Faculty members are yet to be selected.

Union Board Pins were presented to Dr. Kingsley, Dick Erickson, and Bob Boylan.

The meeting was adjourned at 10:00.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

University of Minnesota Union Board of Governors

AGENDA

Meeting of March 4, 1958

- I. Approval of last meeting's minutes.
- II. Executive Committee Report
 1. Expenditure of \$45 to send table tennis team to Michigan State.
- III. Program Committee Report
- IV. House and Finance Committee
 1. 345
- V. Personnel Committee
 1. Filings for 1958-59 Board
 2. Approval of committee chairmen
 3. Progress report on Merit Reception
- VI. Old Business
 1. Ad hoc committee report on outings.
- VII. New Business
 1. Proposal to raise Board requirements to 1.2
- VIII. Announcements
 1. Board interviews March 31, April 1-2.
- IX. Adjournment

d1
3/4/58

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Statement of Policy Concerning the Use of the Coffman Memorial Union, the
Village Union and the St. Paul Campus Student Center

The Coffman Memorial Union, Village Union, and the St. Paul Campus Student Center are operated under the same general University policy that applies to any other University facility or building, in accordance with the principles established by the University Board of Regents on April 17, 1937.

It is recognized that student facilities in those buildings were constructed for the primary purpose of contributing to the social, recreational and cultural development of students supplementary to their formal course work. However, the respective governing boards are ever conscious of their responsibility to meet the campus needs. There are also occasions and circumstances when use of the facilities by non-campus groups serves a significant purpose, in developing closer relationships between the University and the community, and in furthering wider educational and cultural opportunities. Such use, on an invitational basis, must always be adapted to the University's own needs and schedules, and always be in accord with principles established by the Board of Regents. The Academic Vice President has delegated the day-to-day responsibility for determining the eligibility of non-university groups to the Director of Student Unions. The Director will consult with the Union Boards of the respective Student Union or Student Center concerned in cases of conflicts of schedules with student programs before invitations are issued to non-campus groups, and with the Academic Vice President when questions of general policy appear to be involved.

Since the student unions are self-supporting through funds received from student incidental fees and activity charges, it is expected that all activities sponsored by non-student groups will reimburse the Union for any costs or liabilities incurred in their use of student facilities. This policy of reimbursement will also apply whenever the cancellation of a student event in favor of a non-student group affects the net revenue of the Union event or the sponsoring student organization.

University of Minnesota
Union Board of Governors
Meeting of March 4, 1958

Members Present:

Paul Taylor, Dr. Kingsley, Marie Wenzel, Tom Hay, Larry Swandby, Arlene Rossen, Terry Olofson, Dick Erickson, Priscilla Orme, Bob Boylan, Jack Weber, Mr. Ausen, Steve O'Brien, Larry DeWitt, Dean Fenske, Con Katzenmeyer, Mary Ellen Wallerius, Melanie Finkelstein, Steve Schochet.

Members Absent:

Dr. Snoko

Others Present:

Don Finlayson, Jim Hagle, Irene Talsness

The meeting was called to order in room 346 at 7:15 p.m. by the vice president.

^{Q-128}
Motion K-1198:

It was moved to approve the minutes of February 25 with the following addition: Paul Taylor's name be included in the Members Present section.

Seconded and Carried.

Executive Committee Report:

The Executive Committee recommended that the Union Board appropriate \$45 to send the Table Tennis Team to the National Intercollegiate Table Tennis meet.

The statement of policy concerning the use of the Coffman Memorial Union, the Village Union and the St. Paul Campus Student Center, revised March 3, 1958, was brought before the Board for their approval.

^{Q-129}
Motion K-1199:

It was moved to accept the policy as revised March 3, 1958.

Seconded and carried.

The Executive Committee named the Ad Hoc Committee to study the remodeling of the foyer in front of the Billiard room. Paul Taylor was named as the chairman; Steve Schochet, Bob Boylan, Con Katzenmeyer, Dick Erickson, Steve O'Brien, and Dr. Kingsley comprise the rest of the committee.

^{Q-130}
Motion K-1200:

It was moved to accept the Executive Committee Report.

Seconded and carried.

Program Committee:

Dick Erickson of Fine Arts Area: A coffee hour, sponsored by Humanities Forum, was held today with Charles Schults, cartoonist who draws the "Peanuts Cartoon", as guest speaker. There were 250 people there. The Art Lounge is going to sponsor an all-state Centennial display. Letters have been written to state colleges for art-work from other colleges for this display and it is to go through the other colleges. The Art-Craft Studio is planning a big display in the Main Ballroom of leatherwork, ceramics, etc.

Priscilla Orme of Social Skills: The Student-Faculty Relations committee has re-organized their set-up. The new method is working out very well. Foreign Students are planning an International Night during the Creative Arts Festival. Charm has a new chairman and five new girls on the committee. They are planning a spring style show. Toastmasters are working on a new booklet.

Larry DeWitt reminded the Board that he needs to know everything that is being planned so it can be posted on the Centennial calendar. There is a program meeting in room 227 at 3:30 on Friday and a meeting at 2:30 on Tuesday for the purpose of planning the budget.

House and Finance Committee Report:

Steve Schochet reported that the draperies for room 346 have been ordered. A sample chair was shown to the Board of the kind being considered for permanent conference use in 346. In general, the Board disapproved of the style and finish. The House and Finance Committee will look further into this matter. It was suggested that the rest of the work on 346 be completed at the same time the circular stairway is built.

Steve asked the Board for suggestions on improving the condition of the Main Lounge. There has been quite a problem with students leaving their coats on the chairs. A five-minute brainstorming session was held. The suggestions made were given to the House and Finance for their consideration.

Personnel Committee:

John Watson was recommended for chairman of the Beaux-Arts Ball.

The merit reception is scheduled for April 27. The committee is as follows:

- Priscilla Orme.....Invitations and hostesses
- Paul Taylor.....Program
- Arlene Rossen.....Banquet and printed programs
- Bob Beylan and
- Dick Erickson.....Decorations

The relative merits of the Main Lounge versus the 5th floor of Campus Club for the Merit Reception was discussed.

Q-131
Motion K-1201:

It was moved to approve the Personnel Committee report, including the recommendation for chairman of the Beaux-Arts Ball.

Seconded and carried.

New Business:

It was proposed to raise the minimum HPR requirement for acceptance on the Board to 1.2 instead of the present 1.1. It was suggested that this be changed to 1.3 or the requirement of the particular college if it is higher.

Q-132
Motion K-1202:

It was moved to require a 1.3 HPR or the requirement of the particular college if it is higher, with necessary changes for the new grading system to be required for initial entrance on the Board.

Seconded and carried.

Mr. Starr stated that the Board might be open to criticism for their action last week on giving the Ski Team money to go to Dartmouth. By this criterion any group on campus might come to them for financial assistance. It was suggested that a policy be drawn up to keep this from happening. This was referred to the Executive Committee for action.

The President's Reception is Thursday, March 20th and all the honoraries have been contacted. It was asked that all the Board members be present.

Larry Swandby thanked the board members who came to the Personnel party at the Village Union last Sunday. Priscilla Orme thanked Larry Swandby for the fine job.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

University of Minnesota Union Board of Governors
Meeting of April 1, 1958

Members Present:

Terry Olofson, Melanie Finkelstein, Dick Erickson, Bob Boylan, Con Katzenmeyer, Larry Swandby, Priscilla Orme, Arlene Rossen, Paul Taylor, Mr. Vernon Ausen, Steve O'Brien, Steve Schochet, Larry DeWitt, Jack Weber, Tom Hay.

Members Absent:

Dr. Kingsley, Dr. Snoke, Mary Ellen Wallerius, Marie Wensel.

Others Present:

Don Finlayson, Jim Hagle, Irene Talsness, Jim Osterhus, Gary Filerman.

The meeting was called to order in the Game Room at 7:00 p.m.

It was recommended to strike Motion K-1202 from the minutes of last week as there was no formal motion. The minutes were approved with this correction.

Executive Committee Report:

The Executive Committee has appointed Vern Ausen, Terry Olofson, Dick Erickson, and Dick Getchell, staff representative, as the official delegates to the Big Ten Student Conference on April 25 and 26, 1958.

The Executive Committee recommended that the House and Finance Committee appropriate the cost of a subscription to the Minnesota Daily for the Alumni Representative to the Board.

Motion K-1202:

It was moved to approve the Executive Committee Report.

Seconded and carried.

Program Committee Report:

A letter to the Centennial Coordinators was distributed to the Board. Larry DeWitt told the Board that during the spring vacation he and Don Finlayson and Jan Melchior spent two days promoting the Centennial programs. Everyone was enthusiastic. There was good response to the meeting held on this trip.

Motion K-1203:

It was moved that the talent show and the international festival be designated as special events.

Seconded and carried.

Motion K-1204:

It was moved that the tickets for the ice show be set up on a reservation basis with a sliding price scale.

Seconded and carried.

Motion K-1205:

It was moved that the Union Board of Governors purchase the winning three pictures in the forthcoming student art show, at a price not to exceed \$250 for the three.

Seconded and carried.

The meeting adjourned for ten minutes while the Gopher photographer took pictures of the Board for the yearbook.

Personnel Committee:

Progress reports were given by the various committees on the Merit Reception to be held April 27. The invitations are ready to be mailed out. Priscilla Orme asked the assistance of all UBOG members in addressing invitations.

Larry Swandby reminded the Board that filings are open for positions on the Union Board of Governors. There was a discussion on the recruitment of Board members for next year's Board. It was urged that every Board member recruit applicants.

House and Finance Committee:

A sample conference room chair was shown to the Board. Steve Schochet expounded the merits of this chair. The House and Finance Committee recommended that the Board approve the chair and table for room 346 so that they can be delivered by June.

Motion K-1206:

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

Seconded and carried.

Steve Schochet suggested that special rules be drawn up for the use of room 346 when it is completed.

Motion K-1207:

The Board moved a vote of confidence to the House and Finance Committee and expressed a desire to see the room completed by June.

Seconded and carried.

Steve Schochet recommended that the building be closed on Friday, Saturday, and Sunday of this week, with the exception of the Bowling Lanes, which will be open Friday and Saturday from 9 a.m. to 1 a.m. and Sunday from 1 p.m. to 11 p.m.

Motion K-1208:

This recommendation was moved and seconded.

Old Business:Motion K-1209:

It was moved as recorded at the previous meeting to change the Union Board of Governors by-laws to require an honor point ratio of 1.3 (or the particular requirement of the college concerned, if it is higher), with necessary changes for the new grading system for initial entrance on the Coffman Union Board of Governors.

Seconded and unanimously carried.

The proposed program for the Spring Retreat on May 4 was distributed to the Board for additions, suggestions, and approval.

The problems involved in replacing old Board members with new, inexperienced members were discussed.

New Business:

Mr. Starr informed the Board that reservations have now been moved up to Room 228a, Mr. Hans Hopf's office.

Announcements:

Marie Wensel, Gordon Starr, Martin Snoke, Larry Swandby, Terry Olofson, chairman, and Steve O'Brien are the members of the Alumni Association Committee.

One of the meetings this quarter will be a picnic supper.

We received a notice from Jean Lovaas asking if any of the members of the Board would serve as a guide for a University tour. There will be several tours taken of the Campus that will last approximately an hour each. Interested Board members may contact Mrs. Lovaas at 213 Administration. A group of women will tour the University and the Union on April 10. We need escorts to give them a tour of Coffman Union.

Norman Thomas will be speaking in the Main Ballroom on Thursday evening, April 10. The Union Board of Governors and others are invited to a luncheon for Mr. Thomas. It is suggested that interested individuals see Terry Olofson regarding reservations.

The Board presidents are meeting Monday at 5:30. The Fund raising committee is meeting at 4:30 next Tuesday.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

April 3, 1958

To: Program Staff

From: Program Director

STAFF ASSIGNMENTS SPRING QUARTER, 1958

HELEN: CCAF Organization
Statewide Talent Contest
Bridge - Sports Festival

DICK: Bowling - Sports Festival
Noon Program - CCAF
Beaux Arts Ball - CCAF
Date Digest

LISA: Sports Festival Organization
Holiday Inn Ice Show - CCAF
Physical Arrangements
Tickets
Food
Publicity
Contract
Rink

HART: Summer Program
International Festival - CCAF
Jazz Day - CCAF
Table Tennis - Sports Festival

BILL: Play Festival - CCAF
Holiday Inn Ice Show - CCAF, Direction & Production
International Festival - Talent & Cooks - CCAF
Billiards - Sports Festival

ELDON: Chess - Sports Festival
Beaux Arts Ball - CCAF
Craft Fair - CCAF
Art Show - CCAF
All exhibits in building during CCAF

PHYLLIS: Retreat
Merit Reception
Welcome Week
Orientation

di:te

TO: All staff and students involved in Centennial Collegiate Sports Festival

FROM: Festival Committee

RE: Festival Information

EVENTS AND SCHOOLS PARTICIPATING

Bridge - St. Thomas, St. Mary's, St. John's, St. Theresa, Minn.
Billiards - St. Thomas, St. Cloud, St. Mary's, St. John's, Minn.
Chess - St. Thomas, St. Cloud, St. Mary's, St. John, Carleton, Concordia
Table Tennis (men) - St. Thomas, St. Cloud, St. John's, Minn.
Bowling (men) - St. Thomas, St. Cloud, St. Mary's, St. John, Ely, Minn.
Table Tennis (women) - St. Scholastica, Minn.
Bowling (women) - St. Scholastica, Ely, Minn.

AWARDS

1st and 2nd place in each event

All Participation - each school will select its top five scores. Award will be presented to school with highest total point score.

1st place - 5 points

2nd place - 3 points

3rd place - 1 point

EVENT ENTRIES FOR EACH SCHOOL and TYPE OF COMPETITION

Bridge * 1 team of 2 CONTRACT
Billiards - 1 team of 1 STRAIGHT POOL, 50 POINTS
Chess - 1 team of 1 ELIMINATIONS
Table Tennis (men) - 1 team of 1 SINGLES
Table Tennis (women) - 1 team of 1 SINGLES
Bowling (men) - 1 team of 5 TEAM, SINGLES AND DOUBLES
Bowling (women) - 1 team of 4..... TEAM, SINGLES AND DOUBLES

FACILITIES

Headquarters - Billiard Room Foyer
Table Tennis - Game Room
Bridge - Women's Lounge
Chess - Men's Lounge
Billiards and Bowling as always

SCHEDULE

Fri. 9-10:30 - Registration and coffee at headquarters. Lambie will hostess.
10:30-12:30 - Practice and Lunch
12:30-4:30 - Tournaments
6-8 - Banquet in Junior Ballroom (non-participants may attend for \$1.75 by notifying George Kelby or Lisa Freund)

Sat. 9-12 - Tournament
12-1 - Lunch
1-4:30 - Tournament
5-5:30 - Presentation of Awards

COST AND HOUSING

Entry fee per person - \$2.50 (covers banquet, trophies and playing fees except bowling)
Bowling - 15¢ tournament lines, 35¢ practice lines
Housing - men - Pioneer Hall (1.00), women - sororities (1.25 including ~~break~~ bkfst.)

University of Minnesota
Coffman Memorial Union

Union Board of Governors
Agenda for meeting of April 8, 1958

- I. Approval of minutes
- II. Executive Committee report
 - a. The appointment committee for 1958-59 Board positions will make their announcement by 11:00 p.m. tonight.
 - b. Board members are urged to apply for Senate Committee openings as the Union should be represented in particular areas such as Camp Committee, Recreation Committee, etc.
 - c. There was a combined House and Finance Committee meeting at 4:30 today. Results or recommendations to be announced at the evening meeting.
- III. Personnel Committee report
 - a. Merit Reception
 - b. Committee positions approval
- IV. Program Committee
 - a. Area Directors Reports
- V. Public Relations Committee
- VI. House and Finance Committee
 - a. Story in the Daily in regard to misuse of building facilities. Board should give strong backing of this campaign.
- VII. Summer School Plans - Hartley Koch
 - a. Budget proposal
 - b. Tentative plans for summer programming
- VIII. Old Business
- IX. New Business
- X. Announcements
 - a. Norman Thomas Dinner - 12:30, Thursday, Room 305
 - b. Executive Committee - 3:30, FRIDAY, Room 227

TO:te

University of Minnesota Union Board of Governors
Meeting of April 8, 1958

Members Present:

Mary Ellen Wallerius, Larry Swandby, Bob Boylan, Melanie Finkelstein, Paul Taylor, Dr. Kingsley, Jack Weber, Arlene Rossen, Con Katzenmeyer, Mr. Ausen, Dean Fenske, Steve O'Brien, Larry DeWitt, Priscilla Orme,

Members Absent:

Dr. Snoke, Marie Wensel, Steve Schochet, Terry Olofson

Others Present:

Don Finlayson, Hartley Koch, Jim Hagle, Doris Lindstrom

The meeting was called to order in Room 346 at 7:15 p.m.

Q-140
Motion K-1210:

It was moved to approve the minutes of the last meeting.

Seconded and carried.

Executive Committee Report:

The appointment committee for 1958-59 Board positions will make their announcement by 11:00 p.m. tonight.

Board members are urged to apply for Senate Committee openings, as the Union should be represented in particular areas such as Camp Committee, Recreation Committee, etc.

There was a combined House and Finance Committee meeting at 4:30 today. The committee recommends that a sum not to exceed \$3500 be allocated for expenses to cover the cost of a final fund-raising drive for the new St. Paul Student Center. It is planned to raise \$30,000.

Mr. Ausen asked how much was needed to furnish the Union and it was stated that \$30,000 was the minimum and that any amount over and above this amount would not revert back to Coffman Union. Don Finlayson stated that this would actually be Coffman Union's share in helping to complete the new student center.

Q-141
Motion K-1211:

It was moved to approve the Executive Committee report.

Seconded and unanimously carried.

Personnel Committee Report:

Larry Swandby made the following recommendations:

- Carol Paulson - Hi Fi Listening Committee
- Pete Schneeman - Union Jazz Workshop

Chairmen are needed for the followings:

- American-Foreign Students
- International Festival
- State Centennial Talent Show

Larry urged that board members assist in contacting persons for these positions. Paul Taylor stressed the need of four chairmen in the games area.

Larry gave a report on the Merit Reception to be held in the Main Lounge on April 27 following a dinner at 5:00 in the Campus Club. The program will consist of the "Statesmen." Vice President Willey, and Mr. Tom Swain, Director of the State Centennial Commission, have been invited. Ideas are needed for the decorations. The invitations will be sent out by Thursday of this week.

The recommendations for the awards will be presented in the next two weeks. The Board was asked to submit names of persons eligible to receive awards.

The orientation commission needs representation from the Union Board. Unless there are volunteers Terry Olofson will nominate this representative. This will take about one hour a week.

There was a short discussion on the need for representation on the Senate committees. It was mentioned that there were no names from UBOG on the slates for GP or VIP.

Q-142
Motion K-1212:

It was moved to approve the Personnel Committee report.

Seconded and carried.

Program Committee Report:

Bob Boylan summarized the plans for the Centennial Wagon Train which will take place on May 3 and 4. The train will consist of 10 wagons and 100 people and will originate in Stillwater at 4:00 a.m. Saturday. There will be one stop at a farm outside of St. Paul, and will arrive at about 2:30 p.m. in front of the state capitol. This event is to be a part of the opening of Statehood Week. Fires will be built, and meals prepared as they were a century ago. Sunday breakfast will be eaten there and the wagons will remain in the area Sunday afternoon. The Centennial Commission will be asked for a good portion of the expenses for this event. Donations will be requested also. There is a difficulty in obtaining the number of horse teams that are needed. The "Lone Ranger" of television is being invited to take part.

Q-143
Motion K-1213:

It was moved that a vote of confidence be given to Don Finlayson to submit this plan to the Centennial Commission.

Seconded and carried.

Public Relations:

Jack Weber reported that Joy Winkie is working on the movie script and will have it completed soon.

The WMMR brochure is ready at a cost of \$180. It consists of 12 pages and 18 pictures. This should be a good promotion piece for WMMR's 10th anniversary.

The marquee for announcing events at the main ballroom entrance was discussed. Two companies have given estimates of the cost of this project. One company quoted a price of from \$350 to \$500, and the other quoted \$50 to \$100. The latter firm will be asked to give an exact estimate.

House and Finance Committee:

Mary Ellen Wallerius reported that Jim Hagle, Minnesota Daily reporter, and Hans Hopf are working on a picture story regarding the misuse of the building.

Larry DeWitt asked that the House and Finance Committee approve six recommendations for room clearance.

Mary Ellen Wallerius gave the gavel to Larry DeWitt while the House and Finance Committee met and approved the recommendations.

Tom Hay listed the following rooms for the Centennial Creative Arts Festival, May 11-24, 1958.

1. 1st Floor hallway for Norman Rockwell Show
2. Ground Floor hallway for medical exhibit.
3. 2nd floor cross lounge for photography display "Face of Minnesota."
4. Terrace Reading Room -- music listening hour - Mon. May 19 at 3:30 p.m.
5. Terrace Reading Room -- music listening hour - 3:30 p.m. Thurs. May 22.
6. Area to left of cafeteria (east) for painting of mural "Space Age to Sputnik."

Don Finlayson explained that the mural painting would be on a portable easel, and would not be actually painted on the wall.

^{Q-144}
Motion K-1214:

The motion was made to approve the six proposals as given.

Seconded and carried.

Summer School Plans

Hartley Koch distributed copies of the summer school budget and briefly explained each item. (A copy of this budget is in the permanent file of the minutes)

The budget shows a 13% increase over last year, but Hartley explained that this was because of salaries not included on last year's budget due to an oversight, increased operating costs, and new programs.

There was a discussion regarding this increase.

^{Q-145}
Motion K-1215:

It was moved to accept Hartley Koch's report.

Seconded and carried.

Don Finlayson stressed the need for assistance in every possible because of the heavy summer program.

Old Business:

None.

New Business:

None.

Announcements:

Mary Ellen announced that 14 board members have signed up for the Norman Thomas luncheon. The cost will be \$1.25 per person. Terry Olofson is taking care of the reservations.

The Executive Life Membership Committee will meet at 10:30 on Friday.

The Executive Committee will meet at 3:30 on Friday in Room 227.

Don Finlayson asked that the Foreign Student Council be allowed to use the Women's Lounge for their meeting on April 11 at no charge because of the recent misunderstanding regarding the use of union facilities.

Motion K-1216

It was moved to allow the Foreign Student Council to use the Women's Lounge at no charge for their meeting on April 11.

Seconded and carried.

The meeting was adjourned at 8:05.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:dl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

PROPOSED SUMMER BUDGET 1958

EVENTS	I S.S. No.	COST	II S.S. No.	COST	TOTAL COSTS
Open House	1	100.00	1	100.00	200.00
*Friday Dances	3	450.00	4	600.00	1050.00
Monday Square Dances	5	125.00	5	125.00	250.00
Music Listening Hour	22	50.00	23	50.00	100.00
*Dance Instruction	4	80.00	4	80.00	160.00
Wednesday Nights	5	200.00	5	200.00	400.00
*Art Craft Studio	total lump	80.00	total lump	80.00	160.00
Table Tennis & Billiards	23	103.50	24	105.00	208.50
Rovers (mtgs.& trips)	--	0	--	0	0
Final Funrisers	1	20.00	1	20.00	40.00
Promotion	--	100.00	--	100.00	200.00
New Programs	--	200.00	--	200.00	400.00
					\$3168.50

*income programs

University of Minnesota
Coffman Memorial Union

Union Board of Governors
Agenda for Meeting of April 15, 1958

- I. Approval of Minutes
- II. Executive Committee Report
 - a. Will be given orally
- III. Program Report
 - a. Sports Festival - Taylor
 - b. Creative Arts Festival
 - c. Discussion of 1958-59 program budget
- IV. House and Finance Committee
- V. Public Relations Committee
- VI. Personnel Committee - newly appointed Board members for 1958-59
 1. Bonn Clayton
 2. Paul Taylor
 3. Dick Erickson
 4. Pris Orme
 5. Mimi Baasen
 6. Sharon Goldman
 7. Dave Vangen
 8. Jane Quale
- VII. Old Business
- VIII. New Business

Present student Board members will be expected to assist the newly appointed member in answering questions concerning their present responsibilities.
- IX. Announcements
 - a. May 6 - picnic supper meeting
5:00 p.m. - Mr. Nunn's home
 - b. Executive Committee - 227, Friday, 3:30 p.m.
Must be present

TO:te

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Final Financial Report - Program - Winter Quarter, 1958

AREA	New Budget Jan. 6	Income	Expense	Balance April 10
DANCE AREA				
Instruction	23.90	208.45	255.30	-22.95
Saturday Night Dance	0	0	0	0
Variety Dance	133.33	266.55	469.79	-69.91
Square Dance	0	454.20	497.03	-42.83
FINE ARTS AREA				
Fine Arts Lounge	168.01	0	28.13	139.88
Humanities Forum	1500.00	0	215.55	1284.45
Art-Craft Studio	312.24	31.00	105.93	287.31
GAMES AREA				
Bridge	75.00	112.00	83.20	103.80
Billiards	100.00	0	38.57	61.43
Bowling	153.47	0	359.88	-206.41
Chess	50.00	0	1.76	48.24
Table Tennis	45.60	0	125.69	-80.09
Big Ten Tourney	300.00	0	0	300.00
MUSIC AREA				
Coffman Musicale	173.85	0	185.66	-11.81
Listening Hours	100.00	0	0	100.00
Song Fests	50.00	0	0	50.00
Jazz Workshop	213.36	217.22	382.46	48.12
NOON PROGRAM AREA				
Noon Movies				
Noon Programs	405.20	0	347.21	57.99
OUTINGS AREA				
Minnesota Rovers	492.28	10.70	133.49	369.49
Co-Rec Activities	100.00	0	0	100.00
SOCIAL SKILLS AREA				
Chara	265.82	135.83	454.77	-53.12
Student-Faculty	183.45	11.83	179.95	15.33
American Foreign Students	236.22	11.83	30.69	217.36

AREA	New Budget Jan. 6	Income	Expense	Balance April 10
(Social Skills Area Continued)				
Toastmasters	52.66	11.83	13.85	50.64
Graduate Students	288.17	11.83	150.75	149.25
TALENT DEVELOPMENT AREA				
Creative Society	700.00	88.00	192.93	595.07
Talent Bureau	46.93	0	43.61	3.32
WMMR	-369.52	425.00	654.20	-598.72
PROGRAM DEVELOPMENT				
Program Expansion	1678.00	0	0	1678.00
PUBLIC RELATIONS COMM.				
Union Movie				
Photo Service	1451.08	0	25.32	1425.76
Union Relations	374.73	0	207.89	166.84
Gopher	400.00	81.00	0	481.00
Brochures	4501.00	0	107.83	342.17
UNION BOARD ACTIVITIES				
Big Ten Convention (spring)	200.00	00	0	200.00
Board Activities	145.63	0	474.58	-328.95
Merit Reception	607.50	0	0	607.50
Personnel	123.69	0	161.39	-37.70
Open Houses	300.00	0	135.53	164.47
Leadership Training	775.54	0	176.80	598.74
-Fall Retreat				
Spring Retreat				
Leadership Institute				
CONTINGENCY FUND				
	523.89	0	33.75	490.14
SPECIAL EVENTS REVOLVING FUND				
Totals	3192.64	1856.00	2186.61	2862.03
*(Miscellaneous)		(37.50)	(181.92)	
*(Ski Train)	--	(1632.00)	(1763.96)	(-131.96)
*(Sno Ball)	--	(186.50)	(240.73)	(-54.23)
PROGRAM ADMINISTRATION				
Supplies	364.38	10.25	33.03	341.60
Telephone	272.34	0	81.30	191.04
Postage	84.34	7.38	65.00	26.72

AREA))	New Budget Jan. 6	Income	Expense	Balance April 10
Travel (Staff)	418.99	0	16.35	402.64
Equipment	313.82	13.00	7.63	319.19
Misc. (2% overhead & physical plant)	858.69	0	3.15	855.54
TOTALS	18,335.23	4,013.90	8,666.36	13,682.77

* These items totalled in revolving fund.

DS
4/15/59

University of Minnesota Union Board of Governors
Meeting of April 15, 1958

Members Present:

Terry Olofson, Steve O'Brien, Dean Fenske, Melanie Finkelstein, Paul Taylor, Marie Wense!, Con Katzenmeyer, Mr. Ausen, Priscilla Orme, Dick Erickson, Larry DeWitt, Jack Weber, Tom Hay, Mary Ellen Wallerius, Steve Schochet

Members Absent:

Larry Swandby, Bob Boylan, Dr. Kingsley, Arlene Rossen, Dr. Snoke

Others Present:

Don Finlayson, Carlie Jo Weber, Marion Bassen, Jane Quale, Sharon Godlman, Dave Vangen, Bon Clayton, Irene Talsness

Motion K-1217:

It was moved to approve the minutes of April 8 with the following change: Terry Olofson was present instead of Steve O'Brien.

Seconded and carried.

Steve O'Brien introduced Marion Bassen, Sharon Goldman, Dave Vangen, and Jane Quale, the newly appointed members to the Coffman Union Board for 1958-59.

The president added that the new Board members are here to learn about the functions of the Union Board. These people along with those elected in the all-campus elections, will officially take over and elect new officers on Tuesday night, May 6. He pointed out the need for present Board members to carry through their assignment.

Executive Committee Report:

A meeting was held Tuesday of the St. Paul Campus Student Center fund drive committee. Mr. M. M. Willey, Academic Vice President, received a contribution from AMF Pinspotters, Inc. for the new Student Center.

The annual Association of College Unions directors' conference will be held at East Lansing, Michigan, April 20-24. Mr. Starr, Mr. Larson, Louise Moberly, and Lisa Freund will attend from Minnesota.

The Executive Committee will make a recommendation at their next meeting regarding the \$5,000 that the Union has set aside for the Camp Committee.

Terry read a letter from Miss Lois Hendrickson, acting president of the St. Paul Campus Student Council in regard to the Minnesota Royal wagon train and the Rovers Wagon train. The chair ruled that this problem must first be discussed at a committee level and then if the problem cannot be alleviated it may be put on the agenda and brought before the Board. The Board discussed the problem briefly. Dean Fenske suggested that Minnesota Royal and the Rovers be given a hearing. The president referred the matter to Larry DeWitt, program chairman, and asked that he call the groups together.

Program Committee:

Dave Vangen reported on the Creative Arts Festival. The program is planned and the schedules will be printed up next week. The Ad agency is planning the publicity. The final plans are coming along smoothly. Terry added that it is the duty of each one of the area directors to give as much support to the committee members as possible. Larry DeWitt thanked Dave for the work he is doing.

Paul Taylor gave a report on the Centennial Collegiate Sports festival. A schedule of the festival events was distributed to the Board.

The final financial report for winter quarter of 1958 was distributed to the Board. (Copies are in the permanent files of the minutes.) Larry pointed out the fact that the Board is well ahead financially due to support of past programs. The program committee recommended that the Beaux Arts Ball at which Harry James is going to play, be a "thank you" dance for the students. This was with the condition that only students in costume would be admitted and that tickets would be limited. There was a general feeling this dance could be very successful if the right type of publicity reached the students.

Motion ^{Q-148} K-1218

It was moved to accept the Program Committee recommendation that the Beaux Arts Ball be free to the students.

Seconded.

Discussion.

Carried.

Steve O'Brien introduced Bon Clayton, a new appointee, to the Board.

House and Finance Committee Report:

Steve Schochet stated that there is no place on the second floor cross lounge to put up a display, "Face of Minnesota," as was approved by the Board last week.

Motion ^{Q-149} K-1219:

It was moved to retract the third proposal ("2nd floor cross lounge for photography display, "Face of Minnesota.") from Motion K-1214.

Seconded.

There was a discussion and Dick Erickson suggested that the Fine Arts Committee and the House and Finance Committee meet to work out a solution to this problem. On the basis of this Steve Schochet expressed a desire to retract his motion.

The second was retracted.

The motion was retracted.

Steve Schochet recommended that the Men's Lounge be used for the Merit Reception as opposed to the Main Lounge which the Personnel Committee requested. This decision was decided on the basis of previous policy.

This recommendation was discussed.

Q-150
Motion K-1220:

It was moved that the Board accept the recommendation of the House and Finance Committee as so far stated.

Seconded.

Q-151
Motion K-1220a:

It was moved that a roll call vote be taken.

Seconded and carried.

Q-152
Motion K-1220:

Steve O'Brien	No	Mr. Ausen	No
Dean Fenske	No	Priscilla Orme	No
Jack Weber	Yes	Dick Erickson	No
Steve Schochet	Yes	Larry DeWitt	No
Melanie Finkelstein	No	Mary Ellen W.	No
Paul Taylor	No	Con Katzenmeyer	No

Defeated.

Personnel Committee:

It was recommended that Paul Federson be approved as chairman of the International Students Festival.

Q-153
Motion K-1221:

It was moved to accept the recommendation of the Personnel Committee.

Seconded and carried.

Old Business:

Don Finlayson explained the leadership brochure describing the leadership training kits designed by the program of fice.

New Business:

Don Finlayson

The Spring Board Retreat will be at 2:00 p.m. on May 4.

Present student Board members will be expected to assist the newly appointed members in answering questions concerning their present responsibilities.

The May 6 meeting will be a picnic supper meeting at 5:00 p.m. at Mr. Nunn's home.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Union Board of Governors
Agenda for Meeting of April 22, 1958

- I. Approval of Minutes.
- II. Executive Committee Report
 - a. Written
- III. Program Committee (De Witt)
 - a. Budget 1958-1959.
 - b. Centennial Sports Festival (Bob Erickson)
 - c. Area Director reports
- IV. Personnel
 - a. Approval of Merit Awards
 - b. Approval of Committee appointments
- V. Public Relations (Weber)
- VI. House and Finance (Schochet)
- VII. Old Business
 - a. Ad Hoc Committee report on liability insurance plan. (Boylan)
 - b. Expansion and Development progress report (O'Brien)
- VIII. New Business
 - a. High membership committee progress report (Wallerius)
- IX. Announcements
 - a. Merit reception 5:00 Sunday April 27.
 - b. Tuesday, April 29--Business meeting
 - c. Picnic Bill Munn Home May 6, 1958 5:00 pm.

TO:mt

REPORT OF AD HOC COMMITTEE CHAIRMAN

As chairman of the Ad Hoc Committee to study and propose a canoe program and proper insurance coverage, I am submitting this report of the committee's findings and proposed program. We have investigated other canoe programs, qualifications for said programs and the insurance coverages for such activities.

The types of insurance which are available to the Rovers can be divided generally into three groups:

- A. Rover Property Insurance
- B. Annual Accident Policy
- C. Trip Insurance (for separate trips)

The two companies we worked with the most are American Casualty Co. and the Travelers Insurance Co. They are able to furnish adequate coverage at a reasonable cost.

We have available storage area in Mayo garage for the canoes, which has the needed accessibility.

I am enclosing our proposed program, a sample qualification card, some samples of insurance coverage and a letter on outdoor activities from Western Washington College. The Union Board of Governors has unanimously approved our recommendation. We are therefore submitting this for your study and approval so the canoeing program of the Rovers may prosper and grow.

Sincerely yours,

Bob Boylan
USOC Area Director
of Rovers

4/22/58
BB:ist

I. Rover Property Insurance

A. Coverage:

1. Fire
2. Theft
3. Vandalism
4. Wind
5. Transportation

B. \$10.00 deductible

C. Premium: 5% of coverage; minimum of \$25 per year or \$25.00 for \$500.00 cover

D. All items to be insured must be listed with the company.

E. An all risk policy can be included for a slightly higher rate.

F. Contact Bob Wiessner - Traveler's of Hartford Co.

II. Accident Insurance for groups - Travlrs Insurance

A. Coverage:

- | | |
|--------------------------------------|------------|
| 1. Accidental meidcal expenses up to | \$500.00 |
| 2. Loss of life | \$500.00 |
| 3. Dismemberment up to | \$5,000.00 |

B. Is an all risk policy

C. Premium:

1. \$50 for 7 days
2. \$3.50 for 60"

III. Accident Insurance for groups

A. Calculated a complete all risk policy for \$6.00 per year.

B. Same coverage approximately as listed above.

C. Mr. Brown - American Casulty Co.

4/22/58
BB:ist

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

1. ADMINISTRATION OF CANOE POLICIES AND RULES

1.1 It will be the Program Consultants responsibility to see that the rules and policies are followed. He will give final approval of programming, equipment, safety precautions, and personnel.

1.2 The Canoeing program will be administered by the Rover Committee.

2. CANOEIST QUALIFICATIONS

2.1 A Novice canoeist must meet the following requirements:

1. Jump overboard in deep water and swim 50 yards.
2. Be familiar with the rules and policies regarding the canoe program.
3. Have signed a waiver releasing the Rover Committee, Union and University from all liability.

2.2 In addition to novice requirements an Intermediate canoeist must:

1. Know the following stern strokes:

- a. J-stroke & feathering
- b. Sweep and reverse sweep
- c. Draw and pushover
- d. Backwater

2. Know the following bow strokes:

- a. Bow stroke and feathering
- b. Bow and cross-bow rudder
- c. Draw and pushover
- d. Backwater

3. Be able to do the following:

- a. Load and unload a canoe on a car-top carrier.
- b. Launch and enter a canoe from shore and dock.
- c. At shore and dock, land and remove a canoe from the water.

2.3 An Advanced canoeist must have, as an Intermediate, demonstrated ability to paddle bow and stern in deep and shallow rapids.

2.4 Instructors are Advanced canoeists who have been given the responsibility of instructing and qualifying canoeists.

3. RULES FOR USE OF CANOES

3.1 General Rules:

1. Each canoeist must be registered with the Rover Committee and must meet the requirements of a Novice Canoeist.
2. Each canoe must have at least one Intermediate canoeist in it.
3. In no case will there be more than three persons in each canoe.
4. The manufacturers safe load recommendations will not be exceeded.
5. Each person will be equipped with a life preserver (cushion, belt, or jacket).
6. Each canoe will have one extra paddle.

3.2 Additional rules for canoeing in rapids:

1. There will be at least one Advanced canoeist in each canoe.
Novices cannot canoe in rapids.
2. There will be two persons in each canoe.
3. All gear, including extra paddle, will be lashed in canoe.
Extra paddle should be easily accessible.
4. In deep water rapids a life preserver (belt, jacket, cushion) will be worn; i.e., attached to person.
5. Both paddlers will kneel to increase stability.

3.3 On all trips the trip leader will see that these rules are complied to. His authority and responsibility should be respected.

4. TRANSPORTATION OF CANOES

- 4.1 Canoes will be transported only on approved car-top carriers or special canoe trailers.
- 4.2 When using car-top carriers bow and stern lines must be tied to car bumpers to prevent pitching and yawing of canoe in sudden stops or turns.

5. STORAGE

5.1 Canoes will be stored in approved areas only.

5.2 Canoes will be chained and locked while in storage.

Keys will be kept in Rover office and may be obtained only with the consent of the Program Consultant.

6. CARE OF CANOES AND ASSOCIATED EQUIPMENT

6.1 All participants in Rover programs are responsible for proper care of equipment. It is the tripler's duty to make this understood.

6.2 Damaged or ~~lost~~ ^{insured} ~~equipment~~ ^{loss of non-~~insured~~ equipment} must be repaired or replaced by the participants.

~~6.3 Major damage and loss to Rover equipment is covered by insurance.~~

~~The tripler should be familiar with the provisions of the policy and amount of coverage.~~ *included motion K-1226*

7. RENTED OR BORROWED CANOES AND EQUIPMENT

7.1 The provisions of section 6 apply to rented and borrowed items.

7.2 Whenever possible the owner of the borrowed equipment should be present on the trip.

7.3 The tripler should be familiar with the owners insurance and initiate an agreement with him on loss or damage.

8. ACCIDENT INSURANCE

8.1 All persons participating in Rover activities will be urged to purchase insurance covering personal injury.

8.2 The rover committee will provide participants will instructions for purchasing this type of insurance.

ds

4/15/58

University of Minnesota Union Board of Governors
Meeting of April 22, 1958

Members Present:

Terry Olofson, Priscilla Orme, Dick Erickson, Mr. Ausen, Dr. Snoke, Dean Fenske, Dr. Kingsley, Marie Wensel, Paul Taylor, Larry DeWitt, Steve Schochet, Arlene Rossen, Melanie Finkelstein, Tom Hay, Bob Boylan, Steve O'Brien.

Members Absent:

Mary Ellen Wallerius, Larry Swandby, Jack Weber

Others Present:

Dick Mier, Dick Walter, Cindy Hooper, Wayne Plut, Barbara Johnson, John Rachie, Bonn Clayton, Mamie Bassen, Bob Erickson, George Kelby, Jim Hagle, Sharon Goldman, Dave Vangen, Don Finlayson, Irene Talsness.

Motion K-1222

It was moved to approve the minutes of April 15 with the correction that the words "instead of Steve O'Brien." be deleted from Motion K-1217.

Seconded and carried.

Executive Committee Report:

At their meeting on Friday, April 18, the Executive Committee discussed the proposal to give \$5,000 on behalf of the Union Board of Governors to the University Camp Committee with the provision that the Union Board of Governors represent a permanent seat on this committee. It was decided not to request a permanent seat on the committee since no other student organization was allowed to do this and since we may normally have members on the Camp Committee. The suggestion was made that the money not be given to the Committee until the appointments of these two members are made final for the coming year.

Motion K-1223

It was moved to accept the recommendation of the Executive Committee that the \$5,000 be given to the Camp Committee on behalf of the Union Board of Governors without the permanent committee seat requirement.

Seconded and carried.

Terry Olofson introduced the newly-elected student members to the Board: Dick Walters, Barbara Johnson, Dick Mier, Cindy Hooper, John Rachie, and Wayne Plut.

Program Committee Report:

Larry DeWitt introduced Bob Erickson and George Kelby, who reported on the Centennial Sports Festival April 18 and 19. George made a few suggestions: 1) The chairman for this event should be chosen in the fall; 2) The date should be set in the fall; 3) The tournament should be held Friday through Sunday because schools are reluctant to excuse students from late afternoon classes; 4) There should be more advance publicity; 5) The Sports Festival should be made a special event sponsored by the Union Board of Governors and definitely continued and expanded.

Larry read the proposed budget for 1958-59 and asked the area directors to indicate if they needed more money from the contingency fund. Musicales requested a \$39 increased allocation. Union Jazz Workshop requested \$280, and Charm, Inc., asked for \$248.87.

A request was received from WMMR for \$109 for their Tenth Anniversary Celebration.

Personnel Committee:

The Merit Reception is Sunday night at 5:00 p.m. Arlene Rossen read the list of persons for Key Awards.

Q-156
Motion K-1224:

It was moved to accept the list as it now stands with the provision that future additions be made by the Executive Committee.

Seconded and carried.

Arlene then read the names for Certificate Awards.

Q-157
Motion K-1225:

It was moved to accept this list as it now stands with the provision that future additions be made by the Executive Committee.

Seconded and carried.

Old Business:

Bob Boylan, Chairman of the Ad Hoc Committee to study and propose a canoe program with proper insurance coverage, reported on the Committee's findings. The proposed plan was presented and discussed at length. The main objection to the report was based on unsolved problems connected with the insurance program. Item 6.2 was deleted from the report and thus changed was submitted for approval.

Q-158
Motion K-1226:

It was moved to accept the report of the Ad Hoc Committee as amended. (copy attached to permanent file of the minutes).

Seconded and carried.

It was pointed out that this approval of the report does not allow use of the presently owned canoes until the insurance problems are resolved, but if resolved will direct the canoeing program of the Rover Committee.

Steve O'Brien gave a progress report on Expansion and Development. The survey has been mailed to 2600 students (a 10% representative sample of each college), and a follow-up was sent to those who did not reply to the original survey. A survey was also sent to each student organization and each University department. IBM cards are now tabulating the results and the final report will be ready the last part of May.

New Business:

Marie Wensel reported on the Life Membership Committee meeting last week. The Committee came to the conclusion that more study is necessary before the Committee will be ready to offer a \$100 Life Membership.

Terry reminded the Board members that reports to the new members for the Spring Retreat are due immediately.

The Spring Retreat will be May 4 at the Curtis Hotel from 2:00 p.m. to 8:30 p.m. All old and new Board members are required to attend. The cost will be \$1.50.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Don Finlayson,
Recording Secretary

DF:ist

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Union Board of
Union Board of Governors
Meeting of Tuesday, April 29, 1958

Agenda

- I. Approval of Minutes
- II. Executive Committee Report -- Wallerius
 - A. Additional names for awards.
- III. House and Finance Committee Report -- Schochet
 - A. Monthly business report (requests and progress)
 - B. Approval of program budget.
 - C. Approval of annual budget.
- IV. Director's Report - Starr
- V. Program Committee Report - DeWitt
 - A. Bob Winardi - Ice Show
 - B. Pass policy - Holiday Inn
 - C. Co-rec - water skiing
 - D. Ad Agency
- VI. Personnel committee report - Standby
 - A. Merit Reception
 - B. Union Board Appointment recommendation
- VII. Big 10 Convention Report - Erickson
 - A. Extra-curricular report - Taylor
- VIII. Announcements - O'Brien
 - A. Retreat - May 4
 - B. Meeting - May 6
- IX. Old Business
- X. New Business

4/29/58
dl

Proposed Budget for Orientation and Welcome Week
1958

ORIENTATION (\$450)

Food	\$96
entertainment	\$240
salary for co-ordinator	\$100
miscellaneous	<u>\$14</u>
total	\$450

WELCOME WEEK (\$800)

Carnival	\$225
Show	\$175
Dance	\$125
Noon Program	\$125
Activities Day	\$25
Publicity	\$100
Supplies	<u>\$25</u>
Total	\$800

Bowling Alley - Volume of Business
Winter Quarter Comparison for 1957 & 1958

	<u>1957</u>	<u>1958</u>	<u>Change</u>
I. Lines Bowled:			
January	16,311	24,412	+ 8,101
February	19,936	30,233	+ 10,297
March	<u>11,269</u>	<u>23,579</u>	+ 12,310
Total	47,516	78,224	+ 30,708
II. Lineage Breakdown:			
A Lines	215		= 215
Regular	27,228	52,163	+ 24,935
League	13,533	17,111	+ 3,578
Women's P.E.	3,198	3,120	- 78
Men's P.E.	1,817	2,831	+ 1,014
Dividend & Free	540	181	- 359
Tournament		920	+ 920
High School	985	1,255	+ 270
Special		<u>643</u>	+ 643
Total	<u>47,516</u>	<u>78,224</u>	+ 30,708
III. Dollar Volume:			
A. Bowling			
January	\$ 5,347.78	\$10,008.61	+\$ 4,660.83
February	6,215.70	9,140.51	+ 2,924.81
March	<u>3,565.45</u>	<u>7,300.83</u>	+ 3,735.38
Total	\$15,128.93	\$26,449.95	+\$11,321.02
B. Shoe Rental			
January	\$ 338.10	\$ 688.75	+\$ 350.65
February	482.70	760.85	+ 278.15
March	291.10	580.02	+ 288.92
Total	\$ 1,111.90	\$ 2,029.62	+\$ 917.72
C. Merchandise			
January	\$ 716.95	\$ 1,047.35	+\$ 330.40
February	875.07	1,024.60	+ 149.53
March	<u>485.05</u>	<u>1,053.40</u>	+ 568.35
Total	\$ 2,077.07	\$ 3,125.35	+\$ 1,048.28
D. Monthly Grand Total			
January	\$ 6,409.77	\$11,744.71	+\$ 5,334.94
February	7,586.10	10,925.96	+ 3,339.86
March	<u>4,349.79</u>	<u>8,934.25</u>	+ 4,584.46
Total	\$18,345.66	\$31,604.92	+\$13,259.26
IV. Number of days in operation			
	73	83	+ 10

Volume of Business Comparisons
Winter Quarter 1957 and 1958

Billiard Room

Month	Billiards	Candy	Beverages	Tobacco	Total
January	\$ 1,614.30	\$ 675.10	\$ 327.00	\$ 1,047.23	\$ 3,663.63
February	1,542.79	668.30	385.61	898.55	3,495.25
March	1,439.77	591.95	123.69	743.28	2,898.69
1957	\$ 4,596.86	\$ 1,935.35	\$ 836.30	\$ 2,689.06	\$10,057.57
January	\$ 1,775.16	\$ 608.67	\$ 171.55	\$ 1,089.07	\$ 3,644.45
February	1,864.93	656.45	249.03	1,120.66	3,891.07
March	1,489.28	601.05	149.51	942.50	3,182.34
1958	\$ 5,129.37	\$ 1,866.17	\$ 570.09	\$ 3,152.23	\$10,717.86

Newsstand

Month	Candy	Cigarettes	Tobacco	Newspapers	Total
January	\$ 902.07	\$ 1,982.58	\$ 163.15	\$ 138.18	\$ 3,185.98
February	816.97	3,274.00	157.11	129.34	4,377.42
March	568.65	1,419.21	106.79	107.03	2,201.68
1957	\$ 2,287.69	\$ 6,675.79	\$ 427.05	\$ 374.55	\$ 9,765.08
January	\$ 955.10	\$ 2,209.44	\$ 197.07	\$ 181.15	\$ 3,542.76
February	963.16	2,222.75	207.76	182.65	3,582.32
March	653.72	2,197.27	166.98	153.53	3,171.50
1958	\$ 2,571.98	\$ 6,629.46	\$ 571.81	\$ 523.33	\$10,296.58

UNIVERSITY OF MINNESOTA
Cushman Memorial Union
House and Finance Committee Report
April 29, 1958

I. REQUESTS

- A. Campus Red Cross Drive. Request to show movie at noon program, use of a showcase on west end of main hall, and permission to distribute pamphlets from the Information Desk. Approved; request concerning noon programs referred to Noon Program Area Director.
- B. International Relations Center. Request to use Women's Lounge on Friday, April 11 at 2:30 p.m. Approved.
- C. Union Board of Governors. Request for use of Room 346 Tuesday evenings for the rest of the year. Approved.
- D. Fine Arts Lounge Committee and the Fine Arts Area. A report was received by the Committee concerning the improvement of the area in the building known as the Fine Arts Lounge. The plan generally included improving all current display facilities and adding new display facilities in the Terrace Reading Room. Accompanying the request were the results of a survey taken by the Fine Arts Committee which contained data showing that of the people who did use the Terrace Reading Room only about 50% or less were using the room as it was intended to be used, for recreation reading. The report lacked detail and for this reason was accepted by the Committee in principle, and the Fine Arts Lounge Committee was urged to work with the Staff in preparing a complete and detailed report to present to the Committee.
- E. Centennial Youth Commission. Request to use Main Ballroom on May 7 for a banquet. Approved.
- F. Charter Day Luncheon. Request to hold the Charter Day Luncheon in the Main Ballroom on Thursday, February 26, 1959. Approved.
- G. Minnesota Christian Fellowship. Request for use of meeting room twice weekly, once for Cabinet meeting and once for Chapel meeting. Cabinet Meeting (III) approved; Chapel (V) meeting denied.
- H. University of Minnesota Conference on Teacher Education. Request to use the Women's Lounge or Men's Lounge (but not both) on December 12, 1958 from 9:00 a.m. to 4:30 p.m. Approved.
- I. Mr. Bob Rolle. Use of the Main Lounge, 12:30 to 1:30 for a discussion and debate on the resolution to abolish the All-University Congress by candidates for Congress of the two political parties. Use of the Main Lounge was denied but use of the Terrace for the discussion was approved.
- J. Creative Society. Request for \$600 to purchase new lighting equipment. This request was referred back to the Area Director because the Committee did not feel that it had enough information on which to act.

- K. All-U Congress Resolutions Committee. Request to set up two voting booths in the Union, one in the Ground Floor hall and one preferably in the first floor hall or otherwise in the ground floor hall also. Booths in both the ground and first floor halls were approved.
- L. Welcome Week Committee. Request for the use of various meeting rooms in which to hold committee meetings. Arrangements will be worked out with the Welcome Week Committee so that they will have the use of the Special Activities Office when it is vacated by Campus Carnival and E-Day in return for which they will hold all their committee meetings in that office.
- M. Engineer's Day. Request to originate P.A. announcements from the front of the building to publicize E-Day events. Approved.
- N. Rovers Committee. Request for \$800 for the purchase of canoes. No action will be taken on this request until the future of the Rovers' canoeing program is less in doubt.
- O. John McCrossan. A letter was received from him requesting that various magazines and books be obtained for the Terrace Reading Room. Of the list of magazines submitted, the NATION and THE REPORTER magazines will be ordered. On the question of the books, the books in the Terrace Reading Room are sent over from the University Library at the Library's discretion. We will try to see what can be done about improving the selection of books in the Terrace Reading Room.

II. Other Actions Taken

- A. Union Match Book Covers. Mr. James Felber, head of Coffman Union Food Service, was contacted about purchasing match covers which would publicize both Union and Union Food Service facilities. He said he was in favor of the idea and would cooperate as far as paying for the matches was concerned but also that he would like to be consulted concerning the actual copy to go on the matches. The matter was referred back to the Public Relations Committee.
- B. Lounges. Steve Schochet talked with Jim Hagle of the Minnesota Daily concerning getting publicity which in the Daily would make students more conscientious about their care and use of the lounges, and the Committee would like to thank him very much for the coverage he did obtain for us.
- C. Terrace Flower Pots. A sum not to exceed \$450 was appropriated from the renovation fund for repairs to the flower pots on the Terrace. Although the cost is high, it should be remembered that the repaired flower pots should last longer than the 17 years the old ones have lasted.
- D. Second Floor Cross Lounge. The use of this facility was approved by the Board for a photographic display during the Creative Arts Festival. After consulting with the Fine Arts Area Director and Eldon Katter, it was decided that holding a display there would be unfeasible and the display will now be held in the hallway which runs from the main hall on the first floor to the Game Room.
- E. Conference Room Ceilings. Approximately \$1500 was appropriated from renovation funds to provide conference rooms BA, 203, 325, 326, 327, 343, 344, 345 with acoustically tiled ceilings similar to that already installed in the Union Board of Governors Conference Room, room 346.

- F. Second Floor Cross Lounge. Estimates are to be received for the repair of the ceiling and walls of that lounge.
- G. Student Organization Office Space. A reconsideration of the allocation of office space to student organizations has been undertaken by the Committee. Recommendations are to be presented to the Board.
- H. Coffman Union Budget. The Committee has met to consider the 1958-59 budget for Coffman Memorial Union. The budget will be presented to the Board for final approval.

III. Miscellaneous

- A. Union Roof. Physical Plant has recommended that work be done in the near future on the roof of the building. This work will be quite extensive and will cost in the neighborhood of \$15,000. Though tentatively planned to be done this summer, the Committee has not approved the project due to the lack of more complete information concerning the exact nature of the work to be done and a more accurate estimate of the cost.
- B. Billiard Room. The report of the Billiard Room for the Winter Quarter, 1958, is submitted.
- C. Bowling Lanes. The report of the Bowling Lanes for the Winter Quarter, 1958, is submitted. Bowling generally shows a very large increase over last year's figures.

Respectfully submitted,

Steve Schochet, Chairman
House and Finance Committee

Committee members: Mary Ellen Wallerius, Tom Hay, Gordon Starr, Steve Schochet

4/29/58
dl

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Tentative Estimate of
Income and Expenditures

<u>Income</u>	<u>57-58</u>	<u>58-59</u>		<u>Expense</u>	<u>57-58</u>	<u>58-59</u>
	\$340,008	\$365,548	Administration			
			Salaries (incl. program sal.)	\$ 51,628	61,440	
			Supplies & Expenses (incl. OAST)	15,000	22,000	
Bowling Alley			Maintenance			
Fees	35,000	65,000	Salaries	69,249	78,659	
Merchandise	9,000	13,000	Expenses & Supplies	47,750	49,750	
			Bowling Alley - Salaries	23,090	21,521	
			Expenses--Supplies (incl. rental)	6,000	35,000	
			- Merchandise	5,000	6,000	
Billiard Room			Billiard Room - Salaries	14,361	14,567	
Fees	15,000	15,000	Expenses - Supplies	4,000	4,000	
Merchandise	52,000	52,000	Merchandise	38,000	38,000	
Artercraft Shop	4,500	4,500	Artercraft Shop			
			Salaries	7,637	9,912	
			Supplies & Expenses	1,325	4,500	
			Merch. (subj. to fluctuation)	4,500		
Program	32,500	28,000	Program			
			Salaries (part-time, not consultants)	30,087	37,812	
			Supplies & Expense	22,997	24,600	
Village Union			Village Union	23,900	24,020	
Program	1,500	1,500				
Merchandise	<u>15,400</u>	<u>13,500</u>				
	\$504,908	\$558,348		\$364,524	\$431,771	

	<u>57-58</u>	<u>58-59</u>
Total Operating Expenses	\$364,524	\$431,771
Renovation Coffman Union	61,289	61,289
Loan, St. Paul Campus Union	32,306	32,306
	<u>\$458,119</u>	<u>\$525,366</u>
Total Income	\$504,908	\$558,348
Total Expenses	458,119	525,366
Union Capital Improvement Fund	<u>\$ 46,789</u>	<u>\$ 32,982</u>

UNIVERSITY
Coffman Memorial Union

Coffman and Village Unions
Estimate of Income & Expenditures
1958-59

INCOME

EXPENSE

Fees	\$365,548	Administration	
		Salaries	\$ 61,440
		Supplies & Expense	22,000
Bowling Alley		Maintenance	
Fees	65,000	Salaries	78,659
Merchandise	13,300	Supplies & Expense	49,750
Billiard Room		Bowling Lanes - Salaries	21,521
Fees	15,000	Expenses - Supplies	35,000
Merchandise	52,000	- Merchandise	6,000
Arts and Crafts Workshop	4,500	Billiard Room	
		Salaries	14,567
		Supplies	4,000
		Merchandise	38,000
Program		Arts and Crafts Workshop	
Admissions & Other	28,000	Salaries	9,012
		Supplies & Expense	4,500
Village Union		Program	
Program	1,500	Salaries	37,812
Merchandise	13,500	Supplies & Expense	24,600
		Village Union	<u>24,020</u>
			\$431,771
	<u>\$558,348</u>		

Total Expenses	\$431,771
Renovation for Coffman Union	61,289
Debt Service on Expansion, St. Paul Campus	<u>32,306</u>
	\$525,366
Total Income	558,348
Total Expenses, Renovation & Debt Service, St. Paul Campus	<u>525,366</u>
	\$ 32,982
Union Capital Improvement Fund	<u>32,982</u>
Balance	\$ 00,000

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

PROPOSED SUMMER BUDGET 1958

EVENTS	I S.S. No.	COST	II S.S. No.	COST	TOTAL COSTS
Open House	1	100.00	1	100.00	200.00
Friday Dances	3	450.00	4	600.00	1050.00
Monday Square Dances	5	125.00	5	125.00	250.00
Music Listening Hour	22	50.00	23	50.00	100.00
*Dance Instruction	4	80.00	4	80.00	160.00
Wednesday Nights	5	200.00	5	200.00	400.00
*Art Craft Studio	total lump	80.00	total lump	80.00	160.00
Table Tennis & Billiards	23	103.50	24	105.00	208.50
Rowers (mtgs. & trips)	—	0	—	0	0
Final Fundraisers	1	20.00	1	20.00	40.00
Promotion	—	100.00	—	100.00	200.00
New Programs	—	200.00	—	200.00	400.00
					\$3168.50

*income programs

COPPIN MEMORIAL FOUNDATION
 UNIVERSITY OF MINNESOTA
 Minneapolis, Minnesota

1957 - 1958 PROGRAM BUDGET

AREA	1957- 58 Budget	1958- 59
DANCE AREA		
Instruction	100.00	100.00
Sat. Nite Dance	--	--
Variety Dance	--	--
Square Dance	--	--
FINE ARTS AREA		
Fine Arts Lesson	200.00	300.00
Humorities Forum	2,000.00	1,000.00
Art-Craft Studio	400.00	300.00
Photo Camp	--	200.00
GAMES AREA		
Sports Festival	--	200.00
Bridge	75.00	100.00
Billiards	100.00	75.00
Bowling	100.00	100.00
Chess	150.00	50.00
Table Tennis	50.00	100.00
Big Ten Tourney	300.00	300.00
MUSIC AREA		
Coffman Musicale	250.00	250.00
Listening Hours	100.00	100.00
Song Fests	50.00	--
Jazz Workshop	900.00	600.00
Christmas Sing	50.00	50.00
NOON PROGRAM AREA		
Noon Movies	--	--
Noon Programs	700.00	870.56
OUTINGS AREA		
Minnesota Rovers	825.00	800.00
SOCIAL SKILLS AREA		
Charm	300.00	450.00
Student-Faculty	400.00	400.00
American-Foreign Students	300.00	200.00
Toastmasters	100.00	150.00
Graduate Students	300.00	200.00
TALENT DEVELOPMENT AREA		
Creative Arts Festival	--	700.00
Creative Society	300.00	300.00
Talent Bureau	150.00	300.00
WDR (Promotional Dance Parties)	--	300.00
PROGRAM DEVELOPMENT		
Program Expansion	1,900.00	1,900.00

	1997- 98 Budget	2058 98
PUBLIC RELATIONS COM.		
Agency	—	300.00
Union Movie	1,500.00	1,000.00
Union Relations	750.00	1,034.00
Poster	400.00	400.00
Info Digest	250.00	400.00
Brochures	450.00	666.00
UNION BOARD ACTIVITIES		
Big Ten Convention	200.00	200.00
Christmas Cards	65.00	35.00
Christmas Decorating Party	35.00	50.00
Christmas Decorations	125.00	100.00
Board Activities	900.00	700.00
Merit Reception	750.00	750.00
Parsonel	200.00	300.00
Open Houses	300.00	300.00
Welcome Week	800.00	800.00
Leadership Training		
Fall Retreat		250.00
Spring Retreat		200.00
Leadership Institute		550.00
CONTINGENCY FUND	400.00	400.00
SPECIAL EVENTS REVOLVING FUND		
SUMMER SESSION EXPENSES		
Administration	—	500.00
Programs	2,172.00	2,118.50
Orientation	150.00	450.00
PROGRAM ADMINISTRATION		
Supplies	400.00	480.00
Telephone	475.00	475.00
Postage	100.00	150.00
Travel (staff)	500.00	500.00
Equipment	450.00	450.00
Misc. (2% overhead & Physical Plant)	875.00	492.94
TOTALS	22,822.00	21,647.00

University of Minnesota Union Board of Governors
Meeting of April 29, 1958

Members Present:

Marie Wensel, Mary Ellen Wallerius, Jack Weber, Con Katzenmeyer, Steve O'Brien, Steve Schochet, Pris Orme, Larry Standby, Mr. Ausen, Paul Taylor, Arlene Rossen, Larry DeWitt, Tom Hay, Melanie Finkelstein, Bob Boylan.

Members Absent:

Terry Olofson, Dick Erickson, Dr. Kingsley, Dr. Snoke, Dean Fenske.

Others Present:

Marian Baasen, Jane Quale, Cindy Hooper, Bonn Clayton, Dave Vangen, Dick Mier, Dick Walters, Wayne Plut, Pete McManus, Ron Carlson.

The meeting was called to order at 7:00 p.m. in room 346.

Steve O'Brien, acting president, introduced the new Board members.

Q-159
Motion K-1227:

It was moved to approve the minutes of April 22, with the deletion of the words "The suggestion was made that the money not be given to the Committee until the appointments of these two members are made final for the coming year," from the Executive Committee Report.

Seconded and carried.

Executive Committee Report:

Mary Ellen Wallerius reported that Janne Yaggy and Jane Quale were added to the list for Key Awards. Bob Erickson, George Kelby, Karen Gustner and Jan Melchior were added to the list for Certificate Awards.

House and Finance Report:

Steve Schochet explained the purpose of the monthly House and Finance Committee Report. A copy of the report for April, 1958 is in the permanent files.

Steve read section I, Requests, and explained section II, Other Action, and section III, Miscellaneous.

The recommendation of the House and Finance Committee regarding Student Organization Office Space (G under II) is as follows:

213	All University Congress
214	Alpha Phi Omega and Gamma Sigma Sigma
216	Young Womens Christian Association
225	Interfraternity Council and Panhellenic Association
347	University Republican Club and Young Democratic Farm Labors
348	Flying Club
349	Radio Station WMMR
B62	Rovers Committee, Crew Association and Ski Club

These organizations were contacted and are satisfied with these arrangements. Interfraternity Council and Panhellenic Council feel they do need more space.

The financial figures for the winter quarter for the Billiard Room and the Bowling Lanes were discussed. As of April 1, 1958, \$84,505.89 was in the Coffman Union Renovation Fund.

The 1958-59 program budget was estimated at \$24,647.

The tentative estimate of expenditure for 1958-59 was presented. The total expenditure is estimated at \$431,771 with the renovation fund at \$6,289, the debt for loan at \$32,306 and the Union Capital Improvement Fund at \$32,982. The total income is expected at \$558,344. The House and Finance chairman allowed time for any questions regarding the budgets.

The House and Finance Committee offered no recommendation on the request of the Dentistry Alumni Association for the use of the Main Ballroom on October 17, 1958 due to a possible conflict with Homecoming. The Homecoming Committee will be consulted before a recommendation is made.

The folding doors on the first floor by the Main Ballroom Balcony need repair or replacement. Replacement would be \$1100 and repair would cost \$1036. Therefore, it was recommended that the money be allocated to replace these doors and that this work be completed in conjunction with the work which will eventually be done on the Main corridor.

Q-160
Motion K-1228:

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

Seconded and carried.

Steve O'Brien thanked House and Finance Committee for the excellent job it has done this year.

Mr. Starr thanked Steve Schochet for his efficient handling of the Committee.

Director's Report:

Deferred until next week.

Mr. Starr passed around some literature from different unions. He stated that the budget did not include the St. Paul Union as they are going to try to manage on their own fees.

Mr. Starr welcomed the new Board members.

Program Committee Report:

Larry DeWitt introduced Bob Winandy, Chairman of the ice show, to the Board. Bob gave the break down of the \$3,000 budget:

- \$1900 - Rental of the rink
- \$300 - Publicity
- \$200 - Decorations
- \$500 - Refreshments
- \$25 - Tickets
- \$75 - Employees

There will be four evening performances - May 14, 15, 16, 17. The dress rehearsal on May 13 may be an evening for high school students at a reduced rate. Sixty-eight people are involved in the show, including nine skaters and eighteen dancers. The theme will be a Centennial one - one hundred years in the past and one hundred years in the future. The refreshments will be Swiss. Publicity will be both on and off campus.

Larry DeWitt read the pass list for the Holiday Inn Ice Show. Union Board passes will be honored for a special seating section for which tickets will not be sold.

The Program Committee recommended that the Water Skiing Committee and the Co-Rec Committee be abolished and that the Ad Agency be established as an official committee.

It was the recommendation of the Program Committee that the Union Board co-sponsor a dance with General College Wednesday night, April 30, 1958. A dance band will help our Wednesday night dance program. It is recognized that the Union shall relinquish any income ordinarily obtained from our regular dance.

Q-161
Motion K-1229:

It was moved to approve the recommendations of the Program Committee that the Water Skiing Committee be abolished, the Co-Rec. Committee be abolished, the Ad Agency be established as a Committee, and that the Union Board co-sponsor the dance with General College on Wednesday, April 30, 1958.

Seconded and carried.

Public Relations:

Jack Weber recommended that since WMMR does not have a program budget, their request for \$109 which was discussed last week be approved.

Whenever a new Board member is appointed or elected to the Board his picture will be taken and will be sent to his home town paper along with a small article on his activities, etc.

Q-162
Motion K-1230:

It was moved to approve the recommendation of the Public Relations Committee to give WMMR \$109 for their Tenth Anniversary Celebration, to be held Friday, May 9, 1958.

Seconded and carried.

Personnel Committee:

Larry Swandby asked for suggestions for improvement of the Merit Reception. Melanie Finkelstein stated that she would have liked to see more of the present Board members at the Reception. Larry suggested that next year's Personnel Committee contact Campus Carnival regarding the date of next year's Carnival so that the Merit Reception is not the same week-end. Larry thanked the people who worked on the committees.

Three resignations were announced:

Sharon Lanhart and Dianna Knight of the Fine Arts Lounge.
Mary Ann Aussen, Wednesday Night Dance Chairman.

Nancy Carter was recommended as Chairmar of Fine Arts Lounge.

Jan Melchior was recommended as Chairmar of the Centennial Talent Show

Dick Stanford was recommended as the new Board member to fill the remaining position

Q-163
Motion K-1231:

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

Seconded and carried.

4

Old Business:

The Ad Hoc Committee to study insurance coverage for canoes met with Mr. Archer, Director of Insurance and Retirement. Bob Boylan reported that the Rovers own two canoes. Insurance covering property damage for these canoes is easy to obtain and inexpensive. Liability insurance is the main concern. Both the University and the Rovers must be protected. We can be insured up to \$100,000 for a single person in an accident and up to \$300,000 for the total accident. The cost for this insurance would be \$100 for one year for two canoes. For four more canoes it would be \$200. This is a standard rate.

Q-164

Motion K-1232:

It was moved that the report of last week along with the findings presented this week be compiled and given to Mr. Starr, Director of Student Unions, to be forwarded to the administration for approval of the canoe program.

Seconded and carried.

Q-165

Motion K-1233:

A vote of confidence was moved for the Rovers and a continuance of support for their program.

Seconded and unanimously carried.

Announcements:

The meeting of May 6 will be a picnic meeting at the home of Mr. William Nunn, Director of University Relations. A map is attached to the minutes.

The new Board members should attend as many committee meetings as possible this week. They must become a member of a standing committee of their own choice.

House and Finance Committees meeting - 7:30 Friday.

May 6 will be the election of officers.

The Spring Retreat is Sunday, May 4 at the Curtis Hotel at 2:00 p.m. It will be in the Evergreen Room and the cost is \$1.50.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

University of Minnesota Union Board of Governors
Meeting of May 6, 1958

Members Present:

Marie Wensel, Mary Ellen Wallerius, Jack Weber, Con Katzenmeyer, Steve O'Brien, Steve Schochet, Pris Orme, Larry Swandby, Mr. Ausen, Paul Taylor, Arlene Rossen, Larry DeWitt, Tom Hay, Melanie Finkelstein, Bob Boylan, Terry Olofson, Dick Erickson, Dr. Kingsley, Dean Fenske, Tom Hay

Members Absent:

Dr. Snoke

Others Present:

Marian Baasen, Jane Cuale, Cindy Hooper, Dave Vangen, Dick Mier, Dick Walters, Wayne Plut, Sharon Goldman, Jim Hagle, Hans Hopf, Don Finlayson, Helen De Jonge, Dick Getchell, Louise Moberly, Eldon Katter, Phyllis Freeman, Mr. Hayano, Mr. Suzuki

The meeting was called to order at 7:30 p.m. at the home of Mr. William Nunn.

Larry DeWitt called on all Area Directors for brief reports on their areas.

The minutes from the last meeting were approved as corrected: "Capital Improvements" as referred to on page 2 means expansion and development.

Mr. Hayano, Dean of Students and Chairman of the Math department, and Mr. Suzuki, a student, both from the University of Tokyo, were introduced. They are visiting a number of Unions in this country as they are planning a Union for the University of Tokyo.

Director's Report:

Mr. Starr outlined major accomplishments of the year and congratulated UBOG on the fine way the students, faculty and alumni members have carried out their responsibility as a Union Board of Governors.

Don Finlayson thanked the Board for their cooperation in the centennial programs which they sponsored during the past five months.

Executive Report:

Elections were held for new officers.

The Executive Committee recommended that the following slate be used for electing new officers:

Dick Erickson	President
Dave Vangen	Vice President
Pris Orme	Secretary
Paul Taylor	Member at large

Jack Weber brought up the by-law violation which he recommended be changed by the Board; namely, the member at large position according to the by-laws is supposed to be an area director. In the past the member at large has been the program chairman. No action was taken on this matter.

Nominations for President were: Dick Erickson

Q-166
Motion K-1234:

It was moved to accept Dick Erickson as President of the Union Board of Governors for 1958-59 by acclamation.

Seconded and unanimously carried.

Nominations for Vice President were: Dave Vangen

Q-167
Motion K-1235:

It was moved to accept Dave Vangen for vice president of the Union Board of Governors for 1958-59 by acclamation.

Seconded and carried unanimously.

Nominations for Corresponding Secretary were: Pris Orme.

Q-168
Motion K-1236:

It was moved to accept Pris Orme for corresponding secretary of the Union Board of Governors for 1958-59 by acclamation.

Seconded and carried unanimously.

Nominations for member-at-large were: Paul Taylor

Q-169
Motion 1237:

It was moved to accept Paul Taylor for member-at-large of the Union Board of Governors for 1958-59 by acclamation.

Seconded and Carried unanimously.

Silver pins were presented to the new Board members.

The new Executive Committee responded to the declaration of service which was read by Mr. Starr, the recording secretary.

Following this ceremony the gavel was presented to Dick Erickson, President elect, b Terry Olofson, retiring president.

There was a unanimous vote of thanks to Mr. William Nunn for his hospitality.

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

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Union Board of Governors
Meeting Agenda

May 13, 1958

- I. Executive Committee Report
 1. Announcement of Board assignments.
 2. Announcement of Standing Committee assignments.

- II. Program Report
 1. Holiday Inn Ice Show
 2. CCAF
 3. Area directors and Standing Committee chairman report on "the future."

- III. Personnel Report

- IV. Ad Hoc Committee Report
 1. Carce Insurance

- V. Old Business
 1. Big Ten Union Student Association Report
 2. Approval of Operating Rules.

- VI. New Business
 1. Election of an area director to serve on the executive committee.

- VII. Announcements
 1. Class Schedules
 2. Board Pictures - May 20

- VII. Adjournment.

5/13/58

dl

University of Minnesota Union Board of Governors
Meeting of May 13, 1958

Members Present:

Dick Erickson, Pris Orme, Mr. Ausen, Dick Stanford, Jane Quale, Dick Walter, Dick Mier, Cindy Hooper, Dave Vangen, Wayne Plut, Mamie Baasen, Dr. Kingsley, Dr. Fenske, John Rachie, Sharon Goldman, Gordon Starr

Members Absent:

Paul Taylor, Marie Wensel, Bonn Clayton, Dr. Snoke

Others Present:

Bob Winandy, Terry Olofson, Jim Hagle, Irene Talsness

The meeting was called to order in Room 346 at 7:00 p.m.

The minutes of May 6 were approved with the following change: Dick Stanford and Gordon Starr were added to the list of members present.

Executive Committee Report:

Dick Erickson read the list of Board assignments. The standing committee assignments are as follows:

Program - Paul Taylor
House and Finance - Dick Walter
Personnel - Dick Stanford
Public Relations - Dick Mier

The Area assignments are as follows:

Dance - Bonn Clayton
Fine Arts - Sharon Goldman
Games - John Rachie
Social Skills - Jane Quale
Talent Development - Mimi Baasen
Outings - Wayne Plut
Noon Programs - Cindy Hooper

Dick reported that the resignation of Barbara A. Johnson from the Board was accepted last Friday.

The Executive Committee met and decided that since the program committee chairman is such a time-consuming job, and since the by-laws state that the member-at-large should be an area director, Paul Taylor should be allowed to withdraw from the Executive Committee as member-at-large.

Motion K-1238:

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

Seconded and carried.

Director's Report:

Mr. Starr gave the following report:

1. Mr. Starr passed around the recent edition of the Association of College Unions Bulletin. Dick Erickson has a copy of this which any Board member can read at any time. He then read some excerpts from a recent publication of the American Council on Education.
2. The Student Center Fund Drive has received \$3,595.45 to date.
3. The date stone for the new St. Paul Campus Student Center will be laid on Cap and Gown Day.
4. Mr. Starr has met twice with the consultant who is studying the heating and ventilation problems and progress is being made.
5. The \$5,000 transfer of funds from our budget to the Outing Center Camp has been made.
6. The survey returns from the O'Brien Expansion and Development Survey are being tabulated on the IBM machine.
7. It has been proposed that a Code of Student Behavior be established. The All-University Judiciary Committee will have more information on this later.
8. Miss Ginny Walker, program consultant, and Mrs. Venables, secretary, will be leaving their positions at the St. Paul Campus Union. Miss Irene Talsness has been recommended for promotion to take Mrs. Venables' place.
9. The Coffman Union staff picnic will be held on Wednesday afternoon, May 28. Therefore, it is expected that UBOG members will have a hard time finding staff that afternoon.
10. WMMR celebrated their 10th Anniversary on Friday, May 9. A good number of alumni were present.

Mr. Starr recommended that the Union be closed over the Memorial Day weekend.

^{Q-171}
~~Motion K-1232:~~

It was moved to approve Mr. Starr's recommendation.

Seconded and carried.

Program Report:

Bob Winandy reported to the Board on the progress of the Holiday Inn Ice Show. There has been good off-campus publicity.

Short films of the bowling exhibition held last winter and of last year's Ice Show were shown.

Dave Vangen reported on the highlights of the Centennial Creative Arts Festival. A press preview was held on Monday.

Dick Walter reported briefly on House and Finance.

Dick Mier reported briefly on Public Relations.

Wayne Flut reported on the Outings area and Rovers.

John Rachie reported briefly on the Games area.

Cindy Hooper reported briefly on Noon Program.

Sharon Goldman reported briefly on Fine Arts.

Mimi Baasen reported on the Talent Development Area and WMMR.

Dick Stanford reported on Personnel. He recommended that Barbara K. Johnson be appointed to fill the vacancy left by Barbara A. Johnson.

②-172
Motion K-1240+

It was moved to accept the recommendation of the Personnel Committee that Barbara K. Johnson be appointed to serve on the 1958-59 Coffman Union Board.

Seconded and carried.

Dick Stanford reported that on Tuesday, May 20, the Daily will carry ads announcing new chairmanship openings. Interviews for chairmanships will begin May 26.

Dick Erickson stated that a new Board's first few weeks in office are the most important and that all should work together to make it successful. Each area director should contact the alumni Board member who had the area previously and discuss the job with him. Dick reminded the Board that each person has a mail box in Room 231 and that these should be checked every day for notes, minutes, reports. He also reminded the Board that the desks in the Board office are for everyone's use, and not just for the Executive Committee.

Old Business:

Mr. Ausen, Terry Olofson, Paul Taylor, and Dick Erickson attended the Big Ten Student Union Association meeting this spring. Mr. Ausen reported on the panel discussions which he attended. Dick Erickson reported that he thought many of the other schools were having some of the same problems as Coffman Union. The "Operating Rules for the Big Ten Union Student Association" were discussed at the meeting. Dick read the most important points which were brought up at this meeting. The number of delegates from each school was stated as "three official student delegates" from each school. Each delegation would have no more than one vote.

New Business:

The Executive Committee suggested that an area director be elected to serve on the Executive Committee as member-at-large as stated in the by-laws to the Constitution.

Nominations for member-at-large were: Jane Quale and Mimi Baasen.

Jane Quale was elected as member-at-large to the Union Board of Governors.

Announcements:

Dick Erickson read the standing committee chairmanships and memberships as follows:

Executive Committee

Dick Erickson (Chairman)
Dave Vangen
Pris Orme
Theodore Fenske
Gordon Starr
Jane Quale

House and Finance

Dick Walters (Chairman)
Wayne Flut
Pris Orme
Gordon Kingsley
Gordon Starr

Program Committee

Paul Taylor (Chairman)
Cindy Hooper
John Rachie
Vernon Ausen
Dick Walter

Q-173

Motion K-1241:

It was moved to accept these assignments as made by the Executive Committee.

Seconded and carried.

Next Tuesday, May 20, pictures will be taken of the individual Board members.

Dick Erickson read section 1.F.3.a., "Any Board member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege." Dick prepares the agenda each Monday and should be informed then of anything to be brought before the Board. The Board membership cards were issued. These cards are used for obtaining double passes to Union events, and also as identification for the use of the parking lot behind the Union. The members should give their license numbers to Mr. Starr's secretary so that she can turn them into the parking lot attendant.

Q-174

Motion K-1242:

It was moved that the Board adjourn.

Seconded and carried.

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

Public Relations

Dick Mier (Chairman)
Mimi Beason
Barbara Johnson
Marie Wensel

Personnel

Dick Stanford (Chairman)
Bonn Clayton
Sharon Goldman
Jane Quale
Martin Snoko

Union Liaison

Dick Erickson (Chairman)
Martin Snoko
Dick Walter
Gordon Starr
Dave Vangen

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GIS:ist

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Union Board of Governors
Meeting Agenda

May 20, 1958

- I. Executive Committee Report
- II. Program Committee Report
 1. Homecoming Dance Chairmanship
 2. New table for board meeting room.
- III. → *House and Finance Committee*
- IV. Personnel Committee Report
- V. Public Relations
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

May 20, 1958
MT

University of Minnesota Union Board of Governors
Meeting of May 20, 1958

Members Present:

Priscilla Orme, Dick Erickson, Paul Taylor, Wayne Plut, Dick Mier, Jane Quale, Dick Walter, Mamie Baasen, Dick Stanford, Sharon Goldman, Cindy Hooper, Dave Vangen, John Rachie, Barb Johnson, Mr. Vernon Ausen, Marie Wensel, Gordon Starr

Members Absent:

Dr. Kingsley, Dr. Fenske, Bonn Clayton

Others Present:

Jim Hagle, Don Finlayson, Irene Talsness, Melanie Finkelstein

The meeting was called to order at 7:00 p.m. in Room 346.

The minutes of May 13, 1958 stand approved.

Dave Vangen introduced Barbara K. Johnson, newly elected Board member, to the Board.

Mr. Starr presented official Union Board pins to Barbara Johnson and John Rachie.

Executive Committee Report:

Dick Erickson reported that the Union Board has had a representative on the orientation commission this year and needs one for next year. The Board would like to have a student to work on the orientation program four nights a week for six weeks. This person would be paid. Anyone interested should see Dick Erickson or Phyllis Freeman, program consultant.

Program Committee Report:

Paul Taylor brought the "Coffman Memorial Union Special Event Dates" for 1958-59 to the attention of the Board and reminded them that this is the list for the campus calendar and any important dates not already on this list should be included also.

A chairman for the Homecoming Dance Committee is needed as soon as possible. Mr. Starr reported that while he was in Chicago he talked with three booking agencies and found that the situation is becoming worse as far as big name bands are concerned for the Homecoming Dance.

Paul Taylor stated that he would like to have a talk with each of the new area directors to show them what his job is and how their jobs are connected with his.

Melanie Finkelstein reported on Jazz Day, Friday, May 16. Approximately 4,000 persons attended throughout the day and evening. About 1900 people heard the Australian Jazz Concert in the evening. Paul Taylor added that this concert was sponsored by Concerts and Lectures. Mr. Starr reminded the Board that the Local chapter of the Musicians' Union provided us with the bands used that day.

Dave Vangen gave a short report on the Creative Arts Festival. As of noon Tuesday, 9,409 people have attended the programs here in the Union. Don Finlayson added that as of noon Tuesday, we are even in attendance with the attendance figure at the end of spring quarter last year.

House and Finance Committee:

Dick Walter reported that General Mills has a used conference table which is in a boat shape and which they are willing to sell to us for \$650. Mr. Starr and Hans Hopf and Dick Walter have looked at the table. It can be refinished and installed for \$150.

A request was brought to the Board for permission to apply for a non-commercial FM license to expand facilities of WMMR. A copy of the request was distributed to every member of the Board. It was very complete in explaining why they should apply for a license. The House and Finance committee declined to make a recommendation on this request until a report is received from the director of KUOM. It was suggested that everyone read the request thoroughly.

Public Relations:

Dick Mier reported that he would like to have the Board prepare plans for a marquee for the Main Ballroom. He will be reporting to the Board on this at a later date.

Personnel Committee:

Dick Stanford brought the "Personnel Bulletin" to the attention of the Board. This is to enable the Personnel Committee to find out who is qualified and interested in applying for chairmanships.

Personnel and Public Relations are going to be working together on a brochure for recruiting new personnel.

Expansion and Development:

Dave Vangen reported that he will take over the chairmanship of this committee this summer. The committee is made up of four members from the Union Board: Wayne Plut, Mr. Ausen, Mr. Starr and Dave Vangen, and members from All-University Congress, Student Council of Religions, Inter-fraternity Council, Inter-Dorm Council, Pan-hellenic Council, a commuter and an administrative fellow. Dick Erickson is also a non-voting member.

A survey has been mailed out and is now being tabulated to find out what areas the students want expanded.

Old Business:

Dick Erickson read to the Board the operating rules for the Big 10 Union Student Association. There was some discussion on the idea of assessing dues, and the number of people allowed to go to the annual meetings. Mr. Starr told the Board the history of the Big 10 Union Student Association and the part that Minnesota has played in this organization. It was pointed out that the main reason for the Association is for the members to develop leadership and exchange ideas.

Q-175

Motion K-1213-

It was moved to accept the Operating Rules for the Big 10 Union Student Association as read by Dick Erickson.

Seconded.

Mr. Starr pointed out that there was little chance of the rules of operation being approved by all members of the Big Ten.

The question was called and the motion was carried.

New Business:

Mr. Starr explained the accident on the elevator yesterday. There were 25 people on the elevator which has a maximum capacity of 15.

The Program Committee will meet at 6:15 next Tuesday night.

Next Tuesday will be the regular monthly business meeting.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:ist

GOVERNMENT AND USE OF THE COFFMAN MEMORIAL UNION
REPORT OF THE ALL-UNIVERSITY COMMITTEE

A - INTRODUCTION

The Coffman Memorial Union is much more than a building to house a student union organization. It was designed purposely and expressly to furnish facilities for many activities not only of campus-wide, but of state-wide importance. This is signified, for example, by the location in the building of permanent quarters assigned to the Alumni Association, the Campus Club, and the Faculty Women's Club - organizations over which control by a student union obviously was not intended. Consequently, the problems of management and use of the Coffman Memorial Union involves relationships in addition to those of student organizations and the activities. The present committee interprets its task as including recognition of these broader relationships.

It is equally clear that it is possible to distinguish between the functions of operating the Coffman Memorial Union as a physical plant and that of planning and executing an extra-curricular program centering in the Union. Of course, the plant must be operated in the interest of the program if the main object of the entire enterprise is to be attained. Nevertheless, for efficient plant operation it seems desirable that the responsibility for certain aspects of management be separated from that for program development. The present committee believes that recommendations concerning the wise separation of these functions, the proper placing of corresponding responsibility, and the provision for "checks and balances" among all those involved is one of the most difficult and important parts of its task. These matters constitute, therefore, the first numbered section of the recommendations.

There are several alternatives in the scope of program to be undertaken by and under the Board of Governors of a University of Minnesota Union organization. Such a Board might be assigned merely for the function of scheduling and finding facilities for activities organized and conducted by other student organizations or groups. At the other extreme, it might be assigned the task of complete campus-wide planning of extra-curricular activities, with authority to grant or refuse permission for all events of other organizations. The present committee believes that a University Union at Minnesota must and should function somewhere between these two extremes. The program that is suggested herein to the new Board of Governors is an attempt to carry on the splendid traditions of the present Minnesota Union in campus leadership, to broaden the program in its coeducational aspects, and to enrich it in keeping with the greatly enhanced facilities.

The form of organization most desirable for the University of Minnesota Union depends, of course, upon the anticipated scope of its responsibility and of its program. The present recommendations, including the proposed constitution, are made on the assumption that the committee's suggestions concerning the operation and use of the building are, in general, those that will be adopted. Any material change in these matters might necessitate change in organization.

The University of Minnesota Union will be concerned in the development of a program of extra-curricular activities mainly of interest to students. The nature of the building makes necessary, however, the closest possible relationship between the Board of the Union and other phases of campus administration and life. Specifically, the Board and its staff may well assist in the planning of social-recreational programs for other than student groups; it will need to advise and cooperate with those branches of the Administration which operates the dining facilities. Organizational procedures must be sought that will make this close cooperation both natural and effective.

B - RECOMMENDATIONS

I. Division of Functions

The main areas of management of the Coffman Memorial Union may be classified, apparently, into three groups:

1. Those that, because of their social-recreational implications, clearly are student responsibility, with merely some appropriate form and degree of faculty and administrative guidance;
2. Those for which students clearly should be relieved of major direct responsibility;
3. Those for which responsibility might be placed either on students or on the university administration, or might be participated in jointly;

The present committee recommends the following allocation of responsibility for the main managerial problems, as between these three possibilities:

1. The Union Board of Governors (predominately student members) should be responsible, subject only to general university regulations, for the following:
 - a. Establishment and enforcement of rules and regulations concerning conduct in and use of all student facilities in the building, subject only to general university regulations;
 - b. Control, supervision, and use of:

Bowling Alleys	Corridors
Billiard and Game Rooms	Art room
Ballroom	Browsing room
Committee rooms	Auditorium
Lounges	Student offices, etc.
2. The Union Board of Governors should be relieved of major direct responsibility for:
 - a. Maintenance and physical operation of the building. This is meant to include heat, light, repairs, janitorial service, operation of elevators, and the like. These matters should be undertaken for all of the units housed in the building by the Department of Buildings and Grounds.
 - b. The commercial services, such as:

Bookstore	Post Office
Garage	Barber Shop and Beauty Parlor

These should be directed respectively by the proper University authority.

- c. Non-student units, such as:

Campus Club	Alumni Office
Faculty Women's Club	Alumnae Club

Each of these organizations should control its own space, subject to general university regulations and to the maintenance operations by the Department of Buildings and Grounds.

While it seems proper and wise to recognize these clearly defined spheres of responsibility in the building, nevertheless the functions herein tentatively assigned to other authorities than the Union Board of Governors are very closely related to the successful use of the facilities offered by the building. Therefore it is recommended that a standing committee of the Union Board of Governors be given the responsibility of serving in a liaison capacity with the Department of Building and Grounds in respect to the maintenance and operation of the building. Specifically, this committee should have authority to make recommendation to the President concerning the budgetary allotments to the several phases of operation of the building, hours for which the building shall be open, and similar matters.

3. The dining services are closely related in many aspects to the social-recreational program of the Student Union. For example, the price policy adopted for the several dining units may have an important bearing upon their patronage, as may also the quality and range of menus. On the other hand, the operation of these services involves technical and financial responsibilities that it is unwise, perhaps, to place upon a student board. Student management of service organizations of large scope has seldom proved satisfactory for long, partly because of the rapid turnover of board members and the accompanying changes in policy. Moreover, there are certain advantages in central management of service organizations.

As a result of these considerations the committee recommends that the dining services be operated by the University Administration. In order to insure so far as possible that this operation will be in accordance with the desires of the students and other patrons, the committee recommends further that a standing committee of the Union Board of Governors be given the responsibility of serving in a liaison capacity with the director of dining services. Specifically, this committee should have authority to negotiate with the director of dining services concerning such matters as price policy, hours and forms of service in connection with all regular dining units, and catering for special events.

The present committee is brought to the recommendation that the dining services be operated as at present by Service Enterprises in part by the consideration that the new Board of Governors will have many new problems to face in connection with the matters that must be their responsibility and that it would be unwise to ask them to assume the operation of the dining services in addition at the present time. The committee recognizes the possibility, however, that at some future date a change in this division of responsibility might be desirable. With this in mind we recommend that the Union Board of Governors make a careful and continuing study of the degree to which this plan of operation is serving the interests of the students and other groups, and recommend concerning its continuance or modification. A first report on this matter might well be made sometime early in the 1941-1942 academic year.

I. Budgetary Procedure

In accordance with the division of functions herein suggested, the financing of the Union building and program will be under the direct supervision of three departments, namely: the Union Board of Governors, Building and Grounds, and Service Enterprises.

The sources of and uses for income for all Union purposes are as follows:

Sources of income:

1. Student fees
2. Charges for strictly service enterprises such as:
dining services
garage
use of space by non-student groups
3. Income from student activities such as:
game rooms
recreational and social events

Uses for income:

1. Amortizing debt on building
2. Maintenance of building and services
3. Social-recreational program,, including expenses of general staff in planning and directing program.

It is the understanding of the committee members that while the Regents have final and complete control over all funds, it is to be expected that the student Union fees and the income from activities carried on in the Union Building will be available in general for these three uses. The Board of Governors of the Student Union will exert an influence on the budgets of the other two departments through the two liaison committees referred to above and will make its own recommendations concerning the budget for the facilities and activities under its own control.

Budgetary Procedure for Union Board of Governors will consist of the following steps:

1. Preparation of estimate of expenditures for fiscal period, by broad, general divisions of activity. These estimates to be governed by estimates furnished by Comptroller's office of net income available for Board purposes from above mentioned sources.
2. Presentation of these estimates to the President and Regents for approval.
3. After approval of the budget, details of expenditures to be approved by the Union Board through whatever rules and regulations they may set up, subject only to the general rules of the University and to control by the Comptroller's office as to divisional sub-totals given in the original budget.

Financial Procedure for other Student Organizations using the Union Facilities will be as follows:

1. The Union Board of Governors will have the responsibility of establishing fees for facilities under their control, when used by other organizations.
2. Such other organizations may, then, make whatever charges they desire against participation in their activities and retain whatever profit may result, subject only to general University regulations.

III. Program of the New Union

The development of a program for the new Minnesota Union makes necessary a careful reconsideration of the functions this organization will perform in relationship to the entire social-recreational-cultural program of the campus. In considering the scope and type of activities to be developed by the new Union, relationships with other organizations must be reviewed. It is impossible at the present time to characterize specifically all the possible programs and activities the Union might develop. This is particularly true, since many of the needed programs are unknown and will remain unknown until more fundamental research on the social-recreational-cultural needs of students is made. Moreover, approximately 308 other student organizations provide a great variety of activities in this area of student life. The Committee has neither the time nor the facilities to make an exhaustive investigation of the many intricate relationships between these organizations and the new Union.

We have concerned ourselves, therefore, with consideration of some of the more obvious lines of development in the new Union and also with the establishment of coordinating machinery. We have also discussed relationships which will insure the continued development of a Union program closely integrated and complementary to those already established. Your Committee foresees years of patient and careful investigation, negotiation and deliberation before the complete Union program is fully developed in relationship to the needs of the student body as a whole and the programs already established by student organizations. In the light of these fundamental considerations, therefore, the Committee desires to make the following recommendations:

1. The most fundamental need both with respect to the new Union and the campus as a whole involves the appointment to the Union staff of two consultants on social programs, preferably a man and a woman both of whom would be professionally trained in social-recreational-cultural planning and program making. These staff members, responsible to the Union Director and through him to the Board, will be so busy with their consultative functions that they will have no time for ordinary management responsibilities and, therefore, should not be expected to perform the duties of the managers of the Union.

These social consultants would be responsible for: a. helping students to plan and carry out the Union's social-recreational-cultural program, and b. upon request, consulting with other student organizations with regard to the planning and conducting of their social programs. In the judgment of the Committee this is imperative if the new Union is to become more than merely a well-equipped and managed building.

-4-

With respect to the management your Committee suggests that, while program planning is a basic necessity, yet at the same time proper management of the plant and general supervision is equally necessary. This demands a director responsible for financial and managerial functions and an adequate administrative and clerical staff.

2. It shall be the duty of the Union Board to initiate and foster activities of social, cultural, and developmental character unless other organizations are sponsoring adequate programs to take care of these needs. In the case of such new activities as are initiated by the Union, some permanent form of student organization may develop centered around such activities. In case such groups or other forms of organizations are developed and if and when the students in charge of these activities judge that they are able to continue independently of the Union, then the Union Board may cease its active management and sponsorship of such organizations after consultation with the Social Coordinating Committee.
3. In seeking to develop its own program the Union Board of Governors and its staff should keep in mind that it is one of a number of student social-recreational-cultural organizations, although a major one because of its building, staff and budget. As one of 309 student organizations the Union Board should seek at all times to correlate its activities with those of other organizations. This correlation should be achieved in two ways:
 - a. Through frequent consultation between the full-time staff of the Union and other employed staff of such organizations as the Y.M.C.A., Y.W.C.A., Dean of Student Affairs, Dean of Women, Curator of the University Gallery, Directors of Student Residences, Director of intra-mural athletics, Director of the University Theater, Directors of musical organizations, Director of the University Testing Bureau, Coordinator of Student Personnel Services, etc.
 - b. The Union Board of Governors and the permanent staff should be represented on the present Social Coordinating Committee. Through the deliberations of this Committee the Union's program should be correlated with that of other organizations. It should be the duty of this Social Coordinating Committee, as at present, to study the campus-wide social-recreational-cultural needs of students and through cooperative planning to secure the cooperation of various organizations in developing programs to meet these needs. All student organizations including the Union, should clear their plans through this Committee.

Your Committee believes that the Social Coordinating Committee can be made to perform a more vital function in this area of campus life and urges that the work of the Committee be strengthened by official recognition of its importance, and by the assignment to it of adequate staff.

 - c. It is recognized that the Union would perform a special type of coordinating function through the employment of professionally trained consultants referred to in a previous section.

4. In the development of new activities to meet newly discovered student needs, the Union should utilize and cooperate with existing student organizations and departments of the University insofar as they may contribute professional advice or participation. For example, in the development of programs in the fine arts field, the Union should consult with and secure the active assistance of the University Gallery and the Fine Arts Departments. In some cases the Union should ask the departments concerned to initiate and assist in management of certain cultural activities using the Union's physical facilities for that purpose. For example, the Union Board may ask the Director of the University Theater to assist in developing a program of amateur dramatics using the Union's facilities.

5. The Union's physical plant should be available at all times for use by University organizations with a charge only for out-of-the-ordinary services. Individuals and groups of individuals employed by the University both academic and non-academic should be privileged to use the Union's physical facilities on the same basis provided, however, that student organizations are given reasonable priority with regard to scheduling such uses. Certain organizations of a non-University character may be permitted to use the Union's facilities in accord with general University regulations provided that an adequate service charge is made for such use and provided further that such uses do not seriously interfere with University activities.

Your Committee recommends that a similar policy be followed with regard to the use of the cafeteria and other facilities managed by the Service Enterprises.

6. The preceding recommendations have been based upon the need for an aggressive policy designed to encourage more students and more student organizations to use the Union's facilities. In like manner an aggressive policy should be established and prosecuted with the purpose of encouraging more students to participate in the Union's activity program. Again your Committee believes that the appointment of professionally trained staff members will materially assist in achieving this desirable objective.

7. Upon recommendation of the major adviser and approval of the Union Board qualified seniors and graduate students, registered in the proper instructional departments offering appropriate professional training, may receive apprentice training in the Union's program under the supervision of the Union's staff. Obviously the Union's first responsibility is to the student body as a whole and, therefore, this training function should be developed in such a way as to contribute to the Union's program for all students.

8. The Union Board should give careful consideration to the request of the Graduate Club which represents 2000 students not provided for in any other student group. Their request is for office space with modest lounge facilities as the center of a program which should be enlarged to enrich the life of the graduate students on the campus.

It was the feeling of the committee that while this is a distinct group (almost comparable to the undergraduate student body, the faculty, the alumni) and should be encouraged to enlarge the scope of its activities (much neglected to date) that the Union

Board should be very careful in the assignment of space to specific purposes. All assignments should be subject to recall, on the basis of minimum use and reports.

9. (a) The present program of the Minnesota Union is the outgrowth of long and careful planning. It is the belief of the present committee that it should be retained essentially in its present form as a nucleus for the program in the new building. This program presently includes the following events:

DANCING PROGRAM

1. Saturday Night Dances (couples only) 25 a year
2. Semi-Monthly Afternoon Dances (stags) 15 a year
- *3. Free Football Dances Afternoon (stags) 8 a year
4. Homecoming Dances (couples) 1 a year
5. Common Peepul's Dance (couples) 1 a year
- *6. Viennese Waltz Instruction (stags) 15 a year
- *7. Folk Dancing Instruction (stags) 8 a year

BANQUETS

- *1. Freshman Beanfeed 1 a year
- *2. Graduating Senior 2 a year
- *3. Christmas Dinner for Out-of-town students 1 a year

MIXERS

- *1. Freshman Mixer 1 a year
- *2. Union Open House 1 a year
3. Campus Quarterbacks 8 a year
- *4. Football and Baseball Broadcasts 12 a year

FACULTY-STUDENT PROGRAMS

- *1. Freshman Beanfeed 1 a year
- *2. Coffee Hours 8 a year
- *3. Faculty Hobby Show 1 a year

CULTURAL PROGRAMS

- *1. Music Hours 60 a year
- *2. Varsity Band Concerts 3 a year
- *3. All-Union Sing 1 a year
- *4. Talent Audition 1 a year
- *5. Art Exhibits 2 a year
- *6. Classical Recordings from Lending Library

OUTINGS

1. Trap and Skeet Meet 1 a year
2. Sleighride 1 a year
1. Winter Sports Party 1 a year
4. Rideouts 2 a year
5. Splash Parties 2 a year
6. Picnic 1 a year

HOBBY AND HANDICRAFTS

- *1. Hobby Show 1 a year
- *2. Photographic Contest 1 a year
- *3. Camera Craft Exhibits 2 a year

SPECIAL INTEREST PROGRAMS

- *1. Billiard Tournament 1 a year
- *2. Chess Tournament 1 a year
- *3. Checker Tournament 1 a year
4. Duplicate Bridge Parties 8 a year
5. Trap and Skeet Shoot 1 a year

SERVICES

- *1. Orchestra Bureau
- *2. Entertainment Bureau
- *3. Rent-a-car Services

TOTAL NUMBER OF EVENTS

193 Individual Events
90 Union Lending Library

* Events without cost to students

- (b) Undoubtedly the new Union organization will want gradually to expand its program in keeping with the improved facilities and to meet certain recognized needs and desires of students. In this connection the committee makes the following suggestions:

Special thought should be given to provide programs which will:

1. Provide for active participation as well as spectatorship.
2. Provide for an easy induction into a social group for under-socialized students.
3. Emphasize small informal groups in addition to large mass attendance.
4. Provide opportunities for beginners in leisure-time interest activities.
5. Provide greater opportunities for students to meet faculty members in an informal social atmosphere.
6. Provide opportunities for hobby and handicraft development in photography, wood working, metal working, etc.
7. Interest students in an appreciation of good music, art, dress, and conduct.

POSSIBLE NEW PROGRAMS

I. Beginners in leisure-time activities

A. Instruction in:

1. Dancing
 - a. modern
 - b. old time
2. Bridge
3. Chess, checkers
4. Billiards
5. Bowling
6. Photography

B. Provide a browsing library of current literature

C. Form special interest groups or clubs

1. Hiking
2. Stamp collectors
3. Debate, etc.
4. Book review
5. Photography
6. Etc.

II. Hobby handicraft opportunities

A. Provide a work shop and instruction

B. Develop informal instrumental and vocal music groups (Glee Club and orchestra, drum corps; see pepfest)

C. Give coaching assistance to student entertainers

D. Puppetry --making puppets and scenery and giving shows

- III. Instruction in social skills
- IV. Sponsor a series of community sings throughout the entire year
- V. Organize student pepfests for athletic events
- VI. Provide opportunities for participation in amateur dramatics
- VII. Produce several All-University shows of various type!, e.g., minstrel, vaudeville, circus
- VIII. Sponsor a series of informal debates based upon current topics of interest
- IX. Develop a program for graduate students
 - A. Dances
 - B. Dinners and informal group meetings, e.g., teas
 - C. Outings
- X. Develop a transfer student program
 - A. Dinner and informal group meetings
 - B. Dances
- XI. Encourage college and class dinner for freshmen, sophomores, juniors, and seniors
- XII. Student-Faculty programs
 - A. Special dining clubs
 - B. Student-Faculty tournaments -- bridge, checkers, chess, billiards, etc.
 - C. Student-Faculty hobby programs
 - D. Student-Faculty receptions by departments
 - E. Student-Faculty outings
- XIII. Present student musical recitals supplementary to those sponsored by the music department

PROGRAM METHODS

In order to develop the above suggested program, a system of limiting participation in Union Student functions is essential, since, at present, many Union programs are failing because University students are crowded out by outside participants. Equally necessary is the use of methods of discovering the social-recreational-cultural interests of individual students so that each may find those activities which will be most satisfying and helpful to him. It is suggested that the proposed social consultants seek to carry out the above two suggestions.

In this connection the social consultants being in rapport with the social and cultural programs of the entire campus can be of assistance to students through suggesting activity opportunities.

The Committee recognizes that Union facilities must also be available to those students who find their satisfactions in informal recreation perhaps entirely unconnected with any organized activities.

OPERATING RULES FOR THE BIG TEN UNION STUDENT ASSOCIATION

PREAMBLE

We, of the Big Ten Unions, in order to encourage the development of leadership; form a permanent organization for the common exchange of ideas; promote the general philosophy of operations and programming; do hereby ordain and establish these operating rules for the Big Ten Union Student Association.

ARTICLE I

NAME

Section 1: This organization shall be known as the Big Ten Union Student Association.

ARTICLE II

MEMBERSHIP

Section 1: Membership in this association shall be limited to the following schools: University of Illinois at Urbana, Illinois; Indiana University at Bloomington, Indiana; State University of Iowa at Iowa City, Iowa; University of Michigan at Ann Arbor, Michigan; Michigan State University at East Lansing, Michigan; University of Minnesota at Minneapolis, Minnesota; Ohio State University at Columbus, Ohio; Purdue University at East Lafayette, Indiana; and the University of Wisconsin at Madison, Wisconsin.

Section 2: Northwestern University at Evanston, Illinois, shall be recognized as an inactive member of the association.

Section 3: Other schools may be admitted to the association by unanimous vote of the member schools of the association.

ARTICLE III

ANNUAL CONFERENCE

Section 1: Purpose of the conference: There shall be held annually a conference of the association to aid in carrying out the purposes of the association as stated in the preamble and to strengthen our own regional conferences.

Section 2: Each union may send three official student delegates.

Section 3: Delegates shall be selected by the member schools, each according to their various means.

Section 4: Voting Powers: Each delegation to the annual conference shall have no more than (1) one vote.

Section 4a: Michigan Women's League and Michigan Men's Union shall each have ($\frac{1}{2}$) one half vote.

Section 5: Location of conference: The time and place of the annual conference shall be determined by simple majority vote of the delegations to the previous year's conference.

Section 6: No school can be host to the annual conference for more than two (2) years in consecutive order.

Section 7: Chairman of the conference: The chairman of the conference shall be from the host school and selected by the host school.

ARTICLE IV

COMMITTEES

EXECUTIVE COMMITTEE:

Section 1: The executive committee shall be composed of one representative each from four member schools, to be decided on at the annual conference.

Section 2: One of the members of the executive committee shall be from the present host school and one member from the next year's host school.

Section 3: There shall be a president of the executive committee elected by the members of the executive committee.

Section 4: The executive committee shall meet on the call of the president of the executive committee.

Section 5: The purpose of the executive committee shall be to conduct the business of the association and to plan the annual conference.

SECRETARIAT COMMITTEE:

Section 1: There shall be a committee of the association known as the secretariat committee to handle correspondence between the member schools and to provide a center for the exchange of ideas and information between conferences.

Section 2: The chairman of the secretariat committee shall be a person appointed by the chairman of the coming year's conference. (from the host school.)

OTHER COMMITTEES:

Section 1: There may be formed other committees of the association, either permanent or temporary, as provided for by unanimous approval of the delegates in attendance at the conference.

ARTICLE V

FINANCES

Section 1: The Big Ten Union Student Association shall have the power to assess dues from its members in order to carry out the purposes of the association by unanimous approval of the active members of the association.

Section 2: The president of the executive committee of the association, shall appoint or may act as the treasurer.

ARTICLE VI

AMENDMENTS

Section 1: These operating rules may be amended by unanimous vote of the active member schools of the association.

Section 2: Any delegation to the annual conference or the executive committee of the association may propose amendments to the operating rules at the annual conference.

ARTICLE VII

RATIFICATION

Section 1: These operating rules shall become effective immediately after unanimous ratification by all active members of the association each according to their various means.

Section 2: The time of ratification shall expire on

January 10, 1956

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

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

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

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

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

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Union Board of Governors
Meeting Agenda

May 27, 1958

- I. Executive Committee Report - Priscilla Orme
 1. Orientation Commission and two-day orientation
 2. Camp site project
 3. Operating Rules for Big Ten
- II. Program Committee Report - Paul Taylor
 1. Dance area
 2. Summer program - Hartley Koch
- III. Personnel Committee Report - Dick Stanford
 1. Approval of committee chairman
- IV. House and Finance - Dick Walter
 1. Business meeting
- V. Directors Report - Mr. Starr
 1. Government and use of Coffman Memorial Union
 2. Progress on Canoe Report
 3. "Loose ends"
- VI. Public Relations Committee Report - Dick Mier
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

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5/27/58

UNIVERSITY OF MINNESOTA
Coffman Union Board of Governors
House and Finance Committee
Monthly Report

May 27, 1958

I. Requests

- A. Faculty Dancing Club: Use of the Main Ballroom on October 10, November 7, December 13, 1958 and February 7, March 14, April 11, May 18, and June 6, 1959. Approved after consultation with the Program Committee
- B. ROTC: Use of the Main Ballroom for ROTC Dance May 15, 1959. Approved after consultation with the Program Committee
- C. Interfraternity and Panhellenic Councils: For additional office space in room 226. Approved, with the reservation that FPA be found satisfactory space elsewhere.

II. WMMR Expansion

- A. A meeting was held with representatives from WMMR to discuss the request of WMMR to expand its facilities to FM broadcasting. The results of the meeting were as follows:
 1. It was agreed that the addition of FM to WMMR would allow WMMR to reach a greater number of students.
 2. The addition of FM would be a great help in Public Relations and would provide increased incentive to WMMR personnel.
 3. The FM facilities of WMMR should not hinder current carrier expansion to new dormitories.
- B. After conferring with Don Finlayson it was decided that Dr. Burton Paulu of KUOM should be asked to make an investigation of WMMR with respect to leadership, engineering personnel, and programming capabilities and that no recommendation should be made without the results of this investigation.

III. Projects under consideration and other action taken.

- A. Additional space allotment - The committee requested additional space in Temporary South of Mines "C" be allotted for assignment.
- B. Conference table: A conference table for room 346 has been obtained.

Respectfully submitted,

Dick Walter, Chairman
House and Finance Committee

Committee members: Pris Orme, Wayne Plut, Gordon Starr, Dick Walter.

University of Minnesota Union Board of Governors
Meeting of May 27, 1958

Members Present:

Priscilla Orme, Dick Erickson, Paul Taylor, Jane Quale, Dick Walter, Mimi Baasen, Dick Stanford, Sharon Goldman, Cindy Hooper, Dave Vangen, Barbara K. Johnson, Mr. Vernon Ausen, Marie Wensel, Gordon Starr, Dr. Kingsley, Dr. Fenske.

Members Absent:

John Rachie, Wayne Plut, Dick Mier, Bonn Clayton, Dr. Snoke.

Others Present:

Hartley Koch, Jim Hagle, Doris Lindstrom.

The meeting was called to order at 7:10 p.m. in Room 346.

The minutes from the last meeting were approved as corrected: the spelling of Mamie Baasen was changed to Mimi. Dr. Snoke was included in members absent.

Executive Committee:

Priscilla Orme reported that the committee recommends Dick Stanford to take the position as representative to the Orientation Commission. She gave a short talk on plans for Orientation.

Mr. Starr asked that the finances as handled for the past two years be explained. This is an All-University function. Last year a coordinator was paid \$100 for the six-week session, which was held in the Union. The matter of remuneration has not been agreed upon for this year. This year the activities will be held in the fraternity houses, and the Union's only responsibility will be to give a talk. The Union is not in favor of going to the fraternity houses, but the Orientation Commission has made this decision.

Motion ^{Q-176} K-1244:

It was moved to accept Item #1 of the Executive Committee Report regarding the Orientation Commission.

Seconded.

The president read a letter from Iowa regarding the Big Ten Union Student Conference. He asked the Board to vote on a date for the conference. It is felt that May 15-17 would be the best weekend. A copy of the Big Ten Operating Rules was given to each Board member. (A copy of these rules is attached to the permanent files of the minutes.)

The president, as a member of the University Camp Committee, reported on the University Camp site and gave a brief history of this project. Northern States Power Company has offered to the University, at no charge, a tract of land on the St. Croix River, approximately fifteen miles north of Taylors Falls. He reported that the Union Board has donated \$5000 to this project. Last week Terry Olofson, Hartley Koch, and Dick Erickson, with several other University people, went to see the land. Hartley Koch passed around an aerial photograph of the camp site. He thought it would be an extensive project to develop, and estimated that it would take over \$100,000 to do so.

The president read a letter from Dr. Gerald Fitzgerald, Camp Committee Chairman, thanking the Board for its \$5000 gift.

Mr. Ausen asked if individual students would be able to use these facilities, and the president replied that he did not yet have this information.

Personnel Committee:

Dick Stanford asked the Board to approve the following committee chairmen:

 Noon Program: Marilyn A. Anderson
 Social Skills: David Gemung
 Ad Agency: Jerry Hursh (presently acting chairman)

Q-177

Motion K-1245:

It was moved that the three recommendations as given by Dick Stanford be approved.

Seconded and carried.

The president announced that the applications for committee chairman were closed last Friday. He added that personal contact is the best way to get chairmen. Area directors should be on the lookout for capable people. Priscilla asked how many area directors have met their committee chairmen. Dick Stanford mentioned that several of the consultants have not talked to the area directors.

House and Finance Committee:

Dick Walter read the House and Finance Committee Monthly Report. (A copy is attached to the permanent file of the minutes.)

He added the following items that were not on the report:

1. The Bowling Lanes will be refinished and approaches raised at a cost of \$4000. New ball returns will be installed for \$2800. These costs will come out of operating expenses.
2. He read the estimate for the continuation of the renovation on the first floor, which includes the main corridor alterations to the east and west vestibules, the offices, information desk, and lighting. The total amount needed for this remodeling is \$45,500.

Dick Walter recommended that the Board approve a \$46,000 expenditure for remodeling the Union. Discussion followed: Mimi Baasen raised a question about the information desk, and the necessity for such a large expenditure. Dick Walter explained that the desk would be specially designed and not simply a small desk as there is now. Dick Stanford asked if the House and Finance Committee had the original idea for these plans. Mr. Starr explained that it is part of the fifteen-year plan in which \$61,000 is set aside each year for renovation. This is actually an extension of what was started at Christmas-time in the Main Lounge. Dick Walter thought that the work would be started by fall of 1958.

Q-178

Motion K-1246:

It was moved that the Union Board allocate \$46,000 for the Union remodeling as recommended by the House and Finance Committee.

Seconded and carried.

Dick Walter spoke of the allotting of dates for the Main Ballroom. He asked that the Board set a policy. The House and Finance Committee feels that reservations should be made the first day of spring quarter for the entire following year, and that it would be on a first-come, first-serve basis. It would not be reserved for any longer than one year in advance. He suggested that this be published in the Daily as a reminder to groups wishing to reserve the Ballroom. Vern Ausen asked if the first-come, first-serve basis was wise. Mr. Starr said that there is now no beginning time of acceptance. What is needed is a guide-line policy to work by. Cindy Hooper suggested that dates be set and then closed after a certain time so that outside groups would not have preference over University groups.

Priscilla Orme thought it would create bad feelings if we discriminated against any groups. Mr. Starr said that in the changeover in the spring quarter new officers of student organizations forget to make reservations. Dick said that the problems would arise when a small group reserves first and then a large group wishes to make a reservation for the same time, with the result that the small group is asked to give up their reservation.

Dick Stanford asked if changes had to go through the Board. Mr. Starr said that Friday and Saturday nights and nights before holidays were reserved for student groups. Requests for use by non-student groups on these nights are approved by the House and Finance Committee.

Dick Stanford asked Dick Walter to restate the proposition:

Dick Walter then asked that the Board adopt a policy whereby the reservations for the Ballroom will be opened the first day of classes in the spring quarter for the following school year.

Q-179
Motion #1247

It was moved that the Board adopt the policy as above stated.

Seconded and carried.

Director's Report:

Mr. Starr explained the Roberts Rules of Order, and a copy was distributed to each member. (A copy is attached to the permanent file of the minutes.)

He then went over the Report, "Government and Use of Coffman Memorial Union", which was prepared by the Vaile Committee in 1940. (A copy is attached to the permanent file of the minutes.)

There has been some progress made on the canoes and outing program. There has been an administrative University committee meeting, and there are still some points to be cleared up, such as the relationship of the Union to the canoe program, liability, similarity of the Foresters' canoe program, rental of University air-planes to the Flying Club, etc.

As of this date, the St. Paul Campus Fund Drive has raised \$4,388.70 toward their goal. A number of St. Paul students have pledged their deposit fee towards this fund drive.

There will be some Union staff changes. Lisa Freund and Dee Silberman will be leaving sometime during the summer.

Mr. Starr mentioned that his attention had been called to the inaccuracies in the article in today's Daily regarding the Foreign Student Council, specifically, the statement that the Union would "co-sponsor or share the profits" of an event held in the Union.

Mr. Starr congratulated the Board on the Creative Arts Festival.

There will be two summer Board meetings. Mr. Starr invited the Board to his summer home for one of the meetings.

The president asked the Board to submit their complete summer addresses so that they can be notified of meetings.

Program Committee Report:

Paul Taylor reported that it is suggested that there be four Saturday Night Dances during fall quarter, on weekends when the football team is away. There would be a few during winter quarter, and none during spring quarter.

Square dances have been drawing outsiders and it is suggested that Square Dance Instruction be held three nights per month and on the fourth night a Square Dance which would be open to the public.

Dance Instruction would be held on Wednesday night at 6:30, followed by the Wednesday Night Dance.

Paul asked for suggestions. No action was taken.

The Board gave Dave Vangen a hand for his work on the Creative Arts Festival.

Hartley Koch reported on the summer program. He asked everyone who would be remaining in Minneapolis to help out on the events and thus create a friendly atmosphere for the summer school students. He passed around the proposed summer budget. (First presented at the meeting of April 8)

Public Relations Report:

In Dick Mier's absence, Dick Erickson reported that the Union is interested in getting dormitory counselors to hold their meetings here. A coffee hour will be held June 17 or 18 and our staff will have an opportunity to talk about Union facilities and programming.

Old Business:

None

New Business:

None

Announcements:

The president read a letter from the Program Staff challenging the Union Board to a softball game. It was decided that the Executive Committee would decide when to hold this, as the Board is interested in accepting the invitation.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

June 2, 1958

A PROPOSED POLICY ON THE USE OF UNIVERSITY FACILITIES BY
STUDENT ORGANIZATIONS

Recognized student organizations have the privilege of using University facilities for activities which meet the requirements of the Senate Committee on Student Affairs. These facilities should be scheduled in the order of application, and in accordance with the established policies and practices governing their use. (See Basic University Policy Concerning Student Organizations and their Activities of October 31, 1946.)

The resources and expert staffs of the many University departments should be made available to student organizations for consultation and aid in the development of their programs. The use of such resources by student organizations should be encouraged.

1. A student organization desiring to use facilities directly under the control of a University department, including the department of Student Unions, shall clear such use with the department concerned before approval of the program by the Student Activities Bureau.
2. Any use of Northrop Auditorium, for which an admissions charge is made except Homecoming activities, will require co-management with the Department of Concerts and Lectures.
3. Any event of the type assigned by the Board of Regents to the Department of Concerts and Lectures* and involving a recognized student organization in which University facilities, other than Northrop Auditorium, are used and for which an admissions charge of more than one dollar is made will require consultation between the Department of Concerts and Lectures, the Student Activities Bureau, and the student organization concerned.
4. In conformance with the policy of January 7, 1955, when there is a dispute or conflict concerning schedules or programs among student organizations and between University departments and student organizations, consultation among the parties concerned is the most desirable method of resolving such problems. The Student Activities Bureau staff will initiate such consultation when indicated if necessary. Should consultation fail to solve the problem, it will be referred to the Senate Committee on Student Affairs.
5.
 - a. The Senate Committee will appoint annually a standing sub-committee from its membership with additional representation from those departments which are most directly concerned with the use of University facilities by student organizations.

- b. The sub-committee will review conflict situations referred to the Senate Committee on Student Affairs by any party to the consultation process under points 1, 2, 3, and 4 above leave the problem unresolved.
- c. Should the sub-committee be unable to resolve the conflict, the issue will be referred to the All-University Judiciary Council for review and an advisory opinion and, if necessary, to the full Committee On Student Affairs for action.

6. The Senate Committee on Student Affairs will request that the President of the University invite the cooperation of all University departments and programs which may arise in connection with student events and activities conducted by student organizations.

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7/29/58

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Union Board of Governors
Meeting Agenda

June 3, 1958

- I. Executive Committee Report - Priscilla Orme
- II. Program Committee Report - Paul Taylor
 1. Reorganization of Games Area
 2. Dance Area
 3. Holiday Inn Ice Show
 4. CCAF - Dave Vangen
- III. House and Finance Committee Report - Dick Walter
 1. WPMR Request
- IV. Personnel Committee Report - Dick Stanford
 1. Approval of committee chairman
- V. Public Relations Committee Report - Dick Mier
 1. Date Digest
- VI. Old Business
 1. Cance Program
- VII. New Business
 1. Foreign Student Council representative
- VIII. Announcements
- IX. Ajournment

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6/3/58

University of Minnesota Union Board of Governors
Meeting of June 3, 1958

Members Present:

Priscilla Orme, Dick Erickson, Paul Taylor, Jane Quale, Dick Walter, Mind Bassen, Dick Stanford, Sharon Goldman, Cindy Hocper, Dave Vangen, Barbara K. Johnson, Mr. Vernon Ausen, Wayne Plut, Dick Mier, Gordon L. Starr.

Members Absent:

John Rachie, Bonn Clayton, Dr. Snoke, Dr. Kingsley, Dr. Fenske.

Others Present:

Don Finlayson, Jim Hagle, Mavis Abrahamson, Doris Lindstrom.

The meeting was called to order at 7:15 p.m. in Room 346.

The minutes from the last meeting were approved.

Executive Committee:

The secretary Priscilla Orme reported that the Union Board of Governors won the softball game played against the Program Staff -- 27-19.

The secretary informed the Board that Bonn Clayton has resigned from the Board.

Steve Schochet, former Board member and House and Finance chairman, is ill and is now at University Hospital.

Program Committee Report:

The Program Chairman, Paul Taylor, proposed that the Games Area be divided into two categories: 1) tournaments and 2) instruction, with a chairman for each. The tournaments were the most important function of the area this past year, and eight to ten people served on the committee. The instruction committee would include special events and exhibitions.

Paul reported that the dance area plans include 6 dances fall quarter instead of the four reported last week, which means that there will be two dances on nights of home games. There will be two or three dances during winter quarter. He felt that this plan required more work before being presented to the Board for approval.

It is felt that some students think the dance area has less prestige than the other areas, and for this reason it is difficult to find interested people. It is proposed this year to put the four big dances under the direction of the dance area chairman.

Mr. Starr mentioned that noon programs and games areas have improved with the Board's support and that there could be similar results with the dance area. Don Finlayson stressed that this is a large area, and requires a hard-working person. Dick Erickson stated that he thought the Union Board of Governors should take over the Christmas Formal for their own function. Don Finlayson explained that the program committee is in charge of special events, but that the special dances would be under the general direction of

the dance area. Every dance would need a committee. Special events bring in top quality people, and they are our potential chairman and board members.

Paul Taylor then recommended that the games area be reorganized into two parts: tournaments and instruction, and that the dance area chairman have jurisdiction over all special dances.

Q-180

Motion K-1248:

It was moved to accept the Program Report.

Seconded and carried.

House and Finance Report:

The Chairman, Dick Walter, read a letter from Dr. Burton Paulu in which it was recommended that the matter of the WMR request be referred to Vice President Willey, Dean Julius M. Nolte, or Professor Raymond Nixon.

The chairman felt that there are two alternatives to this reaction. 1) to recommend the expansion to FM broadcasting on behalf of past accomplishments, and 2) delay any action until later in the summer or fall.

Discussion followed, and it was decided to form an ad hoc committee to further study the WMR request. This committee would be composed of Dick Erickson, Dick Walter, Paul Taylor, Mimi Haasen, Don Finlayson and Gordon L. Starr.

Q-181

Motion K-1249:

It was moved that the ad hoc committee be formed as stated above.

Seconded and carried.

The Fine Arts Lounge committee is considering plans for redecorating the Fine Arts Lounge. These plans will be submitted for board approval at the summer meeting.

Personnel Committee Report:

The chairman, Dick Stanford, reported that a number of committees have not turned in their merit reports for winter quarter.

The following were recommended for committee chairman:

Fine Arts:	Diane Katz
Arts Crafts Shop:	Martha Van Alstine
Co-Rec Nights:	Douglas Klobe

At this point it was necessary to recommend re-establishment of "Co-Rec Nights" as a function of the outings area.

Q-182

Motion K-1250:

It was moved to re-establish "Co-Rec Nights."

Seconded and carried.

Student Faculty Relations:	Vivian McFerran
Personnel Bureau:	Linda Smiley
Union Jass Workshop:	Peter Schneeman

Humanities Forum:	Barbara Wittles
Public Relations Bureau:	Bob Steubing
Rovers:	Ron Carlson
WMMR:	Tom Stephard

Q-183
Motion K-1251:

It was moved to accept the above recommendations for committee chairmen.

Seconded and carried.

It was recommended each area director immediately reach the newly appointed chairman and go over their programs.

Public Relations Report:

The chairman, Dick Mier, reported that the new Date Digests will be ready to go to the printer a week from Friday and that they will be larger than those of last year.

He asked that anyone who had not had his or her picture taken for the Board should do so immediately, and make an appointment at the Photo Lab on the St. Paul Campus.

The President's Reception for graduating seniors will be held on Sunday, June 8 at 4:00 on the lawn behind the Continuation Center. There is a need for hosts and hostesses and Dick Erickson stressed the importance of the Board's support.

Old Business:

Wayne Plut brought up the matter of the Canoes for the Rovers and read the minutes of an administration University meeting which was held in Mr. Willey's office. Mr. Starr is studying the Red Cross policy on canoes, and Mr. Archer is looking into the insurance needs. Mr. Willey and the committee will make the final decision on the canoes.

Don Finlayson reported that the attendance figure for spring quarter was over 29,000.

New Business:

Paul Taylor spoke of the plans for Welcome Week which will begin on Sunday, September 21. Monday night, September 22, is the date set for Coffman Capers. Each area director is to take responsibility for a part of this program. Don Finlayson described the event held last fall.

Announcements:

Dick Erickson read a letter to the Board from the Foreign Students Council inviting the Board to elect an associate member to the Council.

Mr. Starr gave a brief report. 1) He introduced the new Clerk-Steno, Mavis Abrahamson. 2) Reported that the S.C.S.A. is meeting on June 4, at which time he will report on how the Union Boards adhere to policies on student affairs. 3) He commended the board members on their reports tonight. 4) He suggested that thought be given to the theme for programs for next year. 5) He stressed the importance of the board members achieving a good academic record.

Adjournment:

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Gordon L. Starr
 Recording Secretary

Clarification of Union Board of Governors
Minutes of May 27, 1958

Executive Committee:

- 1) Dick Stanford is recommended for the Union representative to the Orientation Commission.

- 2) It is recommended that Dick Stanford or his representative be hired at the salary of \$100 to attend all two-day Orientation evening programs. He will be responsible for presenting information concerning the Union through a talk and informal discussion with interested students.

This Executive Committee report was accepted by Motion K-1244.

6/6/58
dl

June 4

UNIVERSITY OF MINNESOTA
Senate Committee On Student Affairs

POLICY ON THE USE OF UNIVERSITY FACILITIES
BY STUDENT ORGANIZATIONS

Recognized student organizations have the privilege of using University facilities for activities which meet the requirements of the Senate Committee on Student Affairs. These facilities should be scheduled in the order of application, and in accordance with the established policies and practices governing their use. (See Basic University Policy Concerning Student Organizations and their Activities of October 31, 1946.)

The resources and expert staffs of the many University departments should be made available to student organizations for consultation and aid in the development of their programs. The use of such resources by student organizations should be encouraged.

1. A student organization desiring to use facilities directly under the control of a University department, including the department of Student Unions, shall clear such use with the department concerned before approval of the program by the Student Activities Bureau.

2. Any use of Northrop Auditorium, for which an admissions charge is made except for Homecoming activities, will require co-management with the Department of Concerts and Lectures.

3. Any event of the type assigned by the Board of Regents to the Department of Concerts and Lectures* and involving a recognized student organization in which University facilities, other than Northrop Auditorium, are used and for which an admissions charge of more than one dollar is made will require consultation between the Department of Concerts and Lectures, the Student Activities Bureau, and the student organization concerned.

4. In conformance with the policy of January 7, 1955, when there is a dispute or conflict concerning schedules or programs among student organizations and between University departments and student organizations, consultation among the parties concerned is the most desirable method of resolving such problems. The Student Activities Bureau staff will initiate such consultation when necessary. Should consultation fail to solve the problem, it will be referred to the Senate Committee on Student Affairs.

5. The Senate Committee will appoint annually a standing sub-committee from its membership with additional representation from those departments which are most directly concerned with the use of University facilities by student organizations.

* Board of Regents Minutes, December 10, 1943

Voted that effective July 1, 1944, there be established a University Concert and Lecture Bureau administratively responsible to the Vice-President of Academic Administration and that in this new unit there be centered the booking of all University convocation speakers and special lecturers, the University Artist course and the present function of the Lyceum unit of the General Extension Division.

a. The sub-committee will review conflict situations referred to the Senate Committee on Student Affairs by any party to the consultation, or any other interested party, should the consultation process under points 1, 2, 3, and 4 above leave the problem unresolved.

b. Should the sub-committee be unable to resolve the conflict, the issue will be referred to the full Committee on Student Affairs for action, or referred to the All-University Judiciary Council for primary consideration before action by the Senate Committee on Student Affairs.

6. The Senate Committee on Student Affairs will request that the President of the University invite the cooperation of all University departments with the Senate Committee on Student Affairs and the All-University Judiciary Council in resolving conflicts over schedules and programs which may arise in connection with student events and activities conducted by student organizations.

Approved, Senate Committee on Student Affairs
June 4, 1958

TO: Area Directors

FROM: Dick Stanford and Dick Mier, Coffman Capers Chairmen

SUBJECT: Coffman Capers -- Your part (Enclosed is a copy of letter sent to
Chairman of each committee.)

Your role in the Capers Night program is a big one. Many of the Committee Chairmen and representatives will be at a loss for what to do or how to do their role in the evening program. Work with these people and give them a push. Time is fleeting! These committees must get organized and moving or our Carnival will fall flat on its face. The carnival is where we actually present the Union story at the committee recruitment level. Therefore, it is pertinent to overall recruiting that this be a success.

Call all of your committee chairman and representatives in the next few days and ask what they plan to do. As I stated earlier, a number of them will depend on you for advice. If you have any questions either of us will be glad to help you. Let's make our first event of the year a big success.

Dick Stanford

Dick Mier

DS:DM:mr

1

PROPOSED BUDGET FOR COFFMAN CAPERS

A.

1. <u>Carnival</u>	
a. lumber	\$25.00
b. custodian	45.00
c. p.a. & checking	65.00
d. prizes	35.00
e. supplies	25.00
f. movies	25.00
g. band (7-9)	60.00
TOTAL	<u>\$280.00</u>
2. <u>Capers</u>	
a. custodian	\$35.00
b. scenery	50.00
c. costumes	50.00
TOTAL	<u>\$135.00</u>
3. <u>Dance</u> (9:00 p.m. - 11:00 p.m.)	
a. band	\$100.00
b. custodian	20.00
TOTAL	<u>\$120.00</u>
4. <u>Noon Program</u>	
a. band	\$100.00
b. custodian	10.00
TOTAL	<u>\$110.00</u>
5. <u>Activities Day</u>	\$25.00
6. <u>Publicity</u>	\$125.00
<hr/>	
GRAND TOTAL	<u>\$795.00</u>

B. Permanent Booth construction (to be taken from the Recreation Equipment Fund)

a. construction materials	\$30.00
b. labor	15.00
TOTAL	<u>\$45.00</u>

Dick Mier
Dick Stanford
COFFMAN CAPERS CHAIRMEN

July 23, 1958

TO: All committee chairman or committee representatives

FROM: Dick Stanford, Personnel Chairman - MI 9-8004
Dick Mier, Program Relations Chairman - Pa 1-2972

SUBJECT: Union night of Welcome Week, "Coffman Capers"

Summer vacation is nearly 6 weeks along and in no time school will be getting underway again. A week before school opens, the University presents its Welcome Week program. Monday night, September 22 is Union night, and 5,000 freshmen will be our guests at a carnival, cartoon festival, vaudeville show, and dance. The theme will be the "Chemise Shindig" which will be carried out by all sections of the evening program. It's our first and maybe our last time to sell the union's committees and events to the freshmen so our success is all important. We can really do a great job of recruiting if we succeed in giving the frosh an evening of fun. Here is the evening's program:

Carnival 7:00 - 9:00
Vaudeville Show 7:00 & 8:30
Cartoon Festival Continuously 7:00 - 9:00
Dance 9:00 - 11:00

You and your committee play a pertinent part in this evening. Your committee will be asked to set up a booth for the Carnival on the ground floor at the specified location. The booths are to carry the assigned slogan as well as the game or stunt they are offering. The games are to be of the audience participation type involving a "beat the game" challenge. While the freshmen are participating in your game, members of your committee who will serve as hosts and hostesses in the vicinity of your booth can tell the freshmen about your committee and its programs. It's a terrific opportunity to get members for your committee as you can see. Your committee can further carry out the theme by dressing in 1920's costumes (raccoon coats, bright blazers, straw hats, chemises, etc.).

Here are some game possibilities you might be interested in for your booth:

1. Dance demonstrations including square dance, ballroom dancing, south american.
2. Break records with golf balls.
3. Miniature golf.
4. Yell meter.
5. Pin accessory on silhouette.
6. Knock over milk bottle with ball.
7. Weight guessing.
8. Throwing hoops over coke bottle.
9. Bean bag throw.
10. Shave a balloon
11. Throw at heads with "glop"

July 23, 1958

page 2

Here are supplies available to your committee for decorating your booth:

1. Lumber
2. Crepe paper
3. Butcher paper
4. Poster paint
5. 9x3 banquet tables or card tables
6. thumb tacks

Basic booth construction may vary from simple crepe paper on tables to wooden frame variations, Canopies, unique booth shapes, and all other uses of ingenuity are invited to give your booth appeal and individuality. Your booth will be provided with prizes. Another suggestion is that the poster or sign advertising the 1920's slogan as well as your game or stunt be high enough so that the frosh can see your game and slogan above the crowd. I might emphasize that a barker as well as general committee cordiality and enthusiasm are also needed to make your booth a success. Make the freshmen feel at ease and have fun.

1. Your booth's theme slogan is _____
2. Your booth's colors are _____
3. Your booth's location is _____

As I pointed out earlier, the summer is passing quickly, and fall will soon be here. Also, the Art - Craft Shop will be closed for a month beginning the third week of August. Therefore, as committee chairman or representative, organize your committee as soon as possible and decide upon a game and booth scheme. Utilize the personnel office, 231 Union, if you lack the names and telephone numbers of your committee members. Your area director will be contacting you soon in regard to your plans.

By August 8, return to the Union your order for supplies as well as your choice of games for your booth. Also, include the name, telephone number, and address of the person in charge of your booth if it is not you.

Please keep in mind the importance of this evening and the need of immediate action for success on Union night in interesting the freshmen in our program. Remember, Union night is always a lot of fun for the committee people also. Relax and enjoy yourself!

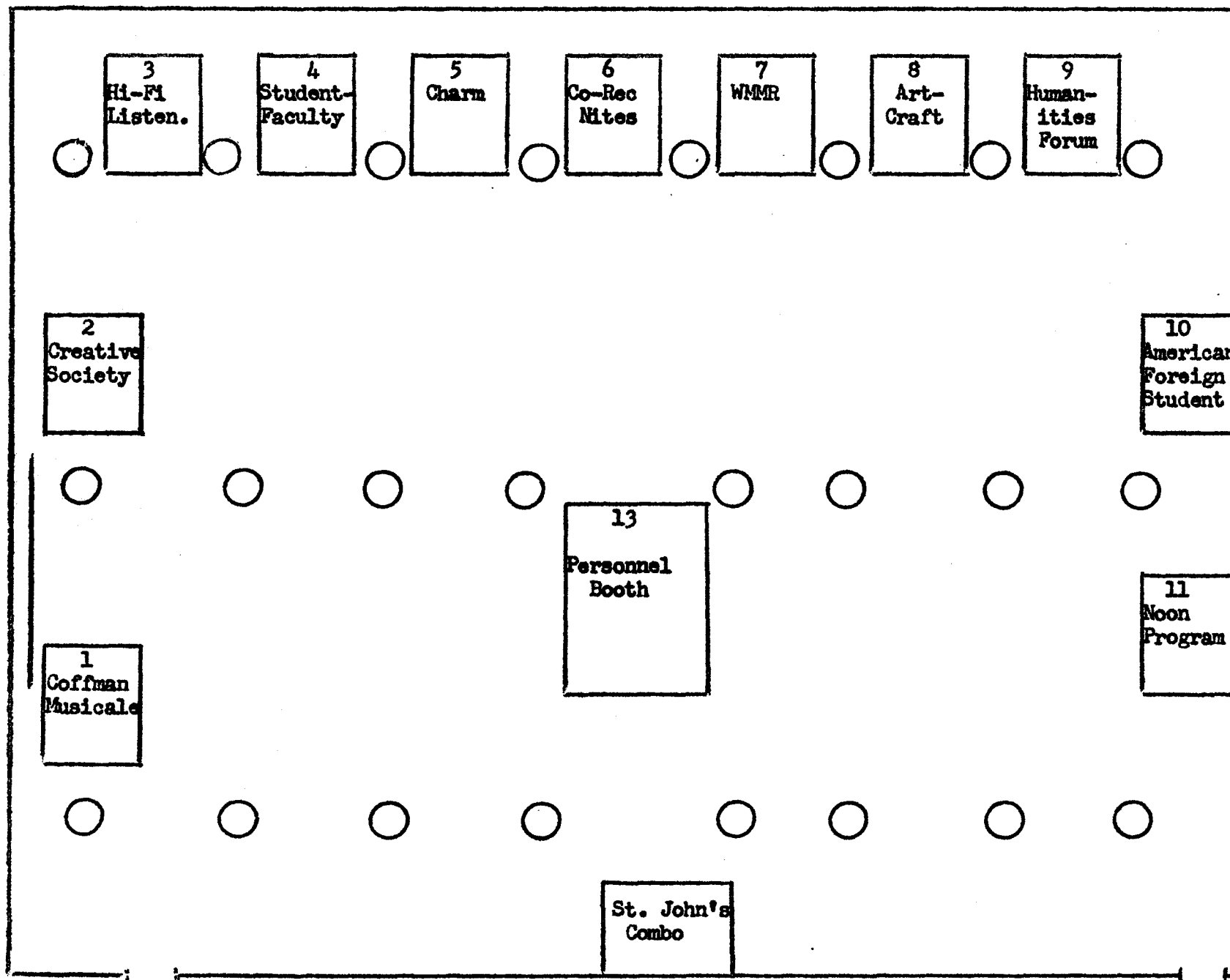
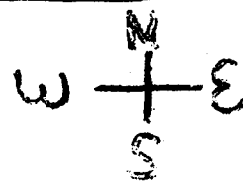
Thank you!

Dick Stanford
Dick Mair
Union night chairmen

231 Coffman Union
University of Minnesota

LS, DM:aa

North Star Room



- O= pillars
- Rovers - Terrace
- Toastmasters - Terrace
- Dance Area - Game Room
- Union Jazz - Main Lounge
- Games Area - Billiard Foyer -BR
- Bowling alley

BOOKSTORE

1958 Homecoming Budget

1957 (Actual Costs)		1958 (Estimated Costs)	
Receipts	\$5820.00	4,000 @ \$1.50	\$6,000.00
Expenses:			
Bands:			
Russ Carlyle	\$1750.00	Tommy Dorsey	\$2,000.00
4 local bands	563.00	4 local bands	506.00
Publicity	182.70		200.00
Decorations	254.48		150.00
Tickets	29.11		30.00
Custodians	125.61		130.00
Misc.	<u>97.07</u>		<u>100.00</u>
Total Expenses	<u>\$3001.97</u>		<u>\$3116.00</u>
Net Profit	\$2818.03		\$2884.00

Explanation

This year we decided to use the Tommy Dorsey Band as our feature attraction as we feel that the band is superior to Russ Carlyle. Therefore, we feel justified in paying the extra \$250.00.

Publicity is \$17.30 higher than last year to allow for unforeseen costs.

Decorations are \$105.31 less than last year due to the fact that the revolving ^{7/11} purchased last year will be used again this year.

Custodian and miscellaneous expenses have both been rounded upward to allow for increased costs and unforeseen expenditures.

As a result of the above changes we will be spending \$114.03 more than last year but since we anticipate increased receipts of \$180.00 we will expect a total profit of \$2884.00.

WMMR STATION POLICY 1958-1959

STATION MANAGER

The station manager has jurisdiction over all positions of the station, and is responsible for harmony and co-ordination thereof. He influences, directs and supervises the personnel in such a way as to obtain their loyalty, confidence, respect and co-operation for the improvement of the station.

COMMERCIAL MANAGER

There are two persons in this position, each with equal powers and responsibilities. The commercial manager is responsible for the smooth and profit-making operation of this department and of the station. He has jurisdiction over the salesmen, which are appointed by him and approved by the station manager. The commercial manager is paid a fifteen (15) percent commission for every sale he makes, upon fulfillment of all requirements set forth by the station and the contract. In order to insure a hard working and competent sales staff, the commercial manager is also paid a commission on his salesmen's sales. The following is a breakdown of commissions paid to the commercial manager on salesmen's sales and the salesman's commission on his own sales:

<u>SALESMEN</u>		<u>COMMERCIAL MANAGER</u>	
Amount sold	Commission		Commission
\$ 0-100.....	10%.....		0%
100-200.....	11		1
200-300.....	12		2
300-400.....	13		3
400-500.....	14		4
500-	15		5

If the salesman sells six hundred (600) dollars worth of advertising or more, he will then get an expensive prize bonus, plus his fifteen (15) percent commission for each additional six hundred (600) dollars worth of advertising he sells, provided he does it within the allotted time. This allotted time is one week for every hundred dollars worth of advertising. If the salesman does not meet this quota, the amount the commercial manager collects in salesmen's commission will decrease one percent. This will be the case for every salesman. For every period of six weeks that the salesman fail to produce six hundred (600) dollars worth of advertising, the commercial manager will decrease amounts received on salesmen's commissions by one percent for each and every salesman who fails to sell the allotted amount of advertising. The commercial manager will, of course, retain the fifteen (15) percent commission on sales he makes himself. The commercial manager is supervised by the station manager, and all decisions are subject to approval by the station manager.

DIRECTOR OF PROGRAMMING AND ANNOUNCING

This person has an assistant, appointed by the station manager, and determines the programs which are to be aired, and the personnel that will do the announcing for the program. He determines the time and length of programs, insures efficient and capable announcers for each program, and determines policy to be adhered to by the programming and announcing staff. He appoints personnel for the following positions:

Traffic and continuity director, sports director, news director and promotions and productions director. These appointments are all approved by the station manager. The director of programming and announcing is supervised by the station manager, and all decisions are subject to approval by the station manager.

TECHNICAL CO-ORDINATOR

The technical co-ordinator is responsible for all technical equipment that is used in the operation of the station. He has an assistant, appointed by him and approved by the station manager. He, the technical co-ordinator, insures the excellent operation of all technical equipment at all times necessary. The engineering staff is obtained, trained and maintained by the technical co-ordinator.

TRAFFIC AND CONTINUITY DIRECTOR

Traffic and continuity includes copy writing, completing station logs, filing and correspondence and compiling of copy books for each and every day of broadcasting. The traffic and continuity director heads this department. He is appointed by the director of programming and announcing and approved by the station manager. The traffic and continuity director may appoint an assistant and a staff to aid in this work. He is supervised by the director of programming and announcing, and all decisions are subject to approval by the director of programming and announcing.

PRODUCTIONS AND PROMOTIONS DIRECTOR

This person is appointed by the director of programming and announcing and is approved by the station manager. He is in charge of all phases of broadcasting which are related to production and promotion. This production and promotion work includes the kind of station breaks the station has, the type of commercials, the way the announcers present the station before the public and publicity work for the station. Some of this work overlaps that of the director of programming and announcing, but acts as a supplement in specific areas. He is supervised by the director of programming and announcing, and all decisions are subject to approval by the director of programming and announcing.

NEWS DIRECTOR

The news director is appointed by the director of programming and announcing and approved by the station manager. He is responsible for producing news programs which are appealing, entertaining and informative. He will make sure that all announcers who are connected with news programs will be well prepared and capable of working with this type of program. He will make sure WMMR's news is the best in this area. He is supervised by the director of programming and announcing, and all decisions are subject to approval by the director of programming and announcing.

SPORTS DIRECTOR

All sports programs heard on the station are supervised by the sports director. He is appointed by the director of programming and announcing and approved by the station manager. He is responsible for obtaining and keeping a competent sports staff, able to handle all sports events and programs with professional quality. He will be able to do all phases of sports announcing himself.

He is supervised by the director of programming and announcing, and all decisions are subject to approval by the director of programming and announcing.

ANNOUNCING STAFF

Every announcer or prospective announcer will have an audition at the beginning of the school year. This includes announcers who have worked with the station in the past as well as those who have not yet worked for the station. This audition will show the director of programming and announcing whether or not the person is qualified to broadcast over the station. It may also show the potential a person has, even though he is not, at this time, ready to broadcast over the station. It is not a prerequisite that an announcer or potential announcer be a major in radio and television speech in order to have air time over the station, but it is essential that the person have a strong interest in the station as a whole, and not only his own personal interest. Those announcers who show they are capable of handling a show of their own with interest and proficiency will be given such a show.

Those announcers who show much potential but lack experience will serve as apprentices on a regular show, learning the correct style and format of the different shows. They will alternate among shows and announcers, and gain as much experience as possible. During this period they will do commercials and spot announcements, and a small amount of announcing. In this way they will show how much interest and talent they have, and if it proves satisfactory they will be given a show of their own.

All announcers who are in charge of a show are in charge of whom is present in the studio during their show. If the quality of the show is poor because of someone else being in the studio, the announcer will be held responsible, and subject to punishment by the director of programming and announcing.

More specific policy governing the announcers and their actions will be announced by the director of programming and announcing.

GENERAL POLICY

The office is a place of business and will be conducted thus. The telephone will be answered, "Good morning, good afternoon, or good evening, WMMR office." There will be no exceptions! There will be no disturbing others of work when it is being carried on in the office. There will be no sitting on desks—chairs are provided for that purpose. Books and other school supplies will be put on the shelf that is provided for this purpose, and no other place. Noise will be kept at a minimum.

General staff meetings will be held every three weeks, to which all staff members are expected to attend. It will be at these meetings that the overall station business will be conducted. Every week there will be a meeting of the executive committee. This meeting will include the presence of the station manager, the director of programming and announcing, the technical co-ordinator and the commercial manager. This is not a policy committee - the station does not have a policy committee. The station policy is determined by the station manager. At the executive committee meeting the progress, difficulties and goals of these departments will be discussed.

Every quarter, at the close of the quarter, the executive committee will hold a special meeting to select certain individuals who have done outstanding work in

their field at the station, and present these persons with awards at the general staff meeting. The awards are gold cups with the person's name and achievement inscribed upon the cup. This will be a much coveted award, and should instill within all members of the staff a desire to work to capacity. These awards will be given to the announcing staff, the engineering staff, and the secretarial staff.

There will be no wrongful expression of dissension among members of the staff. Any indifference, disagreement or opinion will be expressed directly to the person concerned. This can be done either orally or literally, through the facilities of the suggestion box, the bulletin board or the mail, and the more preferred method of talking with the person concerned. Any deviation from this rule will be cause for dismissal. All members of the staff have enough station work to do without having others add to it.

No one will be dismissed from the staff without just reason. And no one will be dismissed without being able to speak in his own behalf. It will be brought to the attention of the management when someone feels there is cause for dismissal of one of the staff members. This person will then come before the station manager, and the manager will determine whether there is sufficient fact to warrant possible dismissal, the person in question will come before the executive committee. At this meeting of the executive committee, anyone who wishes may be present to speak for or against dismissal. A unanimous vote is necessary for dismissal, but the station manager may prevent dismissal even with unanimous consent.

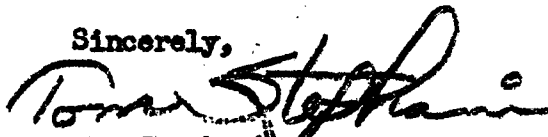
Causes for dismissal:

1. Stealing station property.
2. Improper care of station property.
3. Improper expression of descension.
4. Personal actions which may harm station or any staff member.

Bear in mind that any of the department heads may do as they wish as far as punishment is concerned in their own department, as long as it doesn't entail dismissal. But all their decisions are subject to approval by the station manager.

Most WMMR staff members have a desire to some day work in commercial radio. The experience and knowledge gained by working at the station is the best in this area, and will result in commercial radio employment by all who put forth maximum effort. Far more will be learned at WMMR than any course offered by the University of Minnesota. WMMR is the best college radio station in the country, and with interest and effort by all it can be even better. This year, let us give it all we've got - and just see what it can do for us.

Sincerely,



Tom Stephani
Station Manager

University of Minnesota Union Board of Governors
Meeting of July 28, 1958

Members Present:

Priscilla Orme, Dick Erickson, Jane Quale, Dick Walter, Sharon Goldman, Cindy Hooper, Dave Vangen, Barbara K. Johnson, Gordon Starr, John Rachie, Dick Mier, Dr. Snoke.

Members Absent:

Paul Taylor, Mimi Baasen, Dick Stanford, Mr. Vernon Ausen, Marie Wensel, Dr. Kingsley, Dr. Fenske, Wayne Plut.

Others Present:

Henry Roberts, Don Finlayson, Professor William S. Howell, Doris Lindstrom, Mavis Abrahamson, Terry Olofson.

Following a dinner the meeting was called to order at 7:30 p.m. in Room 355.

The minutes from the last meeting were approved.

Executive Committee:

Priscilla Orme reported that the Executive Committee has approved \$224 for WMMR's equipment.

The following people are working on the Homecoming Committee:

Suzanne DeLong, Chairman
Henry Roberts
Carol Erickson
Isabel Gunlogson

Tommy Dorsey's Band has been engaged for the Homecoming Dance.

Homecoming Dance:

Henry Roberts stated that they are following last year's plans. There will be one large band and four local bands which will be placed in the Main Lounge, Men's and Women's Lounge, and Junior Ballroom. The budget will not exceed the '57-'58 budget. (More will be spent for Tommy Dorsey and less on the four local bands and decorations.) The big "M" that was used last year will be used again this year. Expenses will total \$3,116.00. 4000 tickets will be sold at \$1.50 each.

Motion R-1252

It was moved to accept the Homecoming Budget.

Seconded and carried.

Program Report:

Don Finlayson went over the Program Annual Report. (A copy is attached to the permanent files of the minutes.) Mr. Finlayson stated that the totals are different than was stated at the last meeting. There was an increase of 10,000 in total attendance and a decrease of events from 658-545. However, there was a 9% increase over 1956-57. Mr. Finlayson stressed that each member pay particular attention to the last column which is the budget for 1958-59 as of July 1. He said that this budget is the money allotted as of July 1 and this does not mean that all of this money is available for each area, because more may have been spent last year than was allotted.

The president stressed the importance of the annual report. He asked everyone to keep their copy in order to refer to it during the year.

House and Finance Report:

Dick Walter stressed the importance of expansion and development for the Fine Arts Lounge. It has been suggested that sliding doors be installed in the balcony of the main ballroom making it possible to keep displays open at all times, and not interfering with any activities in the ballroom.

Motion K-1253

It was moved to approve the expenditure of \$2,000 for expansion of the Fine Arts Lounge.

Seconded and carried.

The president suggested that a definite limit be set.

Motion withdrawn.

Dick Walter recommended that the discussion continue next meeting with concrete estimates. Mr. Starr stated that without a recommendation from the Physical Plant the discussion would be of no value. He also thought there should be a definite limit on the amount. He felt that it could not be done for \$2,000 and would probably be considerably higher. Dick Mier stated that an estimate and all necessary prices should be brought to the Board for approval.

Tabled until next meeting.

Personnel Committee:

In the absence of Dick Stanford, Pris Orme gave the Personnel Committee Report. The following committees are in need of chairmen:

Games Area: Instruction; Demonstration; Tournaments
Dance Area: Dance Instruction; Wednesday night dances
Music: Hi-Fi Listening Program
Graduate Student Committee
Gopher Star Liters Committee

Pris urged that she be contacted immediately by those interested in a chairmanship.

Orientation Week will need a host and hostess to greet the new students. Dick Erickson and Pris Orme will do so August 4-12. Volunteers are needed for August 18-21, September 2-4, September 8-11, and September 15-18. Pris described the duties and asked that everyone try to arrange to be there.

There will be a committee meeting on September 24, at 9 a.m. for board members, committee chairmen, committee members, and freshmen interested in committee work. Dick Stanford will give more information about it but Pris urged that everyone be there in order to promote the Union Board of Governors.

Coffman Capers will be responsible for the booths for the Carnival to be held in the Union. All supplies must be ordered from either Dick Walter or Phyllis Freeman before August 8 as the Art Craft Shop closes in August.

Public Relations Committee:

A memo and copy of the proposed budget for Coffman Capers was passed around. (A copy is attached to the permanent files of the minutes.)

Dick Mier stated that the theme of the dance for this year's Carnival will be "Chemise Shindig". The Harry Blons band is hired for \$100 to play from 9-11 p.m. The band would charge \$60 in addition to the \$100 to play from 7-11 p.m.

The booths will be placed in the North Star Room. Dick asked that area directors give all the help necessary.

The carnival will be held from 7-9 p.m. There will be two vaudeville shows, the first at 7 and the second at 8:30. The St. John's group will be playing in the North Star Room at 7:30. The dance will be from 9-11 p.m. "Mr. McGoo" cartoons will be shown and the University Dancers will give a show with the "Roaring 20's" theme. There will be no speaking parts, only dancing and singing. Dick stressed the importance of having barkers in the crowd to stimulate enthusiasm.

Activities Day will be held the following Wednesday. This event will familiarize the freshmen with the activities of the Union and UBOG.

^{Q-186}
Motion K-1254

It was moved to accept the proposed budget for Coffman Capers.

Seconded and carried.

Dick Mier told that the Art Craft Shop would construct 15 or 16 booths for the Carnival for \$45: \$30 for materials, and \$15 for labor.

^{Q-187}
Motion K-1255

It was moved to accept the proposal as stated for the construction of the booths.

Seconded and carried.

Dick Mier asked for the use of the Main Lounge during the Carnival for the Harry Blons band from 7 to 9 p.m.

^{Q-188}
Motion K-1256

It was moved to permit the use of the Main Lounge for the Harry Blons band from 7 to 9 p.m.

Seconded.

Mr. Starr suggested that this may lead to difficulty in future years. He felt that the furniture might also be damaged. Discussion followed.

Motion withdrawn.

Q-189
Motion K-1257

It was moved to permit the band to use the area in front of the Information Desk from 7 to 9 p.m.

Seconded and carried.

Dick Mier stated that there will 15,000 book covers printed each quarter for the use of the freshmen. These covers will be a different color each quarter and will include information about the Union Board of Governors, Coffman Memorial Union,, and the Union areas. The cost will be \$130 per quarter.

Director's Report:

Mr. Starr reported that the work is progressing very well in Room 346. He urged all members to stop in and have a look at the room if they haven't already. Improvements have been made in Room 320 and 315 and the Bowling Lanes. The St. Paul Student Center construction is on schedule. Mr. Starr mentioned that \$750.00 was received today in gifts for the new Center.

Information letters have been sent out to former Union Board members and as of now, 68 have replied.

Mr. Starr announced that Hans Hopf, Assistant to the Director, is leaving to accept a similar position at New York University.

A letter was read from Joy Winkle, former Ad Fellow now in Germany. She told of seeing a picture of Coffman Union in an American College display at Essen, Germany.

Mr. Starr recommended that the \$32,000 allotted for this year's payment on the \$400,000 bond for the St. Paul Campus New Student Center be used instead for the equipment and furnishings which are needed for the opening of the Student Center this fall. Discussion followed.

Q-190
Motion K-1258

It was moved to spend the \$32,000 allotted for this year's payment on the \$400,000 bond for equipment and furnishings for the new Student Center on the St. Paul Campus.

Seconded and carried.

Old Business:

A farewell card to Hans Hopf was passed around for the Board members' signature.

New Business:

Dick Erickson gave the background of the development of the policy on the Use of University Facilities by Student Organizations as approved by the Senate Committee on Student Affairs and introduced Professor William Howell, Chairman of Senate Committee on Student Affairs.

Dr. Howell passed out copies of the policy of Senate Committee on Student Affairs dated June 4 to show the difference in the policies as proposed and as approved. (A copy is attached to the permanent files of the minutes.) He went over this policy and asked for any further questions. Discussion followed.

The president asked for a vote of confidence in regard to this policy,

Q-191
Motion K-1259

It was moved that the Union Board of Governors endorse the policy on the Use of University Facilities by Student Organizations passed by Senate Committee on Student Affairs June 4, 1958, with a vote of approval and with an added vote of confidence.

Seconded and carried.

A copy of the WMMR policy was passed out. (A copy is attached to the permanent files of the minutes.) Discussion followed.

Q-192
Motion K-1260

It was moved to accept WMMR Station Policy for payment of commissions to the commercial manager and salesmen as stated in the policy.

Seconded and carried.

Jane Quale asked that the Board give Charm the needed \$400 that will be spent on the AWS Women's Tea. They are going to charge \$.25 per person. She asked for an approval for the executive committee to go ahead with the plans.

Q-193
Motion K-1261

It was moved to give the executive committee the appropriate money, not to exceed \$400, for sponsoring the Welcome Week Women's Tea.

Seconded and carried.

Dr. Snoke stated that he felt problems should be looked into more thoroughly before being brought before the Board. The Union Board and staff agreed that this was a good procedure but difficult during the summer months because so many are off campus.

Adjournment:

The meeting was adjourned at 10:30.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:mha

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Union Board of Governors
Meeting Agenda

July 29, 1958

- I. Executive Committee Report - Priscilla Orms
- II. Program Committee Report
 1. Homecoming Dance - Hank Roberts
 2. Program Report - Don Finlayson
- III. House and Finance Committee Report - Dick Walter
- IV. Personnel Committee Report - Dick Stanford
- V. Public Relations Committee Report - Dick Mier
 1. Book covers
 2. Coffman Capers
- VI. Directors Report - Gordon Starr
- VII. Old Business
- VIII. New Business
 1. Explanation of Senate Committee on Student Affairs
Action on Use of University Facilities
Professor William S. Howell, Chairman SCSA
- IX. Announcements
- X. Adjournment

mha
7/29/58